



CITY OF OAKLAND PARK

DEVELOPMENT PERMIT APPLICATION PACKAGE

The purpose of this Development Permit Application is to establish a uniform and legally compliant process for the review of development proposals pursuant to Chapter 24 of the City of Oakland Park Land Development Code and applicable state law. All applicants are required to submit complete, accurate, and verifiable information so that the City may determine compliance with adopted regulations, technical standards, and procedural requirements. Submittals that are incomplete, inaccurate, or not provided in the required format will not be accepted. Any application that remains inactive for six months or more may be deemed withdrawn and will not proceed through the development review process.



ENGINEERING AND COMMUNITY DEVELOPMENT
1100 Park Lane East, Oakland Park, Florida 33334
Office 954-630-4425
www.oaklandparkfl.gov

LOBBYISTS

Oakland Park's Code of Ordinances §2-16.5

“Lobbyist” means a person who is retained, with or without compensation, for the purpose of lobbying; or a person who is employed by another person or entity, on a full-time or part-time basis, principally to lobby on behalf of that other person or entity who seeks any action, decision, recommendation of the city manager, or any city board or committee; or any action, decision or recommendation of any city personnel during the time of the entire decision making process on such action decision or recommendation that foreseeable will be heard or reviewed by the city commission, or a city board or committee.

**MUST COMPLETE AND FILE REGISTRATION FORM WITH THE CITY CLERK
BEFORE ENGAGING IN ANY LOBBYING ACTIVITY**

FORM MUST BE FILED PRIOR TO EACH INDIVIDUAL LOBBYING ACTIVITY

Register Online at:

<http://www.oaklandparkfl.gov/422/Lobbyist-Portal>

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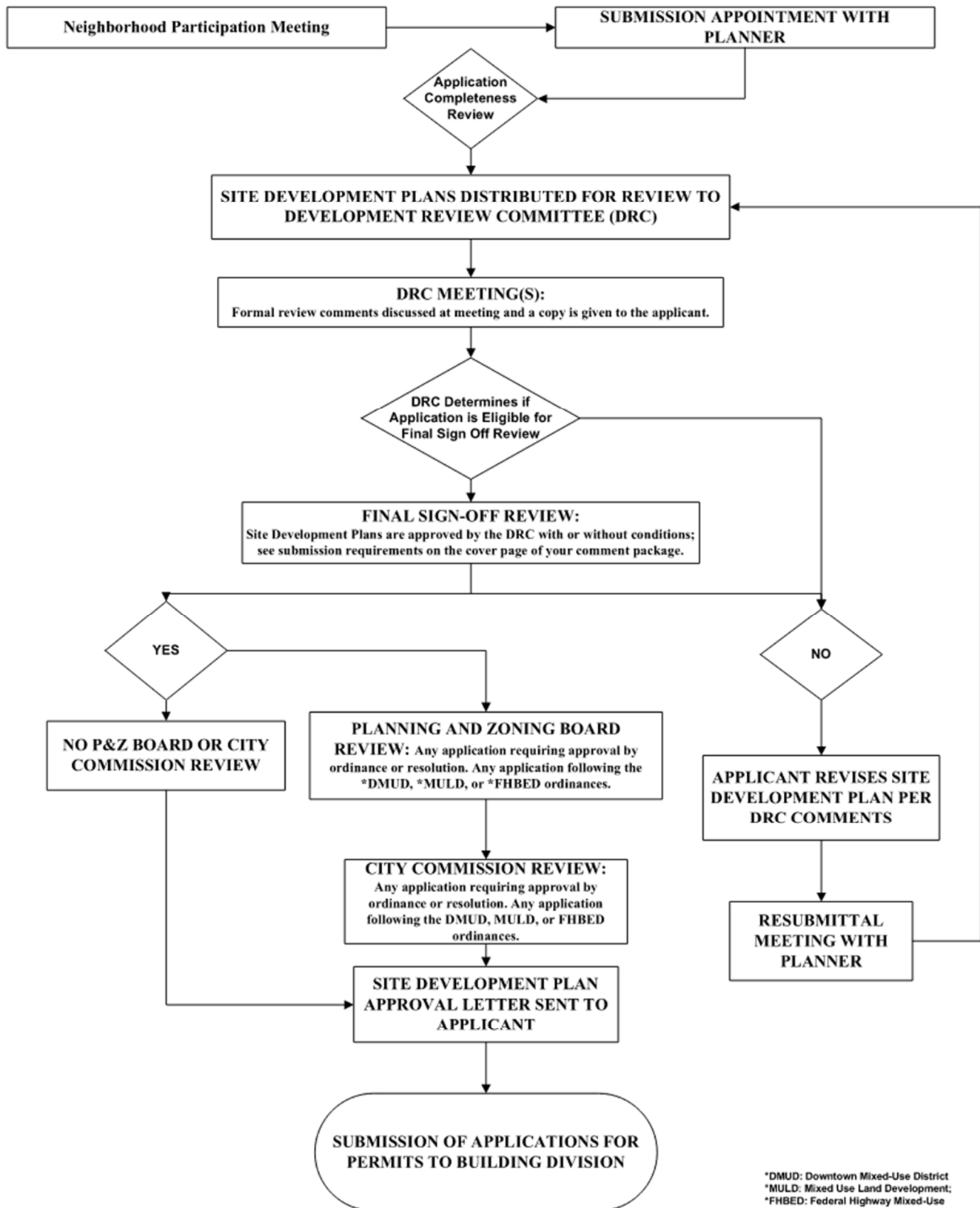
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DEVELOPMENT REVIEW PROCESS



*DMUD: Downtown Mixed-Use District
 *MULD: Mixed Use Land Development;
 *FHBED: Federal Highway Mixed-Use Business and Entertainment Overlay District.

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REVIEW TYPES, REQUIREMENTS, AND FEES

- Indicate the type of review requested by checking the appropriate box and any applicable sub-categories listed after the review type.
- Applications for some development projects may require review under more than one category and therefore will require more than one fee.
- Applications may require other City or County Agency reviews, approvals, and fees.
- A Training and Certification Fee of 10% has been integrated with all below-listed fees.
- Fees will not be returned if an application is withdrawn, nor shall the fees be applied to any future applications.
- Cost Recovery: Each Development Permit request listed herein is subject to cost recovery. This process is utilized when an application requires special studies and/or reports such as traffic reports, environmental assessments, legal services, etc. that the City deems as necessary. The direct cost of the review of any report or study by one of the City's professional consultants or performed by the City shall be paid by the applicant.

Code Section	Category/ Project Type	Fee Amount	Application Requirements Key
24-163(D)(1)	TRAINING AND CERTIFICATION FEE		
	TRAINING AND CERTIFICATION FEE	10% of application fee. This amount is already included in all listed fees in this section	NA
24-153	BILLBOARD SIGNS		
	BILLBOARD SIGN ANNUAL COMPLIANCE FEE	\$700	NA
	BILLBOARD SIGN SPECIAL EXCEPTION APPLICATION FEE	\$1,690	1, 2, 3, 4, 5, 7, 9
	REVOCABLE LICENSE AGREEMENT ANNUAL FEE to be paid in equal quarterly increments	\$5,500	NA
	REVOCABLE LICENSE AGREEMENT ANNUAL ADMINISTRATIVE FEE	\$550	NA
24-163	COMPREHENSIVE PLAN AND LAND USE AMENDMENTS		
	COMPREHENSIVE PLAN TEXT AMENDMENT	\$4,950	10, 12, 13
	LAND USE PLAN MAP AMENDMENT	\$9,900	1, 11, 13
	LAND USE PLAN MAP AMENDMENT small scale per Florida statute 163.3187(1)(c)	\$4,950	1, 11, 13
24-165	CONDITIONAL USE		
	CONDITIONAL USE APPLICATION FEE	\$1,925	4, 14, 15, 16, 17, 18, 22,
	REVISION TO APPROVED SITE DEVELOPMENT PLAN:		
	a. (1) minor	\$440 first revision \$220 each additional revision	14, 15
	(2) major	\$2,380 PER REVISION PLUS FINAL SIGN OFF FEES	4, 14, 15, 16, 17, 18, 22,
	b. time extension for approved site development plan (public hearing not required)	\$355	42
24-271	COST RECOVERY FEE		
	COST RECOVERY FEE	Direct cost of the review of any applicant proposed plan, report, or study by one of the city's professional consultants or performed by the city shall be paid by the applicant for any application for which additional costs for special studies and/or reports the city deems necessary.	BASED ON APPLICATION TYPE
24-80(B)	CROSS PARKING AGREEMENT FEE		
	CROSS PARKING AND NON-CONCURRENT PARKING AGREEMENT FEE	\$495	NA
24-164	DEVELOPMENTS OF REGIONAL IMPACT (DRI)		
	PROPOSED CHANGE OR REPEAL OF A DRI FEE	\$8,800	1, 14, 15, 16, 17, 18, 19, 22
24-175	DEVELOPER'S AGREEMENT		
	DEVELOPER'S AGREEMENT FEE	\$2,380	16, 17, 18, 19, 20
24-272	DOWNTOWN DEVELOPMENT DISTRICT (OP3D)		
	SITE DEVELOPMENT PLAN REVIEW up to three stories	\$1,760	14, 15, 16, 17, 18
	SITE DEVELOPMENT PLAN REVIEW four or more stories	\$3,520	14, 15, 16, 17, 18
	a. LOCAL TRANSPORTATION FEE per dwelling unit or 1,000 square feet of non-residential*	\$605	NA
	b. COST RECOVERY FEE per dwelling unit or 1,000 square feet of non-residential*	\$385	NA

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Code Section	Category/ Project Type	Fee Amount	Application Requirements Key
	*To be paid before issuance of building permits. additional cost recovery fees may be required based on the cost recovery fee required elsewhere in this fee schedule.		
24-50	FEDERAL HIGHWAY MIXED-USE BUSINESS AND ENTERTAINMENT OVERLAY DISTRICT		
	SITE DEVELOPMENT PLAN REVIEW up to three stories	\$1,760	14, 15, 16, 17, 18
	SITE DEVELOPMENT PLAN REVIEW four or more stories	\$3,520	14, 15, 16, 17, 18
	note: no fee for minor revisions to approved plans, but major revisions require same fee as a new application		
	a. LOCAL TRANSPORTATION FEE*	\$187	NA
	b. COST RECOVERY FEE per gross square foot plus direct cost of review*	\$0.49	NA
	*To be paid before issuance of building permits. additional cost recovery fees may be required based on the cost recovery fee required elsewhere in this fee schedule.		
24-76	FLEXIBILITY ALLOCATIONS		
	ALLOCATION OF FLEXIBILITY ACREAGE	\$2,720	1, 18, 19, 22
	INCREASED DENSITY ON COMMERCIAL LAND or commercial land rezoned to residential	\$2380 plus \$55 per gross acre	1, 18, 19, 23
24-72	FLEXIBILITY, RESERVE, AFFORDABLE OR REDEVELOPMENT UNITS		
	ALLOCATION OF RESIDENTIAL UNITS		
	a. INCREASED DENSITY ON RESIDENTIAL LAND	\$2380 plus \$55 per gross acre	4, 14, 15, 16, 18, 22
	b. INCREASED DENSITY ON COMMERCIAL LAND or commercial land rezoned to residential	\$2380 plus \$55 per gross acre	4, 14, 15, 16, 18, 22
24-56	MIXED USE LAND DEVELOPMENT		
	SITE DEVELOPMENT PLAN REVIEW up to three stories	\$1,760	14, 15, 16, 17, 18
	SITE DEVELOPMENT PLAN REVIEW four or more stories	\$3,520	14, 15, 16, 17, 18
	note: no fee for minor revisions to approved plans, but major revisions require same fee as a new application		
24-150(1)	OUTDOOR DISPLAY PERMIT		
	OUTDOOR DISPLAY ANNUAL FEE	\$165	NA
24-54 and 24-55	PLANNED COMMERCE CENTER (PCC) or PLANNED UNIT DEVELOPMENT (PUD)		
	a. MASTER DEVELOPMENT PLAN REVIEW or declaration of restrictive covenants	\$2,380	4, 14, 15, 16, 17, 18, 19, 20, 21, 22
	b. SITE DEVELOPMENT PLAN REVIEW	\$2,380 plus \$55 per gross acre	4, 14, 15, 16, 17, 18, 19, 20, 21, 22
	c. REVISION TO APPROVED SITE DEVELOPMENT PLAN:		
	1. MINOR REVISION	\$440 first revision \$220 each additional revision	14, 15
	2. INTERMEDIATE REVISION with no public hearing required	\$693 plus \$55 per gross acre	14, 15, 42
	3. MAJOR REVISION	\$2,380 plus \$55 per gross acre	4, 14, 15, 16, 17, 18, 19, 20, 21, 22
	d. TIME EXTENSION FOR APPROVED SITE PLAN with no public hearing required	\$360	42
24-59	PLANNED REDEVELOPMENT DISTRICT (PRD)		
	SITE DEVELOPMENT PLAN REVIEW up to 36 feet in height	\$1,760	14, 15, 16, 17, 18
	SITE DEVELOPMENT PLAN REVIEW over 36 feet in height	\$3,520	14, 15, 16, 17, 18
	a. LOCAL TRANSPORTATION FEE	\$187	NA
	b. TRAFFIC STUDIES	Subject to cost recovery	NA
24-4	PLANNING AND ZONING INQUIRIES		
	PLANNING AND ZONING VERIFICATION LETTER each item	\$70	NA

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Code Section	Category/ Project Type	Fee Amount	Application Requirements Key
	MEETINGS WITH COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT STAFF FOR POTENTIAL DEVELOPMENT APPLICATIONS per hour per staff	\$70	NA
24-68(E)	PORTABLE STORAGE UNIT PERMIT FEE		
	PORTABLE STORAGE UNIT PERMIT FEE	\$70	NA
24-163	PUBLIC HEARING FEES		
	CITY COMMISSION, BOARD OF ADJUSTMENT OR PLANNING AND ZONING BOARD MEETING for an item not otherwise listed herein	\$2,420	NA
	PUBLIC HEARING READVERTISEMENT:		
	a. LEGAL NOTICE/IN-COLUMN AD	\$200	NA
	b. DISPLAY AD	\$800	NA
	c. MAILINGS	\$400	NA
	d. SIGNS each	\$100	NA
24-164(G)(3)	REAPPLICATION FEE – EXPIRED OR WITHDRAWN DRC APPLICATIONS		
	REAPPLICATION FEE		
	a. PRIOR TO FIRST DRC MEETING	\$200	NA
	b. AFTER DRC MEETING IS HELD	half of total original development application fee	NA
	c. AFTER PUBLIC NOTICE OF A PUBLIC HEARING AT ADVISORY BOARD OR CITY COMMISSION IS ISSUED	half of total original development application fee plus, reimbursement of all public notice costs	NA
24-163	REZONING AND LAND DEVELOPMENT CODE AMENDMENTS		
	LAND DEVELOPMENT CODE TEXT AMENDMENT	\$3,235	1, 16, 18, 22
	REZONING APPLICATION FEE		
	a. REZONING OF LAND LESS THAN 10 ACRES	\$2,380	1, 16, 18, 22
	b. REZONING OF LAND 10 ACRES OR MORE	\$4,950	1, 16, 18, 22
24-163	SITE DEVELOPMENT PLAN REVIEW		
	SITE DEVELOPMENT PLAN REVIEW	\$1,760	14, 15, 17, 18
	DRC WAIVERS each item	\$231	14, 15, 17, 18
	SITE DEVELOPMENT PLAN REVIEW approval extension	\$180	NA
24-189	SUBDIVISION/RESUBDIVISION		
	SITE DEVELOPMENT PLAN REVIEW	\$1,760	14, 15, 17, 18
	a. RECORDED PLATS / REPLATS	\$2,895	14, 17, 18, 23
	b. PLATS OR REPLATS with waiver of recording	\$1,045	14, 17, 18, 23, 43
	c. UNITY OF TITLE for crossing platted lot lines	\$255	1, 24, 25, 26
	d. BROWARD COUNTY DELEGATION REQUEST / PLAT NOTE AMENDMENT REQUEST	\$180	27
24-246	TELECOMMUNICATION TOWER		
	TELECOMMUNICATION TOWER PERMIT FEE includes special exception	\$3,040	1, 2, 3, 4, 6, 7, 8, 9
24-248(E)(3)	TELECOMMUNICATION ANNUAL STRUCTURAL & ELECTRICAL INTEGRITY REPORT		
	a. TOWERS	\$165	NA
	b. ANTENNAS on other types of structures	\$80	NA
24-149	TEMPORARY BUSINESS SIGN		
	TEMPORARY BUSINESS SIGN PERMIT FEE 30 days	\$70	NA
24-66	TEMPORARY STRUCTURE PERMIT FEE		
	TEMPORARY STRUCTURE FOR BUSINESS USE six months	\$355	14, 15, 16
24-105	TREE REMOVAL PERMIT		
	APPLICATION FEE	\$41	NA
	All after the fact fees are doubled per tree		
	a. TREES UNDER 18 INCHES DBH per tree	\$20	NA
	b. TREES OVER 18 INCHES DBH per tree	\$66	NA
24-41	USE APPROVAL – RESTAURANT BAR		
	USE APPROVAL APPLICATION FEE public hearing fee only. site development plan review fees apply.	\$2,420	4, 14, 15, 16, 18, 22
24-97	VACATION OF PUBLIC RIGHT-OF-WAY		
	VACATION OF PUBLIC RIGHT-OF-WAY APPLICATION	\$2,035	32, 33, 34, 35, 36, 37, 38, 39
24-232	VARIANCES TO CODE OF ORDINANCES		
	a. SINGLE FAMILY OR DUPLEX, OTHER ITEMS, VARIANCE EXPIRATION EXTENSION	\$1,235	41
24-175	PARK AND OPEN SPACE IMPACT FEE*		

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Code Section	Category/ Project Type	Fee Amount	Application Requirements Key
	PARK AND OPEN SPACE IMPACT FEE per dwelling unit	\$1,687.50 effective 11/01/2021	NA
		\$1,875.00 effective 11/01/2022	NA
		\$2,062.50 effective 11/01/2024	NA
		\$2,250.00 effective 11/01/2025	NA
	*Note: these impact fees are required by statute to be adopted by ordinance and are hereby cross-referenced by the respective ordinance.		
24-167	PUBLIC SAFETY ASSESSMENT FEE*		
	PUBLIC SAFETY ASSESSMENT FEE: applies to all lands located west of interstate 95		
	a. PER RESIDENTIAL DWELLING UNIT	\$150	NA
	b. PER NON-RESIDENTIAL ACRE OF LAND	\$980	NA
	*Note: these impact fees are required by statute to be adopted by ordinance and are hereby cross-referenced by the respective ordinance.		

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APPLICATION REQUIREMENTS KEY

Check the requirements for your application.

All materials must be submitted electronically in scalable PDF format.

Digital signatures and seals are required where applicable under Florida law.

1. A **Current Survey** showing the location and dimensions of existing structures and easements as well as their use. This survey must be digitally signed and sealed. Surveys must provide flood zone information and use NAVD88 as the datum.
2. Original **Location Maps** for proposed site(s).
3. **Elevation Sketches.**
4. A set of **Reduced Copies** (formatted at 11" x 17" size) of simplified site development plans and colored renderings (scalable .pdf format).
5. **Revocable License Agreements** for billboard special exception applications.
6. All **Required Documents** as identified in §24-248 of the City's Land Development Code.
7. A statement explaining a Special Exception request for a **Billboard or Telecommunications Tower.**
8. A statement indicating **Special Conditions or Justification for Telecommunications Tower** request per §24-251(b)(2)
9. One (1) **Detailed Description** of the Billboard's type, size, height, location and number of faces -or- the Tower's type, height, and location.
10. The precise description of the proposed **Comprehensive Plan Text Amendment** that clearly states the page(s), section(s), paragraph(s), and/or graphic(s) that are proposed to change.
11. The proposed **Future Land Use Map Amendment** that states the exact change(s) proposed, including the present City land use designation(s) as well as the proposed City land use designation(s). If more than one land use is proposed, include separate acreage calculations for each.
12. A summary statement sufficiently explaining the **Reasons for the Amendment.** This may include statements relating to any or all of the following:
 - ✓ The need to correct an error
 - ✓ The need to reflect changing circumstances or conditions in the community
 - ✓ The need to improve the ability of the plan to fulfill the objectives and policy statements listed in the plan.
 - ✓ The applicant is advised that the proposed amendment may conflict with some of the objectives and policy statements. If so, the applicant might also request changes in the objectives or policy statements to render the requested change consistent with the objectives or policy statements.
13. A summary statement addressing how the proposed amendment will benefit the **Public Interest** of the community.
14. The **Recorded Plat and Current Survey** (formatted at full 24" x 36" size), dated within the last year, and showing the location and dimensions of existing structures and easements as well as their use. The Survey must be digitally signed and sealed.
15. A full set of the **Site Development Plans** (formatted at full 24" x 36" size) to include:
 - ✓ Site plan
 - ✓ Landscape plan.

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- All landscape plans must be digitally signed and sealed by a registered landscape architect.
 - ✓ Floor plan
 - ✓ Site lighting plan
 - ✓ Building elevation plan (all four sides)
 - ✓ Construction fencing plan
 - ✓ Schematic engineering plan (where applicable) including all items listed in **Section 24-164(B)(3)** of the City's Code of Ordinances.
 - ✓ For applications within the Downtown Mixed-Use District, Federal Highway Business District, or any Mixed-Use Development, refer to the applicable ordinances for site development plan requirements.
16. A **Program Description or Summary** detailing the proposed use, architectural design, special conditions/justification for the request, the services/products to be offered, the hours of operation, and (if applicable) compliance with the conditional use criteria required by §24-165 of the Oakland Park Land Development Code.
17. A set of **Traffic Generation Data** and/or **Impact Analysis**.
18. A completed **Service Demand Analysis and PSIA (Public School Impact Application – Residential Only)**.
19. Request for **Rezoning**.
20. The **Master Development Plan/Agreement** for a Planned Urban Development (PUD) type development or the developer's agreement explicitly meeting the requirements of Florida State Statutes.
21. The **Declaration of Restrictive Covenants** for a Planned Commerce Center (PCC) type development.
22. Completed **Public Notice Sign Affidavit** forms signed by the applicant, indicating that the applicant has met his/her responsibility to post public notice signs on the subject property.
23. The proposed **Plat or Replat** and the **Conceptual Site Development Plan**.
24. An executed and notarized **Unity of Title Agreement**.
25. An **Opinion of Title** certified to the City of Oakland Park. This document must be from a lawyer licensed to practice in the State of Florida or certified by a title company showing that title is fully vested in the individual(s) or legal entity executing the Unity of Title Agreement.
26. Unity of Title documents require:
- If the Agreement is executed by a corporation, provide **proof of corporate existence** and **proof that the corporation is in good standing with the State of Florida**. Should it be a foreign corporation, documentation must be provided showing that the corporation is authorized to do business in the State of Florida. Additionally, a **corporate resolution** must be provided indicating that the individual(s) signing on behalf of the corporation have the proper authority to execute the Unity of Title Agreement
 - If the Agreement is executed by a general or limited partnership, copies of the **partnership agreement** must be provided indicating the individual or individuals executing the Unity of Title Agreement on behalf of the partnership have the authority to do so.
27. A statement for a **Delegation Request** that indicates what is currently on the plat that the applicant is proposing to amend. The Development Review Committee will review the application and advise the applicant of its approval, conditional approval, or denial by letter.
28. A **Description of the Use** that is not contained in the Text Amendment requested. Cite the section of Code and the proposed language of the new text amendment.
29. A description of any **Special Conditions** or justification which apply to the requested Text Amendment.
30. A **Description of the Use** that is not contained in Master Business List. Cite the section of Code and the proposed

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language of the new use listing.

31. A description of any **Special Conditions** or justification which apply to the requested Unlisted Use.
32. A statement indicating **Existing Use of Public Way**.
33. A statement indicating **Proposed Use of Public Way**.
34. A statement indicating **Reason Public Way no Longer Needed** by utility service providers.
35. **Signed and Notarized Consent Forms** from all adjoining or affected property owners (you may file an application for vacation of a public way if your property abuts the property proposed for vacation. If you are not the only abutting property owner or if the property you are proposing for vacation serves another property owner in any way).
 - i. A copy of this consent form is provided with the application.
36. The **Signed and Sealed Sketch and Legal Description** depicting the area to be Vacated is to be provided to the City and each Utility listed along with a **Utility Review** form for their completion. A copy of the Utility Review form is provided with the application.
37. If the public way was given by plat, it will also be necessary to file a **Vacation application with Broward County** upon approval by the City.
38. A set of completed **Utility Review Forms** from area utility service providers (Florida Power & Light Company, BellSouth Telephone, Peoples Gas System or Teco, City of Oakland Park/Broward County Utilities/Fort Lauderdale, AT&T Broadband Cable Company and others if applicable. A copy of this form is provided with the application.
39. The **Recorded Deed** if public way was dedicated by deed.
40. A statement specifying the **Regulations From which you are seeking a Variance**: (cite section(s) of the land development code).
41. A **Zoning Variance Packet** including the Variance Application and Justification Letter. Forms and instructions provided by the Planning & Zoning Division. The basis for a variance is established by **§24-232(C)** of
 - i. the Land Development Code.
42. City Commission approval required - Public Hearing not required.
43. **Planning and Zoning and City Commission** approval required - Public Hearings and Advertising not required.
44. Executed and in recordable format cross-parking and/or nonconcurrent parking agreement.
45. A fire hydrant flow test request. Please submit the form along with \$75.00 directly to: Utility Billing - City Hall, 3650 NE 12th Avenue, Oakland Park, FL 33334. Phone: 954-630-4280
46. For new construction or additions, plans for fencing and screening construction site.
47. It is a priority of the City to include sustainable and renewable elements and energy sources, including but not limited to, solar, rainwater harvesting, vehicle charging stations, bicycle parking, efficient lighting, greywater recycling, etc. Please advise of what, if any, sustainable and/or renewal elements and/or energy sources will be included in the project.

Rev.: November 2025

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MINIMUM SUBMISSION REQUIREMENTS FOR DEVELOPMENT PERMIT APPLICATIONS

Applications will not be accepted without the minimum required plans, documents and appointments.

1. **Lobbyist Registration:** Proof of registration as a lobbyist per §2-16.5 – Register online:
<http://www.oaklandparkfl.gov/422/Lobbyist-Portal>
2. **Neighborhood Participation Meeting Report & Affidavit of Compliance:** Must be submitted with application, no exceptions. See Planning & Zoning staff for a list of HOA/individuals to contact.
(<http://www.oaklandparkfl.gov/DocumentCenter/View/486/Neighborhood-Participation-Meeting-Guide-PDF>)
3. **Meeting (by appointment only) with a Planner** – Contact the Planning & Zoning Division
4. **Complete Application:** All required information and signatures.
5. **Proof of Ownership and Agent Authorization:** Attach property owner and/or agent authorization letters with proof of ownership documentation.
6. **Application Fees:** Make checks payable to the City of Oakland Park.
7. **Plan Sets:** Plan sheets must be collated and formatted at full 24" x 36" size. Plan sets must be digitally signed and sealed. One (1) plan set must be formatted at reduced 11" x 17" size set.

All plan sets are to include the following:

- a. Surveys
 - b. Site Development Plans must consist of the following:
 - i. Site plan
 - ii. Landscape plan.
All landscape plans must be signed and sealed by a registered landscape architect.
 - iii. Floor plan
 - iv. Site lighting plan
 - v. Building elevation plan
 - vi. Construction fencing & screening plan
 - vii. Schematic engineering plan (where applicable) including all items listed in **Section 24-164(B)(3)** of the City's Code of Ordinances.
 - viii. For applications within the Downtown Mixed-Use District, Federal Highway Business District, or any Mixed-Use Development, refer to the applicable ordinances for site development plan requirements.
 - c. Each plan set must have a copy of all ancillary attachments i.e. color renderings, legal documents and exhibits, planning studies, data reports, pictures, etc.
8. Service Demand Analysis Form (Concurrency Review):
(<http://www.oaklandparkfl.gov/DocumentCenter/View/490/Service-Demand-Analysis-Form-PDF>)
 9. **Project Narrative:** (if required).
 10. **Response Letter:** If this submission is subsequent to the first review, include any other items requested at the previous DRC meeting.
 11. **Other:** Depending on the type of application, additional plans, documents, surveys, studies, etc. may be required for the application. Please note your type of review and the applicable requirements on the following pages.

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DRC FINAL SIGN-OFF REVIEW SUBMISSION REQUIREMENTS

Applications **will not be accepted** without the following items:

1. **Response Letter.**
2. **Fee of \$228.80** Checks made payable to the City of Oakland Park.
3. **School Capacity Availability Determination Letter (SCAD)** (Residential Only, School Concurrency)
4. **Plan Sets** Plan sheets must be collated and formatted at full (24" x 36") size. Plans sets must be digitally signed and sealed. One (1) plan set must be formatted at a reduced (11" x 17") size set. All plan sets are to include the following:
 - a. Recorded Plat
 - b. Surveys
 - c. Site Development Plans must consist of the following:
 - i. Site plan
 - ii. Landscape plan.
All landscape plans must be digitally signed and sealed by a registered landscape architect.
 - iii. Floor plan
 - iv. Site lighting plan
 - v. Building elevation plan
 - vi. Construction fencing plan
 - vii. Schematic engineering plan (where applicable) including all items listed in **Section 24-164(B)(3)** of the City's Code of Ordinances.
 - viii. For applications within the Downtown Mixed-Use District, Federal Highway Business District, or any Mixed-Use Development, refer to the applicable ordinances for site development plan requirements.
 - d. Each plan set must have a copy of all ancillary attachments i.e. color renderings, legal documents and exhibits, planning studies, data reports, pictures, etc.

APPLICABILITY OF DRC REVIEW

- All developments involving multi-family development (three or more units), commercial, or industrial uses.
- All developments within the **Downtown Mixed-Use District** or the **Federal Highway Mixed-Use Business and Entertainment Overlay District**
- Mixed-use land development
- Development resulting in a change of use
- Any building modification that affects parking
- Applications for any of the following:
 - Unlisted use
 - Conditional use
 - Use approvals
 - Rezoning
 - Flexibility/reserve units
 - Future land use map amendments
 - Applicable development as determined by the Engineering & Community Development Department.

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MINIMUM SITE DEVELOPMENT PLAN REQUIREMENTS

SURVEY

1. Signed, sealed and dated within the last year.
2. Abstracted for right of way and easements.
3. Full legal description.
4. Include flood zone designation.
5. Survey uses NAVD88 Datum.

SITE PLAN

1. Title Block including project name and design professional's address and phone number
2. Scale (must be engineer's scale)
3. North indicator
4. Location map showing relationship to major arterials
5. Drawing and revision dates, as applicable
6. Full legal description
7. Site Plan Data Table
 - Current use of property and intensity
 - Land Use designation
 - Zoning designation
 - Water/wastewater service provider
 - Site area (sq. ft., net and gross acres)
 - Building footprint coverage
 - Residential development: number of dwelling units, type, floor area(s), bedroom mix, site density (gross and net)
 - Non-residential development: uses, gross floor area
 - Parking data: parking required (#), parking provided (#), loading zones, ADA spaces
 - Building height (expressed in feet above grade)
 - Structure length
 - Number of stories
 - Setback table (required vs. provided)
 - Vehicular use area (in sq.ft. & % of site)
 - Open space (in sq. ft. & % of site)
 - Landscape area (in sq. ft. & % of site)
8. Site Plan Features (graphically indicated)
 - Municipal boundaries (as applicable)
 - Zoning designation of adjacent properties with current use listed
 - Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts)
 - Waterway width, if applicable
 - Outline of adjacent buildings (indicate height in stories and approximate feet)
 - Property lines (dimensioned)

- Building outlines of all proposed structures (dimensioned)
- Ground floor plan
- Dimension of grade at crown of road, at curb, sidewalk, building entrance, and finished floor elevation
- Dimension for all site plan features (ie., sidewalks, building lengths and widths, balconies, parking spaces, street widths, etc.)
- Mechanical equipment dimensioned from property lines
- Setbacks and building separations (dimensioned)
- Driveways, parking areas, pavement markings (including parking spaces delineated and dimensioned as well as handicapped spaces as applicable)
- On-site light fixtures
- Proposed ROW improvements (i.e. bus stops, curbs, tree plantings, etc.)
- Pedestrian walkways (including public sidewalks and on-site pedestrian paths)
- Project signage, location, shape and size
- Traffic control signage
- Catch basins or other drainage control devices
- Fire hydrants (including on-site and adjacent hydrants, show distances to structures)
- Fire Rescue Vehicle turning radii
- Easements (as applicable)
- Indication of any site or building design methods used to conserve energy and/or water.
- Indication of any site or building design methods used to incorporate the principles of Crime Prevention Through Environmental Design (CPTED)
- Location and method of screening of refuse stations, storage areas and off-street loading areas. (See city staff for dumpster diagram)
- Method maintaining any common or joint use area
- If providing a fire alarm system or sprinkler system, indicate on the site plan.

SITE DETAILS

Provide details of the following:

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- Ground floor elevation
- Storefronts, awnings, entryway features, doors, windows
- Fence/wall (measured from the finished grade of the abutting property or crown of adjacent street)
- Dumpster
- Light fixtures
- Balconies, railings
- Trash receptacles, benches, other street furniture
- Pavers, concrete, hardscape ground cover material

FLOOR PLANS

1. Delineate and dimension, indicating use of spaces
2. Show property lines and setbacks on all plans
3. Typical floor plan for multi-level structure
4. Floor plan for every level of parking garage
5. Roof plan

BUILDING ELEVATIONS

1. All building facades with directional labels (ie. North, South) and building names if more than one building
2. Dimensions, including height and width of all structures
3. Dimensions of setbacks and required setbacks from property lines
4. Dimension grade at crown of road, at curb, sidewalk, building entrance, and finished floor
5. Indicate architectural elements, materials and colors
6. Include proposed signage (will require separate building permit)

LANDSCAPE PLAN

(Review the Landscape and Streetscape Design Standards for additional landscaping requirements)

1. Site Plan information (in tabular form on plans)
2. Title block including project name and design professional's address and phone number (Must be signed and sealed by a registered Landscape Architect)
3. Scale (must be engineer's scale)
4. North indicator
5. Drawing and revision dates, as applicable

6. Landscape Plan Information (in tabular form on plans)

- Site area (sq. ft. and acres)
- Vehicular use area (in sq. ft.)
- Perimeter landscape area (including buffers adjacent to ROW)
- Interior landscape area (15 sq.ft. per space)
- Trees – parking lot interior required/ provided:
 - 1 per 10 spaces
- Trees – right of way edge required/provided:
 - 1 per 40 linear feet within landscaped strip
- Trees – perimeter required/provided:
 - 1 per 40 linear feet within landscaped strip
 - 1 per 30 linear feet within landscaped strip (nonresidential adjacent to residential)
- Trees required by size (required/provided):
 - 60% @ 10' x 6'
 - 10% @ 14' x 7'
 - 20% @ 12' x 6'
 - 10% @ 16' x 8'

7. Landscape Plan Features (graphically indicated)

- Property lines
- Easements (as applicable)
- Landscape areas with dimensions
- All Existing trees and palms, must be adequate to calculate their species names and sizes, number, and canopy (indicate whether they are to remain, be relocated, or removed)
- Names and locations for all proposed trees, shrubs and groundcover, with quantities noted at each location
- Plant list (note species, sizes, quantities and any appropriate specifications)
- Site elements (buildings, parking areas, sidewalks, signs, fire hydrants, light fixtures, drainage structures, curbing, all utilities both above and below ground, sight vision triangles)
- Grading (swales, retention areas, berms, etc.)
- Show any required berms along right of way
- Planting details and notes
- All landscaped areas shall be provided with an underground irrigation system. The system

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must be designed to have a minimum of 100% coverage with a 50% overlap.

- If the site contains numerous trees, provide a separate table indicating disposition.

PHOTOMETRIC PLAN

1. Foot-candle readings must extend to all property lines.
2. Note on plan stating that proposed lighting will be designed and installed so as to reflect the light away and prevent any glare or excessive light on any adjacent property.

SCHEMATIC ENGINEERING PLAN

1. Proposed or existing utility easements and fire hydrants and distance to structures.
2. Location and method of stormwater retention or detention.
3. Schematic Engineering Plan Details:
 - Outline of plan to provide water, sewer, roads, and drainage for the project.
 - Signed and Sealed by a Registered Engineer.
 - Utility Pipe Sizes (lengths, material and preliminary locations)
 - Roadway cross-section (width, depth of base and subgrade)
 - Typical sections across property lines
 - Offsite utility and roadway public infrastructure necessary to serve the site
 - Illustrate how the first 1" of rainfall will be retained onsite
4. Flood calculations.

DOWNTOWN MIXED USE DISTRICT (DMUD) (as applicable to the project)

For projects subject to DMUD review:

- Narrative regarding payment of in-lieu fee for parking requirements
- Sample of materials including roofing tiles, pavers, exterior paints, or exterior materials (in color format on a plan or cut sheet)

- For buildings over 3 stories in height, site plans, appropriate exhibits, public amenity cost estimates and narrative regarding participation in the building height incentive program

MIXED USE LAND DEVELOPMENT (MULD) (as applicable to the project)

For projects subject to MULD review:

- Parking study for mixed use projects seeking 15% reduction
- Narrative discussing compliance with the Required Design Components
- Sample of materials including roofing tiles, pavers, exterior paints, or exterior materials (in color format on a plan or cut sheet)
- For increased density provide, site plans, appropriate exhibits and narrative regarding participation in the optional design guidelines for increased density
- For mixed-use projects, provide F.A.R. (max. 2.0 commercial uses)

FEDERAL HIGHWAY MIXED USE BUSINESS AND ENTERTAINMENT OVERLAY DISTRICT (FHBED) (as applicable to the project)

For projects subject to FHBED review:

- For Sample of materials including roofing tiles, pavers, exterior paints, or exterior materials (in color format on a plan or cut sheet)
- Provide written narrative and detailed drawings and plans illustrating intent to meet the seven (7) LEED prerequisites.
- Provide written narrative and detailed drawings and plans illustrating the applicant's intent to meet Tier1 and/or Tier 2.
- Provide draft of the bond for staff review
- Provide copy of LEED accreditation certificate for professional on design team

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POTABLE WATER AND SANITARY SEWER DESIGN FLOWS

Facility Type	Potable Water Gallons Per Day	Sanitary Sewer Gallons Per Day
RESIDENTIAL		
SINGLE-FAMILY HOUSE	375	315
DUPLEX, TRIPLEX, TOWNHOUSE, APARTMENT (PER UNIT)	270	225
MOBILE HOME	108	90
AUDITORIUMS (PER SEAT)	5	5
BAR OR COCKTAIL LOUNGE (PER SEAT)	21	18
BOARDING SCHOOL (STUDENTS & STAFF PER PERSON)	108	90
BOARDING HOUSE PER PERSON	54	45
BOWLING ALLEYS (PER LANE, INCL. BAR/FOOD SERVICE)	215	180
CHURCHES (PER SANCTUARY SEAT)	3	3
CHURCHES WITH KITCHENS (PER SANCTUARY SEAT)	7	6
CONSTRUCTION CAMPS (SEMI-PERMANENT, PER PUPIL)	54	45
COUNTRY CLUBS:		
PER RESIDENT MEMBER PER ROOM	108	90
PER SEAR (BAR, DINING)	27	23
DAY SCHOOLS:		
WITH CAFETERIAS, GYMS, SHOWERS (PER PUPIL)	27	23
WITH CAFETERIAS, GYMS, SHOWERS (PER PUPIL)	16	
WITH CAFETERIAS ONLY (PER PUPIL)	21	18
FACTORIES: (NO PROCESSING OR INDUSTRIAL)		
WITH SHOWERS (PER PERSON)	37	31
WITHOUT SHOWERS (PER PERSON)	21	18
HOSPITALS:		
WITH LAUNDRY (PER BED)	270	225
WITHOUT LAUNDRY (PER BED)	214	180
LANDSCAPE AND LAWN (PER SQ. FT. AREA)	0.35	
LAUNDROMATS (PER MACHINE)	428	360
MOTELS & HOTELS (PER ROOM)	161	135
MOVIE THEATERS (PER SEAT)	5	5
NURSING HOMES (PER BED)	108	90
OFFICES (PER PERSON)	21	18
PICNIC PARKS:		
WITH BATHHOUSE SHOWER & TOILET	11	9
TOILETS ONLY	5	5
PUBLIC INSTITUTIONS (PER PERSON)	108	90
RESTAURANTS (INCLUDING TOILETS):		
24-HOUR (PER SEAT)	54	45
NOT 24-HOUR (PER SEAT)	39	33
DRIVE-IN (PER CAR SPACE)	16	14

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DEVELOPMENT PERMIT APPLICATION PACKAGE

Facility Type	Potable Water Gallons Per Day	Sanitary Sewer Gallons Per Day
COCKTAIL LOUNGE (PER SEAT)	21	18
ROOMING HOUSES PER DAY	39	33
SERVICE STATIONS		
FULL SERVICE STATIONS:		
FIRST TWO BAYS	810	680
EACH ADDITIONAL BAY	375	315
SELF SERVICE STATIONS:		
PER FUEL PUMP	108	90
SHOPPING CENTERS (NO FOOD OR LAUNDRY) PER SQ. FT.	0.10	0.10
STORES (NO FOOD OR LAUNDRY) PER SQ. FT.	0.10	0.10
SWIMMING POOLS (PER PERSON)	10	
WAREHOUSES (NO FOOD OR LAUNDRY) PER SQ. FT.	0.10	0.10

IN THE CASE WHERE THE TYPE OF CONNECTION IS NOT LISTED THEN THE MOST SUITABLE ONE IS TO BE USED.

THE CITY RETAINS THE AUTHORITY TO REQUIRE APPROPRIATE INFORMATION TO BE SUBMITTED IN ACCORDANCE WITH THE AMERICAN WATER WORKS ASSOCIATION (AWWA) STANDARDS TO SETTLE ANY DISPUTE.

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SOLID WASTE GENERATION RATES

Facility Type	Generation Per Day
RESIDENTIAL	16.0 lbs. per unit
INDUSTRIAL & COMMERCIAL	
FACTORY/ WAREHOUSE	2lbs. per 100 SF
OFFICE BUILDINGS	1lbs. per 100 SF
DEPARTMENT STORE	4lbs. per 100 SF
SUPERMARKET	9lbs. per 100 SF
RESTAURANT	2lbs. per meal per day
DRUG STORE	5lbs. per 100 SF
SCHOOL	
GRADE SCHOOL	10 lbs. per room & ¼ lb. per pupil
HIGH SCHOOL	8 lbs. per room & ¼ lb. per pupil
INSTITUTION	
HOSPITAL	8 lbs. per bed
NURSE OR INTERN HOME	3 lbs. per person
HOME FOR AGED	3 lbs. per person
REST HOME	3 lbs. per person

IN THE CASE WHERE THE TYPE OF CONNECTION IS NOT LISTED THEN THE MOST SUITABLE ONE IS TO BE USED.

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WATER PROTECTION STANDARD

City of Oakland Park Fire Marshal's Office
Adopted January 2, 1995

This standard applies to both new and existing sites where the owner wishes to plat, replat, build, renovate, remodel, or obtain any development order. In areas where, in the opinion of the Fire Marshal or his representative, there are inadequate fire hydrants in number or quality, unlooped water lines, or inadequate pressure to protect lives or property, the property owner must provide improvements necessary to meet the following requirements.

Pipe Size

The minimum size of pipe to which hydrants are attached shall be:

- 6 inches in single-family residential areas
- 8 inches in all other areas

All such lines and hydrants shall be located within utility easements dedicated or deeded to the City, or to the utility transmitting water to the property, if such deeds or easements are requested by the City or the utility.

Hydrants

Each street intersection shall have one fire hydrant on at least one corner of the intersection, unless located on a four-lane or greater roadway, where two hydrants will be required on opposite sides of the major roadway.

Hydrants must be placed to ensure that the maximum distance between a hydrant and all portions of a structure does not exceed:

- 200 feet in single-family residential areas
- 300 feet in all other areas

The maximum distance between hydrants and vehicles (with no structures involved) shall not exceed 400 feet. Distances shall be measured only along paths where fire hose can be laid. Hoses may not be laid across any street with pavement width greater than 24 feet. As an alternative, required distances may be doubled for any building that is fully sprinklered if sprinklers are not otherwise required.

Hydrant Technical Specifications

All hydrants shall be Mueller Super Centurion or approved equal to maintain standardization, with a bottom opening of 5-¼ inches in diameter. Hydrants shall be located and maintained so that the center of the steamer connection is:

- A minimum of 18 inches above the crown of the nearest roadway
- A minimum of 1 foot above surrounding ground
- With a 4-foot clear radius in all directions

Looping

It is the intent of this standard that the entire fire water supply system in the City be looped for both pressure and reliability. No site service line shall be constructed or replaced without looping into the system, unless waived by the Fire Marshal for cause.

Pressure and Flow Requirements

All fire hydrants shall maintain a minimum of 20 PSI residual pressure while flowing the required gallons per minute (GPM).

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Minimum GPM flow requirements:

- R1 1,000 GPM
- RO 1,500 GPM
- RM 16, CF, and B1 under 20,000 sq. ft. and two stories or less 2,000 GPM
- RM 25, other B1 and CF, and all other categories including B2, B3, I1, and any operation deemed hazardous by the Fire Marshal 2,500 GPM

These flow requirements apply to both the zoning district and the actual building use.

Alternatives for Buildings Installing Non-Required Systems

Fire Detection System

Installation of a fully automatic, monitored fire and smoke detection system throughout a structure may reduce the minimum GPM flow requirement by 25 percent.

Fire Suppression System

Installation of a monitored automatic fire suppression system throughout a structure may reduce the minimum GPM flow requirement by 25 percent.

Total reductions from alternatives may not exceed 50 percent.

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DEVELOPMENT PERMIT APPLICATION PACKAGE

APPLICATION & FORMS

Development Permit Application
Application for Concurrency Review – Service Demand Analysis
Fire Hydrant Flow Test Request





DEVELOPMENT PERMIT APPLICATION

The applicable development permit categories and corresponding fee schedule are contained within this application package. All required documents and supplemental materials must be submitted in accordance with the instructions specific to each request. Prior to submitting any application, the applicant is required to schedule and complete a pre-application meeting with the Planning and Zoning Division. Applications submitted without a completed pre-application meeting will not be accepted.

Project Information

PROJECT NAME: _____

DATE OF SUBMISSION: _____

PROJECT ADDRESS/ LOCATION: _____

FOLIO NUMBER(S): _____

LEGAL DESCRIPTION (ATTACH IF NEEDED): _____

GROSS SITE SF/ ACREAGE: _____ NET SITE SF/ ACREAGE: _____

EXISTING ONSITE PARKING SPACES: _____ PROPOSED ONSITE PARKING SPACES: _____

EXISTING USE OF PROPERTY [INCLUDE NUMBER AND SQ. FT. OF EXISTING STRUCTURE(S)]: _____

PROPOSED USE OF PROPERTY [INCLUDE NUMBER AND SQ. FT. OF PROPOSED STRUCTURE(S)]: _____

TYPE OF DEVELOPMENT PERMIT(S) REQUESTED: _____

Owner/ Applicant Information

The undersigned affirms that all instructions related to this application have been reviewed and acknowledges that the application must be complete and accurate before it will be accepted for staff review or any public hearing. Proof of ownership and written authorization for any representative acting on behalf of the owner must be provided as part of this submission.

Property Owner

NAME OF PROPERTY OWNER: _____

ADDRESS: _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____

NAME OF AUTHORIZED SIGNATORY: _____

SIGNATORY SIGNATURE: _____ DATE: _____

Developer/ Applicant/ Agent

NAME (IF DIFFERENT THAN OWNER): _____

ADDRESS: _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____

NAME OF AUTHORIZED SIGNATORY: _____

SIGNATORY SIGNATURE: _____ DATE: _____

Primary Project Contact

NAME OF PRIMARY CONTACT: _____

COMPANY: _____ TITLE: _____

OFFICE PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

NAME OF AUTHORIZED SIGNATORY: _____

SIGNATORY SIGNATURE: _____ DATE: _____



APPLICATION FOR CONCURRENCY REVIEW
SERVICE DEMAND ANALYSIS

The purpose of this Concurrency Review Application is to document compliance with the concurrency management requirements established in Chapter 163, Florida Statutes, and Chapter 24 of the City of Oakland Park Land Development Code. All development proposals subject to concurrency must demonstrate that public facilities and services have adequate available capacity at or above the City’s adopted levels of service at the time of development approval. Completion of this application is a mandatory prerequisite to the processing, approval, or issuance of any development permit. Concurrency determinations are binding and may be relied upon only when supported by complete, accurate, and verifiable information submitted by the applicant.

Service Demands by Type

Current Use

Proposed Use

1. POTABLE WATER – CONSUMPTION	_____ GPD	_____ GPD
2. PORTABLE WATER - FIRE FLOW	_____ GPM	_____ GPM
3. SANITARY SEWER	_____ GPD	_____ GPD
4. SOLID WASTE	_____ LBS	_____ LBS
5. TRAFFIC - BROWARD COUNTY TRIPS TABLE	_____ TRIPS	_____ TRIPS
OR TRAFFIC STUDY (MUST BE ATTACHED, IF USED)	_____ TRIPS	_____ TRIPS
6. DRAINAGE:		
1ST FLOOR ELEVATION:	_____ FEET	_____ FEET
ROADWAY CROWN ABOVE MEAN SEA LEVEL	_____ FEET	_____ FEET
7. RECREATION (RESIDENTIAL ONLY, AT 3 ACRES PER 1,000 POPULATION)	_____ ACRES	_____ ACRES
8. SCHOOL SITES AND FACILITIES:		

A separate Public School Impact Application must be submitted for all residential development.

The City may not approve a development permit that generates one or more students, and is not exempt or vested from public school concurrency, until the Broward County School Board determines that school concurrency requirements have been satisfied.

Additional Information

A BUILDING PERMIT APPLICATION MUST BE SUBMITTED WITHIN 18 MONTHS OF SITE PLAN APPROVAL IN ORDER TO MAINTAIN ANY CONCURRENCY RESERVATION. CONCURRENCY RESERVATIONS THAT ARE NOT VESTED BY A TIMELY BUILDING PERMIT APPLICATION WILL EXPIRE AND MAY NOT BE RELIED UPON FOR FUTURE DEVELOPMENT APPROVALS.



FIRE HYDRANT FLOW TEST REQUEST

Submit this completed form with the required \$75 fee to the Utility Billing Department. Checks must be made payable to City of Oakland Park. Test results will be sent to the contact email address listed below within approximately five business days, subject to field scheduling and system conditions.

Project Information

PROJECT NAME: _____
DEVELOPMENT PERMIT/ APPLICATION NO.: _____
PROJECT ADDRESS/ LOCATION: _____

Requestor Information

NAME: _____
COMPANY: _____
MAILING ADDRESS: _____
PHONE NUMBER: _____
EMAIL ADDRESS (FOR DELIVERY OF RESULTS): _____

Fire Hydrant Testing Location

Provide the specific hydrant location(s) requested for testing. Include the nearest address, intersection, or hydrant identification number if known.

LOCATION DESCRIPTION: _____

Applicant Acknowledgement

I hereby request a fire hydrant flow test at the location(s) identified above. I acknowledge that all hydrants must remain accessible at all times and that testing is subject to scheduling and system operating conditions. I understand that the results reflect system conditions at the time of testing and may vary in the future.

SIGNATURE OF APPLICANT: _____
PRINTED NAME: _____
DATE: _____