



**ENGINEERING MINOR DEVELOPMENT REVIEW
 SUBMISSION CHECKLIST**

Date: _____ Folio # (required) _____
 Location/Subject property: _____
 Applicant's Name: _____ Phone: _____
 Agent's Name (if applicable): _____ Phone: _____
 Type of application (check one): Single-Family Duplex No. of Units (**10 max.**)

This checklist is for the convenience of applicants and the city to ensure basic submission information is provided. Applicants are responsible for submitting proposal in total compliance with all the requirements of Chapter 25 – Streets, Sidewalks and Other Public Ways, Chapter 30 - Utilities and Chapter 32, Section 32-885 of the Hallandale Beach Municipal Code. Failure to provide any listed items shall result in an incomplete application which will not be accepted by the City. The adequacy of the submittal will be determined by staff.

No.	General Information	APP	CITY
1	Minor Development Review Fees (Site Plan Approval Process): <ul style="list-style-type: none"> • \$250.00 per review • \$83.00 for each additional review 		
2	Submit Site Plan, Civil Engineering Plan (paving and drainage, water, sewer) and Erosion & Sedimentation Control Plan.		
3	Submit Encroachment Agreement Restrictive Covenant form. Form must be notarized and recorded by Broward County.		
4	Submit property survey less than 1-year old to include: existing grading, edge of pavement, and crown of the road elevations.		
5	Submit Erosion and Sedimentation Control Agreement form for constructions less than 1 acre.		

No.	Site Plan and Civil Engineering	APP	CITY
6	Follow City's <i>Swale Construction Requirement</i> detail for sidewalk, driveway and swale installation. Form can be found on the City website under Public Works – Engineering. (http://www.hallandalebeachfl.gov/index.aspx?NID=21)		
7	Provide cross sections, elevations and calculations of each detention area.		
8	Show location of existing utilities and utility service connection for water and sewer lines and pipe sizes.		
9	Must submit City's Drainage Computations. Form can be found on the City's website (http://www.hallandalebeachfl.gov/index.aspx?NID=21)		
10	Plans and Drainage Computations must be sign and seal by a registered Professional Engineer in the State of Florida.		

No.	Erosion and Sedimentation Control Plan	APP	CITY
11	Show all existing catch basins around site to include public right-of-way.		