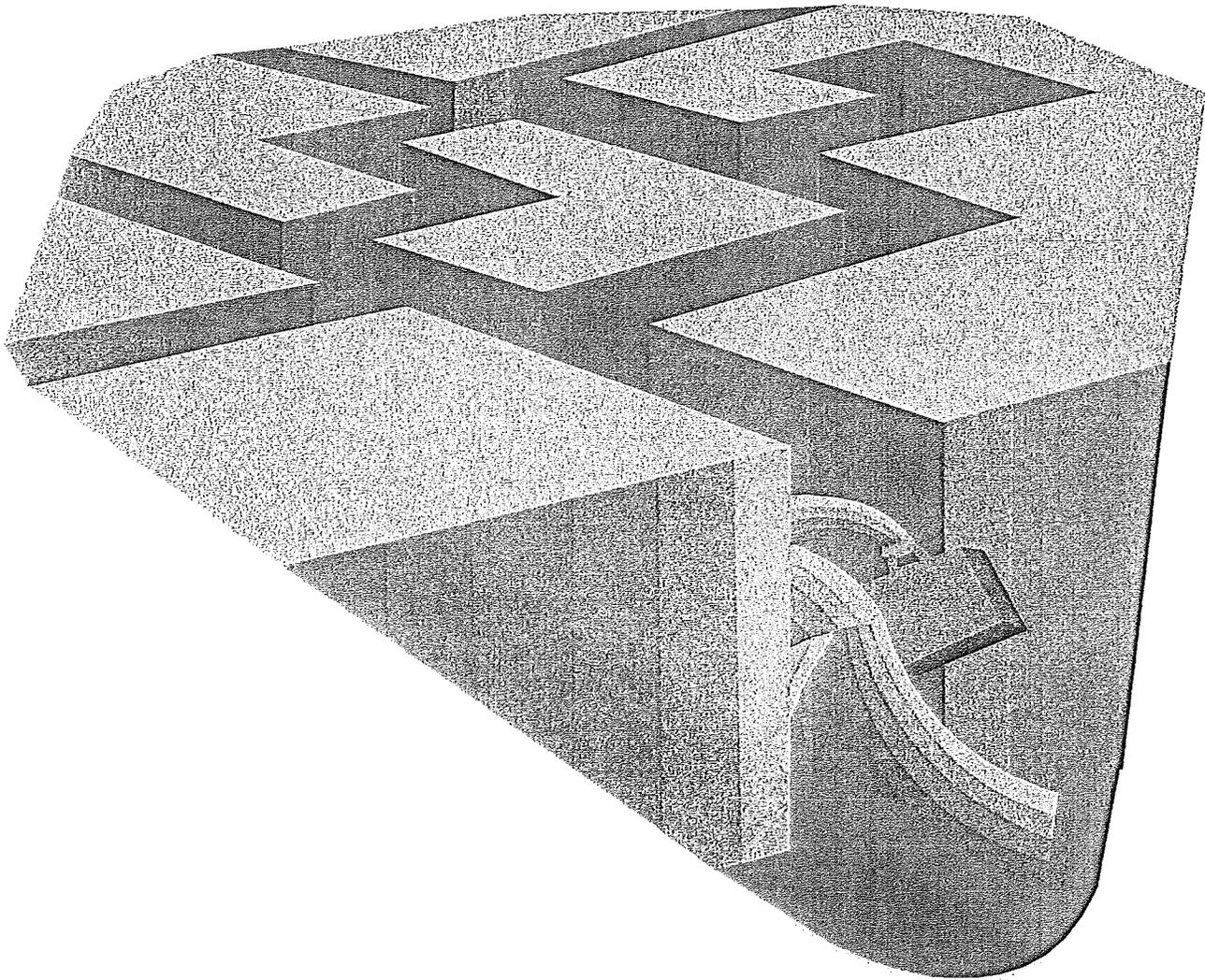


# ENVIRONMENTAL REVIEW APPROVAL GUIDE



**DEVELOPMENT & ENVIRONMENTAL  
REGULATION DIVISION**

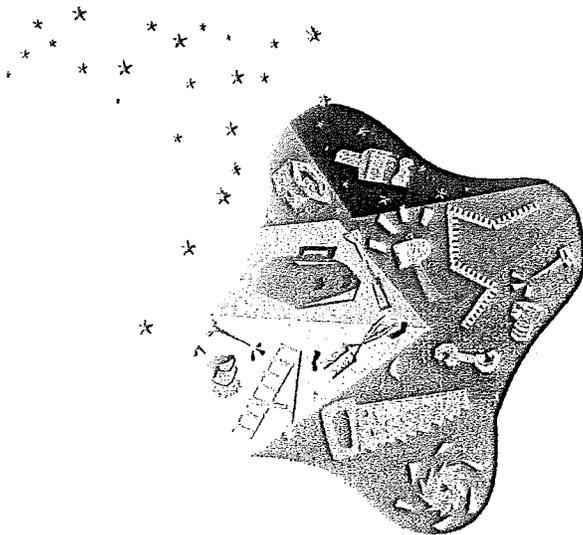
**Environmental Protection and  
Growth Management Department**

## ENVIRONMENTAL REVIEW APPROVAL

Environmental Review Approval is an important step in the process of obtaining a building or construction permit in Broward County. Review and approval at the Development & Environmental Regulation Division's Environmental Review Desk is verification that all required environmental licenses and pending environmental enforcement issues related to the *County's Natural Resource Protection Code* (the Code) have been resolved. Environmental operation licenses which will be required at the completion of the project are also identified.

Applicants will be required to complete online application forms to receive Environmental Review Approval. Upon confirmation of compliance, Development & Environmental Regulation Division's Environmental Review Approval stamps will be placed on plans or applications. Most evaluations require payment of an approval review fee. The size and nature of the project dictate the fee which cannot be determined until review of the project is completed. Fees for Environmental Review Approval may be paid by cash, check or credit card.

*Approved plans become invalid if not submitted to the relevant municipal or county agency within thirty days.*



In general, projects requiring a specific environmental license for construction of a new project or modifications to an existing facility must first obtain that license before Environmental Review Approval is granted. Completion of an industrial review form is required for submittal of nonresidential projects. This form helps staff to determine any need for additional environmental approvals and to identify future approval or license requirements which may be necessary after the project becomes operational.

## PROJECTS WHICH REQUIRE ENVIRONMENTAL REVIEW APPROVAL

### Building Construction

- All new building construction, residential or nonresidential
- All additions to non-residential buildings
- All interior alterations to industrial buildings or warehouses if a building permit is required
- All interior alterations to commercial or office buildings where a change in use or seating capacity will occur or where the building has been vacant for six months or more if a building permit is required
- Final interior construction of existing shell buildings if a building permit is required
- All foundations or slabs greater than 250 square feet

### Site Preparation and Infrastructure

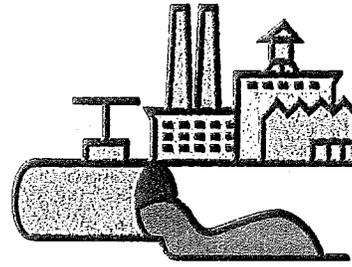
- New construction or expansion of all roads and bridges
- Land clearing and grubbing
- Tree removal in unincorporated Broward County and certain municipalities
- Construction of docks, sea walls, boat ramps and bulkheads
- Commercial driveways and parking lots
- All drainage projects, including those in independent drainage districts

## Other Impacts

- All work performed near the ocean
- All new or replacement emergency generators, excluding portable generators
- All open burning
- All landfill and solid waste transfer facilities
- All new commercial or multifamily swimming pool construction
- Construction or installation of above or below ground storage tanks
- Temporary buildings and construction trailers

### PROJECTS WHICH DO NOT REQUIRE ENVIRONMENTAL REVIEW APPROVAL

- Tree Trimming (excluding mangroves)
- Landscaping
- Utility pole installation
- Well construction
- Installation of compressed gas tanks
- Painting of buildings
- Sand blasting and pressure cleaning
- Sidewalk installation and replacement
- The installation of outdoor recreation equipment such as swings and slides
- Routine maintenance of grounds and equipment
- Traffic striping
- Installation of security, telephone, intercom, and public address systems
- Septic tank and drainfield repair
- Carports for single family residences
- Residential swimming pools
- Residential slabs
- Construction or installation of signs
- Residential balcony enclosures
- Improvements to mobile homes
- Placement of mobile homes on existing slabs
- Screen porches on existing slabs
- General repair and routine maintenance
- Fences
- Electrical installations which do not involve the installation of pollution control equipment
- Additions or interior remodeling of a home with no increase in the number of dwelling units
- Installation of lawn sprinklers
- Installation of residential satellite dishes and TV antennas
- Condo conversions that do not include the installation or replacement of cooling towers/chillers or emergency generators



### ENVIRONMENTAL EVALUATIONS MADE DURING THE APPROVAL PROCESS

#### WASTEWATER TREATMENT PLANT CAPACITY

Any project generating a wastewater flow will be reviewed to ensure sufficient capacity exists at the wastewater treatment plant serving the project. If the proposed project would put the associated wastewater treatment plant over capacity, or in any other way violate the treatment plant's license, Environmental Review staff may withhold approval until evidence is available that the wastewater treatment plant can accommodate the additional capacity.

#### AVAILABILITY OF A WASTEWATER COLLECTION SYSTEM

A wastewater collection/transmission system project is one involving construction, modification, expansion, or replacement of sanitary sewers, sanitary manholes, sanitary force mains, or pump stations. Under limited circumstances, a project may be allowed to proceed to the building department even if the wastewater collection system is not yet completed. Such conditional approval relies on a determination that construction will not adversely affect the environment, that necessary land development licenses have been obtained, and the applicant has agreed that no certificate of occupancy will be issued until the wastewater collection system is completed. Release of the conditional approval will be granted only after the Development & Environmental Regulation Division's Wastewater Section has reviewed as-built drawings and has determined that the applicant is in compliance with *Section 27- 194 (f)* of the Code.

## WELLFIELD PROTECTION

For new construction and all industrial and commercial projects, a determination is made regarding location with respect to drinking water supply wells. If staff determines that the project is in a protected wellfield zone, the project is referred to the **Pollution Prevention, Remediation & Air Quality Division (PPRAQD)** for possible licensing. If such a license requirement is confirmed, Environmental Review Approval will not be granted until a complete application for a wellfield protection license has been received by the **PPRAQD's Hazardous Materials Licensing Section**.

## STORAGE TANK LICENSING

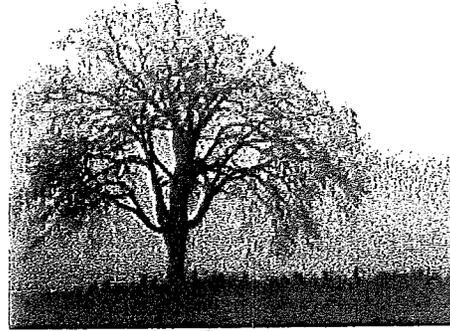
All projects are reviewed to determine the presence of regulated storage tanks. A regulated storage tank is any above or below ground tank used to store hazardous materials with a volume greater than the threshold volume as defined in the Code. If such a tank is present, a valid storage tank license is required in order to obtain Environmental Review Approval. A license is also required before plans to construct or modify a tank can be approved.

## STATIONARY AIR SOURCE LICENSE

All projects are reviewed to determine if a Stationary Air Source license is required. A stationary air source is a business or project emitting or controlling certain contaminants as further defined in the Code. All stationary air sources are referred to **PPRAQD's Air Quality Program** for licensing as required by *Section 27-184 (a)* of the Code. Environmental Review Approval will not be issued for construction of the stationary air source facility until the appropriate license is issued by the Air Quality Program.

## PARKING FACILITY LICENSE

All projects are reviewed to assess the number of parking spaces to be constructed, if any. If more than 400 spaces are proposed, the associated air impacts from the increased vehicular traffic must be considered in the review. The project is referred to **PPRAQD's Air Quality Program** for evaluation. The Air Quality Program will notify the applicant and the Environmental Review Section in writing if a license is required under *Section 27-184(b)* of the code and identify any conditions the project must meet prior to proceeding.



## SPECIAL AREAS OF CONCERN

If a project lies within a special area of concern as defined in the *Broward County Land Development Code*, the project will be referred to the **Tree Preservation Section of the Development & Environmental Regulation Division** for evaluation. These areas include Natural Resource Areas (NRA), Local Areas of Particular Concern (LAPC), and other protected areas. Environmental Review Approval will not be granted until the Tree Preservation Section notifies the Environmental Review Approval staff that the project complies with the requirements of *Section 27-67 (d)* of the Code.

## CONTAMINATED SITES

Every application for new construction is reviewed to determine if the site overlies or is adjacent to a site for which there is evidence that some prior release or discharge of pollutants has required assessment or possible remediation. In such a case, the project is referred to **PPRAQD** for evaluation. If this evaluation determines that the proposed project will not adversely affect cleanup of the site in accordance with *Section 27-66(f)* of the Code, notification is made to the Environmental Review staff so that the Environmental Review Approval process may continue.

## ENFORCEMENT ACTIVITIES

Every project is reviewed for current or outstanding enforcement actions. If the project is found to have an outstanding enforcement issue, the project is referred to **PPRAQD's Enforcement Section** for evaluation in accordance with *Sections 27-66 (k) & 27-55(d) (1) & (6)* of the Code. Upon resolution of enforcement matters, the Enforcement Section will notify the Environmental Review staff in writing to allow the project to continue through the approval process.

#### ENVIRONMENTAL RESOURCE LICENSE

All projects are reviewed to determine if an Environmental Resource license is necessary. Such projects may involve 1) wetlands, 2) dredging and filling activities, 3) construction of docks, pilings, and bridges, 4) lake removal, 5) alteration of mangroves, or other water-related activities. These projects must obtain a license from DERD's Aquatic & Wetland Resources Section in accordance with *Section 27-333* of the Code. Environmental Review Approval for such a project will not be granted until the project receives a license from the Aquatic & Wetland Resources Section.

#### SURFACE WATER MANAGEMENT LICENSE

Each project is evaluated to determined jurisdiction for drainage. Projects in county's jurisdiction that are nonresidential or residential and larger than a duplex must meet the drainage criteria set forth in *Section 27-215* of the Code. Those projects will be referred to DERD's Surface Water Management Section for evaluation and may require a Surface Water Management license. Development Review Approval for such projects will not be issued until a license is obtained from the Surface Water Management Section.

#### SEPTIC TANKS

Projects are reviewed to determine if the use of septic tanks is appropriate. If the plans or nature of the business suggests that discharge to a septic system may not be limited to domestic wastewater, the project may be referred to DERD's NPDES & Non Domestic Licensing Section for review and approval before the Development Review Approval is issued. All projects serviced by septic tanks require pre-approval from the Broward County Health Department.

#### DEMOLITION AND RENOVATION

If a project requires demolition or renovation and is nonresidential or residential and greater than four units, the applicant must complete a *Statement of Responsibilities Regarding Asbestos*. If the work to be performed does not involve new construction, building departments may accept forms directly from the applicant and forward the appropriate copy to Environmental Review.

#### HAZARDOUS MATERIAL LICENSE

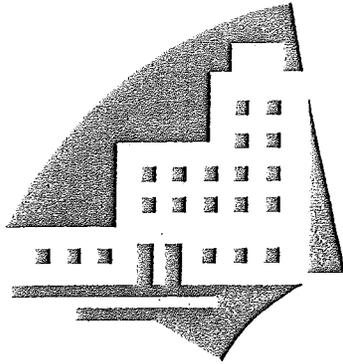
All nonresidential projects are reviewed to determine if a Hazardous Material license will be required after the project has been completed. If a determination is made that such a license may be required, the applicant is notified of their responsibility to obtain this license in accordance with the requirements in *Section 27-356* of the Code. Projects for existing facilities that appear to need a Hazardous Material license may be referred to an Environmental Protection License Coordinator to determine if either a valid license exists or a license application is on file with PPRAQD's Hazardous Materials Licensing Section. The project may not receive Environmental Review Approval until an appropriate application is received by the Hazardous Materials Licensing Section.

#### TREE PROTECTION LICENSING

If trees will be removed, relocated, or replaced and the project is in unincorporated Broward County or in a municipality where the county has jurisdiction, the project will be referred to DERD's Tree Preservation Section for licensing and/or approval in accordance with *Section 27-342* of the Code. Environmental Review Approval will not be granted until the Tree Preservation Section license or approval is obtained.

#### OTHER LICENSE REVIEW CHECKS

In addition, all projects are assessed to determine the need for other licenses including solid waste and industrial transfer station licenses. If a license is required for construction of a facility in any of these categories, the applicant will be referred to the appropriate Pollution Prevention, Remediation & Air Quality Division Section for further evaluation. Environmental Review Approval will not be granted until all appropriate licenses are issued.



YOU CAN COMPLETE AN ONLINE APPLICATION FOR ENVIRONMENTAL REVIEW VIA OUR WEB SITE AT

<http://www.broward.org/development>

And click on:



ONE OR MORE APPLICATIONS CAN BE PROCESSED FROM ANY COMPUTER WITH INTERNET ACCESS. COMPUTERS ARE ALSO LOCATED AT OUR OFFICE FOR YOUR CONVENIENCE AND ASSISTANCE.

**THIS MEANS:**

- No paper forms to complete
- No blank forms to keep at your office
- Work online any time, day or night
- Application & security code numbers are electronically assigned to your projects

After you complete your online processing bring your plan(s), specification(s) and application(s) to our office for review at:

Development & Environmental Regulation Division  
1 North University Drive, Suite A-102  
Plantation, Florida 33324  
Phone: (954) 357-6666

Located on the northwest corner of Broward Boulevard and University Drive.

If you are a frequent customer for Environmental Review, call 954-357-6666 for information on becoming a registered user for the DERD Environmental Web Application System

A DEMOLITION FORM MAY BE REQUIRED FOR ENVIRONMENTAL REVIEW OF COMMERCIAL, INDUSTRIAL, OFFICE AND WAREHOUSE

**ALL DEMOLITION** of an entire building or ANY project where building materials are being removed or disturbed (walls, flooring, roofing).

**YOU MUST COMPLETE THE "Statement of Responsibility Regarding Asbestos" form.**

[http://www.broward.org/environment/licenses\\_a\\_pps.htm](http://www.broward.org/environment/licenses_a_pps.htm)

