



A GUIDE TO BUILDING A DRIVEWAY IN SOUTHWEST RANCHES

Obtaining a permit for your construction is a process that involves review and approval by multiple agencies. The County Health Department, Environmental Protection Department (EPD) and Central Broward Water Control District (*where applicable*) are external agencies that must review your plans prior to submitting them to the Town.

Southwest Ranches is a “contract community,” meaning that it has no employees. Instead, zoning, engineering, landscaping and building code review are accomplished by consultants. The Town contracts with Michele Mellgren & Associates to conduct zoning and landscaping review, and to oversee the entire permit process. The Town contracts with C.A.P. Government, Inc. for building code review and actual permit issuance. Finally, the Town contracts with R.J. Behar & Associates for engineering review. **ALL OF THESE ENTITIES ACCEPT PERMIT APPLICATIONS AND CONDUCT THEIR REVIEWS AT THE OFFICES OF MICHELE MELLGREN AND ASSOCIATES.** The professionals of these agencies, whose contact information is provided in this packet, are available to assist you and to oversee your permit application through the approval process. Each step in the permit process is outlined below. The steps must be followed in the exact order shown below.

Please note that it is illegal to clear or remove trees from your property, including nuisance trees, until you have the proper permit from the Town to do so.

It is also illegal to bring fill onto your property until you have been issued a building permit. Filling must then be consistent with the amount and location of fill approved by the Town during the permit review process.

APPROVAL PROCESS

STEP 1: PREPARE PLANS

Have your design professionals prepare, sign and seal all necessary plans for submittal consistent with the attached submittal requirements. The plans will need to comply with the Town of Southwest Ranches Unified Land Development Code (available online at www.southwestranches.org) and the Florida Building Code. You will need three (3) complete sets of plans.

STEP 2: (if required by the Town Engineer) **SUBMIT PLANS TO CENTRAL BROWARD WATER CONTROL DISTRICT (CBWCD)** *(only if your property is located east of SW 148th Avenue)*

Obtain a CBWCD application and determine what CBWCD requires you to submit. Submit your three (3) signed and sealed plan sets and all other required materials to CBWCD, located at 8020 Stirling Road in Hollywood. The phone number is (954) 432-5110. Expect this review to take at least one week.

**STEP 3:
TOWN BUILDING PERMIT REVIEW AND APPROVAL**

Bring the three (3) sets of signed and sealed plans, stamped with the Health Department's approval, EPD approval and CBWCD approval *if applicable*, along with the other items listed in the attached submission checklist, to the Town's Planning & Zoning staff, **Michele Mellgren & Associates, Inc.**

Location: 6555 Nova Drive, Suite 305
(Nova Drive between Davie Road and University Drive)

Planning & Zoning: (954) 475-3070, ext. 810
Engineering (954) 680-7771
Building (structural, mechanical, plumbing, electrical) (954) 888-9882

Here, you will apply for your building permit(s), and your plans will undergo Town review for compliance with zoning, engineering, and drainage requirements, which will take from 2 to 3 business days, as well as building code compliance review (structural), which will take from 10 to 15 business days.

The person listed as "applicant" on the permit applications will be notified when each review is complete. Corrections should then be made and the plans subsequently resubmitted. Once all conditions are satisfied, you will be notified that your permit(s) are ready to be issued.

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PERMIT SUBMISSION CHECKLIST

___ **Three (3) sets of plans signed and sealed by a Florida registered architect or engineer.** All plans must comply with the **Florida Building Code, current Broward Edition, and the Town of Southwest Ranches Unified Land Development Code** available online at www.southwestranches.org. All required agency approvals (see previous page) must be stamped on the plans, and the plans must contain the following information, at a minimum:

	Construction plans
	<p>A "site plan" that shows how the proposed driveway fits onto the lot, with dimensions and other details your professional will know about. It will also show any of the existing buildings and improvements that are to remain on the lot. If a structure is to be relocated or removed, the site plan will indicate this as well. Specifically, the site plan will show:</p> <ul style="list-style-type: none"> ▪ Compliance with the minimum building "setbacks" from the property lines and ingress/egress easements required by the zoning code. ▪ The major features shown on the survey. ▪ Dimensions of all existing and proposed structures and their distances (measured from closest part of structure) to property lines and easements (i.e.: building "setbacks"), driveways, other structures, and water bodies. ▪ Location of septic tanks, drainfields and wells. ▪ If the driveway is to be elevated above the existing terrain, a basic lot grading plan is required, including limits of fill, maximum slope from filled areas to natural grade, and direction of stormwater flow. The plan must comply with the stormwater drainage standards for your area, and must comply with the Town's tertiary drainage plan. Your architect or engineer should call the Town Engineer at (954) 771-7440 if there are questions. You can also call to request the specific information the drainage districts require. ▪ Scale, with north arrow. ▪ Driveway material. If other than asphalt or unstamped concrete where the driveway crosses the swale within the right-of-way or road easement, a Maintenance, Indemnification and Work Agreement with the Town is required. Documentation is available at Michele Mellgren & Associates. ▪ If the driveway will encroach onto a utility or drainage easement, complete the attached easement agreement form for each utility and drainage entity with jurisdiction. ▪ Site Data Table. The Site Data Table must show the following information: <ul style="list-style-type: none"> ○ net and gross acreage and square footage. ○ amount and percentage of pervious and impervious area (existing and proposed).

___ **Surveys.** Three (3) surveys signed and sealed by a registered land surveyor containing the following information:

	All easements and abutting rights-of-way and reservations of record with dimensions and book/page recordation information (survey must be abstracted for all easements, reservations & rights-of-way of record).
	All existing structures.
	Existing roadway pavement location with dimensions.

___ **Tree survey.** The tree survey must show the following (this can be incorporated into the lot survey).

	location of existing trees within 50 feet of the proposed construction
	caliper, size of crown, and botanical name of each tree within 50 feet of the proposed construction

Note: the removal of trees requires a tree removal permit.

___ **Warranty deed.**

	A copy of your property ownership document which is usually your warranty deed is required to verify ownership.
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___ **Permit applications.** A Town application for Development Order is required, and is attached as part of this packet. An application for structural review is also required. The structural application must contain the value of the construction for the entire job.

___ **Proof of worker’s compensation insurance** if a contractor is applying for the permit.

___ **Owner builder affidavit** if a homeowner is applying for the permit.

___ **Permit fees.**

	The Town charges a set fee for initial zoning and engineering review for each type of permit application. A separate fee is charged for building code review. A separate fee will also be collected prior to actual permit issuance, and this fee is based upon job valuation.
	Applicable zoning permit fees will be due in the form of a check, cashier's check, or money order payable to the Town of Southwest Ranches. Cash is not accepted. The application fee covers an initial review and re-review after comments are made on the plans. ADDITIONAL FEES WILL BE CHARGED IF PLANS ARE NOT APPROVABLE AFTER ONE RESUBMISSION.
	Applicable building permit fees will be due in the form of a separate check, cashier’s check or money order payable to the Town of Southwest Ranches.
	If your property is located west of SW 148 Avenue (Volunteer Road), an additional fee of \$35 is due, in the form of a check, cashier's check, or money order, payable to the South Broward Drainage District (<i>if applicable</i>).

PERMIT ISSUANCE AND INSPECTIONS

Once your plans are approved and the permit fees paid, a Building Permit will be issued at the offices of Michele Mellgren & Associates that will authorize construction of your driveway.

Building Permit: Be sure to post your permit in a visible spot at the construction site.

Interim Inspections: Through the Town’s Planning office, C.A.P. Government, Inc. will be responsible for coordinating inspections during your construction phase.

Final Inspections: Once your driveway is complete, you will order your final inspections. An application is included in the building permit package. This form has to be faxed at the number provided. The Building Dept. will coordinate all final inspections with the Town. The Town will perform zoning, drainage, and engineering inspections. C.A.P. Government, Inc. will perform all other inspections.

Certificates of Use: Once Zoning and Building have both signed off that your driveway is complete, C.A.P. will issue your Certificate of Use (C.U.).

Below is a summary of phone numbers for guidance through the permitting process:

Planning and Zoning:	Michele Mellgren & Associates, Inc.	(954) 475-3070, ext. 810
Engineering (drainage):	R.J. Behar & Company, Inc.	(954) 680-7771
Structural, Mechanical, Electrical, Plumbing:	C.A.P. Government, Inc.	(954) 888-9882
Drainage Districts:	South Broward Drainage District (for areas west of SW 148 Ave)	(954) 680-3337
	Central Broward Water Control District (for areas east SW 148 Ave)	(954) 432-5110

EXHIBIT “A”

EASEMENT AGREEMENT

Use this agreement only when the driveway will cross over a utility easement. Execute one agreement per utility company. All utility companies with jurisdiction in the area must execute the agreement.

EASEMENT AGREEMENT

Date _____

I, _____, have applied for a building permit to construct _____ in the utility easement on my property located at _____ in the Town of Southwest Ranches, which is also described as follows: (legal description)

A brief description of the location and type of construction of the proposed improvement is as follows:

I understand that your company/agency is not responsible for repairs to, or replacement of any portion of this structure; and that any removal or replacement of the structure necessary for your use of the easement will be done at my expense. I further understand that I will assume full responsibility for any damage incurred to the utility facilities during construction.

This is to certify that I am the owner of the subject property and I fully understand and agree to the terms and conditions of the proposed construction as described above.

Signature of Owner Date: _____

Signature of Owner Date: _____

Address

Company/Agency _____

Signed _____

Date _____

**TOWN OF SOUTHWEST RANCHES APPLICATION
(INSERT HERE)**

**NOTE: AN ORIGINAL, COLOR-CODED APPLICATION MUST BE
OBTAINED FROM MICHELE MELLGREN'S OFFICE DURING THE
REQUIRED PRE-APPLICATION MEETING**

**TOWN OF SOUTHWEST RANCHES BUILDING DEPARTMENT
APPLICATIONS**

(INSERT HERE)

**NOTE: ORIGINAL APPLICATIONS MUST BE OBTAINED FROM
MICHELE MELLGREN'S OFFICE**