



Development Hub User Guide for Planning

This guide provides basic instructions on how to create an account, submit a Plan, pay invoices and track your submittals in the Pines Development Hub. If you have questions at any time in the process, contact the Planning staff at 954-392-2100

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Electronic Submittal Process

The Planning Department is excited to announce that we are now accepting applications electronically! Pines Development Hub along with our internal systems (Energov and Bluebeam) is a web-based electronic/digital document solution that allows citizens and agents to submit applications and staff to review and complete the approval process all online without the use of paper. What does that mean for you?

- Cost savings by reducing the number of required paper copies.
- Less trips to City Hall
- Ability to process payment online
- Review status of applications in real time.
- Resubmit plans online
- Search recently submitted plans online including their attachments and approvals.

Pre-Application Meetings:

Per Section 155.306 of Pembroke Pines LDC, all Development Applications shall be required to schedule a pre-application meeting with the Planning and Economic Development Department to determine which processes are applicable. To schedule a Pre-Application meeting submit the request online using the Pines Development Hub system. As part of the pre-application submittal, the applicant must provide a conceptual plan to the pre-application meeting showing the location, general layout and main elements of the proposed project, as well as a full scope of work letter. If two or more applications for a development are needed, the requirement for a pre-application meeting may be met with single meeting.

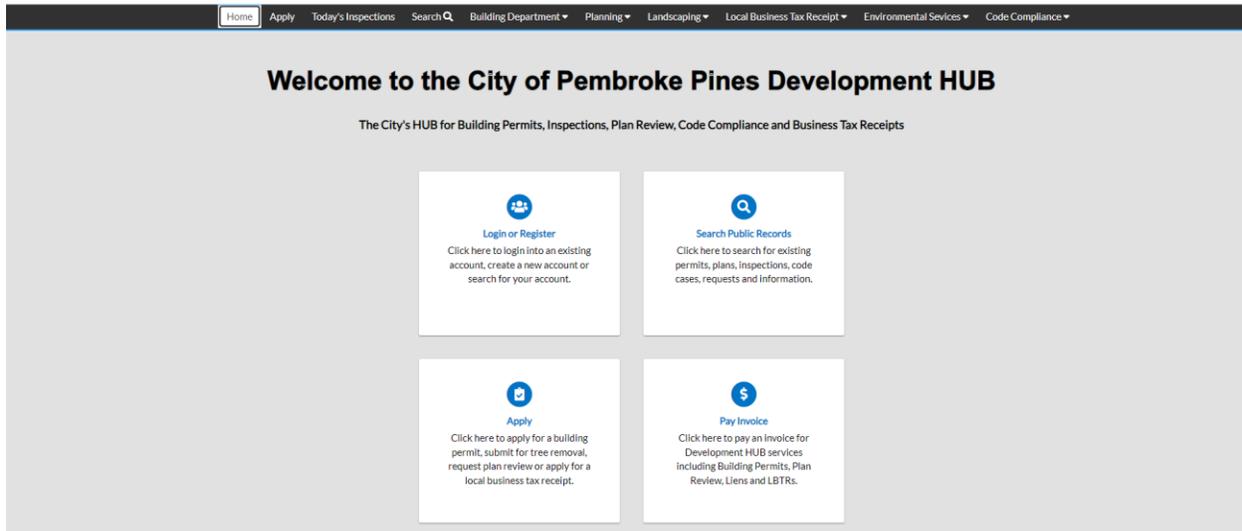
*****Tree Removal / Relocation Permits and Zoning Verification Letters do not require a pre-application meeting.*****

For additional information you may call 954-392-2100.

How to Register and Create a New Account

City of Pembroke Pines, Florida

[Login or Register](#)



Website: <https://pembrokepinesfl-energovweb.tylerhost.net/apps/selfservice#/home>

1. Above is the home screen. Click the “**Login or Register**” Icon or click the down arrow next to “**Guest**” in the upper right hand corner and select “**Register**”.
2. Select “**Register Here**”

Step 1 of 3: Enter a valid email address and select “**Next**”. An email will be sent to the email address. Follow the steps in the email to continue the registration process.

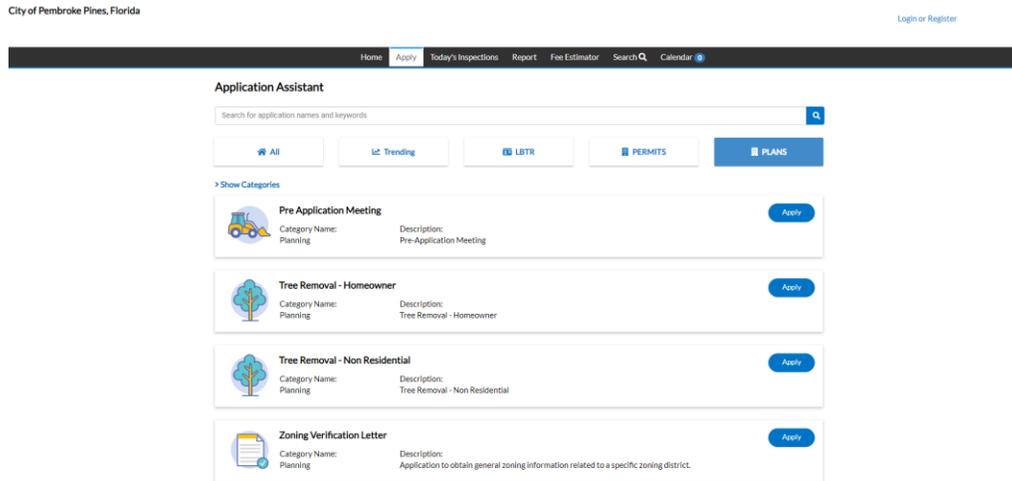
Step 2 of 3: Once the email address is confirmed, the Development Hub registration page will open up. Confirm the email address is correct on this screen and select “**Register**”.

Step 3 of 3: Enter in all the required user and contact information. Once complete, select “**Submit**”.

Registration is now complete! Follow the next steps to submit a Plan.

How to Apply for a Plan

On the home screen, click “Apply” to open up the drop down menu. Select the Plan you would like to apply for.



Step 1 – Locations:



LOCATIONS

Enter all folio numbers as established by the Broward County Property Appraiser or addresses that are applicable to this application by searching our database. If you are having difficulty locating a property within our database, please contact 954-392-2100 for assistance.

Location

Add Location

Type: Location
601 CITY CENTER WAY
PEMBROKE PINES, FL
33025

Main Address

Parcel Number
514118240010

Main Parcel

Remove

Create Template

Save Draft

Next

1. Click on the blue location box to add a property
2. When the address or parcel number is found via search, select the “Add” button.
3. Use either the folio or address associated with the project site. If you are unable to locate the site within the database, please contact staff at 954-392-2100.
5. Please enter all location addresses that are associated with a plan.
6. Select “Next” when complete or “Save Draft” to finish at another time.

Step 2 – Plan Type:

Locations Type Contacts More Info Attachments Review and Submit

PLAN DETAILS

Provide a brief description of your request using the provided field below.

* Plan Type Zoning Verification Letter

Description

Back Create Template Save Draft Next

1. Ensure the correct Plan Type is selected. If unsure, please call the Planning and Economic Development Department at 954-392-2100 to confirm.
2. Include a brief description of the request in the box provided.
3. Select “**Next**” when complete or “**Save Draft**” to finish at another time

Step 3 – Contacts:



CONTACTS

Search to add contacts that are associated with this application which may include property owner, agent, etc. If a contact is not found in your search, click enter manually to add the contact.

Applicant



Cole Williams (You)

601 City Center Way,
Pembroke Pines, FL, 33025

Select Type

Add Contact

+

Back

Create Template

Save Draft

Next

1. The person logged in and applying in Development Hub will always be the “Applicant”. More than one plan applicant can be added to a Plan.
2. **Always search contacts first to** reduce duplication in the system. If the contact information is in the system, select the “Add” icon.
3. After searching with no results, add the contact manually by selecting “Enter Manually” and enter in all the required fields. Select “Submit” when complete.
4. Enter in all contact types that are applicable.
5. Select “Next” when complete or “Save Draft” to finish at another time.

Step 4 – More Info:

Progress indicator: Locations (✓), Type (✓), Contacts (✓), **More Info** (4), Attachments (5), Review and Submit (6)

MORE INFO

Provide additional information regarding your request using the provided fields below.

[Top](#) | [Main Menu](#)

Tree Removal Date

*Number of Trees

Number of Trees is required.

*Request For

<input type="checkbox"/>	Relocation
<input type="checkbox"/>	Removal

Request For is required.

Removal/Relocation Justification

Company or Authorized Agent

Location of Tree

Buttons: Back, Create Template, Save Draft, Next

1. Complete all the required fields.
2. If you are unsure about any of the information request, contact staff at 954-392-2100.
3. The questions differ depending on the Plan Type selected and will not always look like the above image.
4. Select “**Next**” when complete or “**Save Draft**” to finish at another time.

Step 5 – Attachments:



Attachments

Upload all documentation associated with your request. Additional documents may be uploaded after the first submittal. Staff may require the submittal of additional documents or physical copies of plans

The attachment upload interface consists of four blue rectangular cards, each representing a required document type. Each card features a white plus sign icon and a list of supported file formats. The first three cards are labeled 'REQUIRED' at the bottom. The fourth card includes a 'Select Type' dropdown menu.

- Card 1:** "A Sketch or Map Indicating the... Add Attachment". Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw... REQUIRED
- Card 2:** "Application Add Attachment". Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw... REQUIRED
- Card 3:** "One Photo of Each Tree Being Applied.. Add Attachment". Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw... REQUIRED
- Card 4:** "Add Attachment". Includes a "Select Type" dropdown menu. Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...

Back

Create Template

Save Draft

Next

1. Upload all required documentation for the application. The application cannot be submitted unless all documentation that is required has a document uploaded.
2. Be sure to name the document appropriately so staff can easily locate it in the system.
3. A document cannot be uploaded more than once in the attachment page.
4. Additional documentation can be uploaded by selecting the appropriate document type in the drop down menu and selecting “**Add Attachment**” on the last blue icon on the page.
5. Ensure the submittal adheres to the specific plan/application checklist. Incomplete submittals will require additional submittals.
6. Staff may request additional documents depending upon the scope of work
7. Select “**Next**” when complete or “**Save Draft**” to finish at another time.

Step 6 – Review and Submit:

✓ ✓ ✓ ✓ ✓ 6

Locations
Type
Contacts
More Info
Attachments
Review and Submit

Submit

Locations

Basic Info

Type	Tree Removal - Homeowner
Description	
Applied Date	02/03/2022

Contacts

Applicant	Cole Williams 601 City Center Way , Pembroke Pines, FL., 33025
Owner	Cole Williams 601 City Center Way , Pembroke Pines, FL., 33025

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Tree Removal Residential	\$10.00

Total: \$10.00

More Info

[Top | Main Menu](#)

Tree Removal Date

Number of Trees 1

Request For

Relocation

Removal

Removal/Relocation Justification

Company or Authorized Agent

Location of Tree

Attachments

One Photo of Each Tree Being Applied for	Lighthouse.jpg
A Sketch or Map Indicating the Location and Number of Trees to be Removed or Relocated	Penguins.jpg
Application	Tulips.jpg

Back
Create Template

Save Draft
Submit

1. Review all the content on this page. Once submitted, the Development Hub account applicant cannot go back and change.
2. Select the **“Back”** button if submission needs to be modified, select **“Next”** when complete or **“Save Draft”** to finish at another time.

Congratulations! You have successfully submitted a Plan electronically!

Development Hub User Dashboard

The User Dashboard is a snapshot of all the Development Hub user's permits, plans, inspections and outstanding invoices that they are a contact to (applicant/owner/agent). The number within each colored circle will update based on how many items are assigned to that user. Click on any colored circle to view outstanding items. Add invoices to cart to pay multiple invoices at once.

Dashboard
Home
Apply
Today's Inspections
Search
Building Department ▾
Planning ▾
Landscaping ▾
Local Business Tax Receipt ▾
Environmental Services ▾
Code Compliance ▾

My Inspections

Requested	Scheduled	Closed
0	10	5
	Tree Removal... 10	(FIRE) - PRE-L... 5

[View My Inspections](#)

My Invoices

Current	1	\$1,002.00	Add To Cart
Past Due	2	\$86.78	Add To Cart
Total	3	\$1,088.78	Add To Cart

[View My Invoices](#)

My Permits

Attention 2 <small>Commercial New B... 2</small>	Pending 16 <small>Commercial New B... 7 Commercial Windo... 3 Other 6</small>	Active 0	Draft 0	Recent 9 <small>Commercial New B... 3 Commercial Windo... 2 Other 4</small>
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[View My Permits](#)

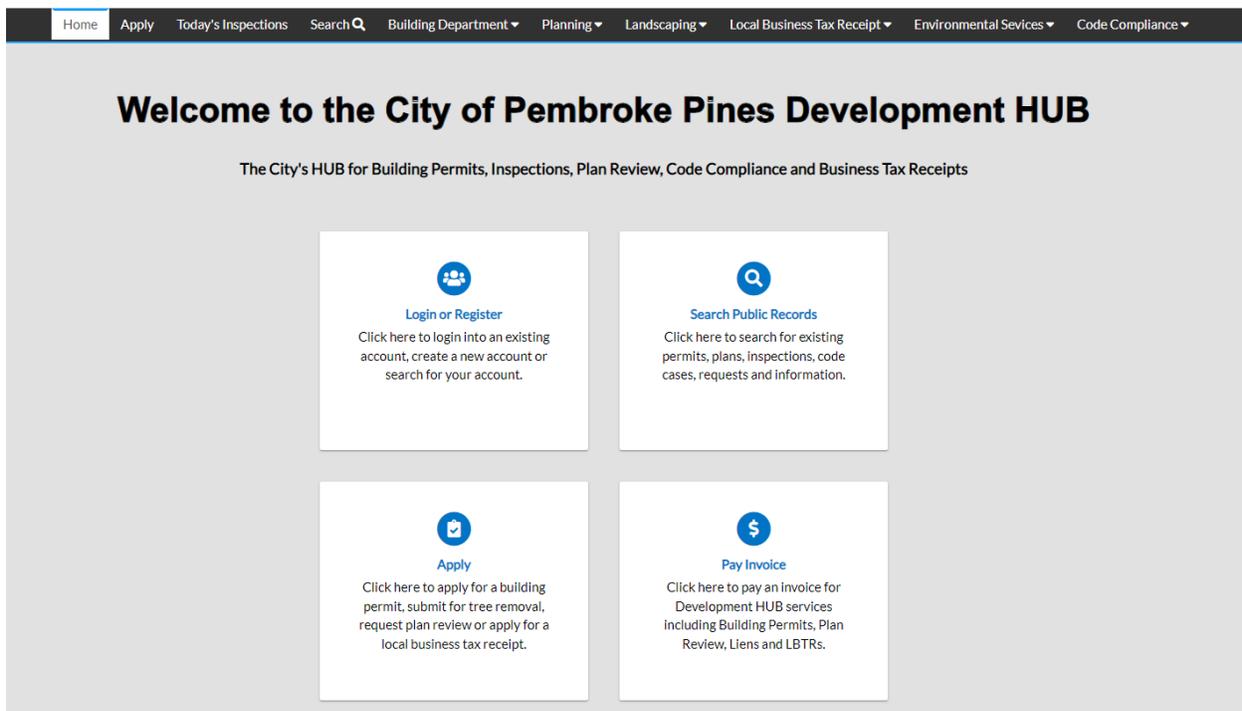
My Plans

Attention 8 <small>Site Plan Planning a... 3 Tree Removal - Ho... 2 Other 3</small>	Pending 58 <small>Tree Removal - Ho... 16 Variance (Homes... 7 Other 35</small>	Active 0	Draft 0	Recent 15 <small>Tree Removal - Ho... 8 Site Plan Planning a... 4 Other 3</small>
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[View My Plans](#)

How to Search and Pay for an Invoice with a Credit Card

The Planning Department must review the submission first prior to invoicing the billing contact with the appropriate fees for the Plan. Ensure the billing contact is designated on the contact page. An email will be sent to the billing contact once the Plan was invoiced with a link and directions on how to pay. Application fees can be paid online by credit card only, or in person with other payment methods.



1. Select “**Pay Invoice**” icon.
2. Select or search for the invoice using the invoice number (ie. INV-00000211).
3. The detailed invoice will be displayed. To add to cart, select the “add to cart” button in the top right corner of the invoice. You can add multiple invoices to the cart.

My Work

[MY INVOICES](#)
[MY PERMITS](#)
[MY PLANS](#)
[MY EXISTING INSPECTIONS](#)
[REQUEST INSPECTIONS](#)
[LBTR](#)

Search...

[Add To Cart](#)
[Display](#)
 Unpaid for All Invoices
 [Export to Excel](#)

<input type="checkbox"/>	Invoice Number	Amount Due	Due	Status	Case Number	Address
<input type="checkbox"/>	INV-0000211	\$76.78	03/05/2022	Due	CNB22-00226	601 CITY CENTER WAY Pembroke Pines, FL 33025

Showing 1 records. Limited to the last 2000 records

Invoice Number: INV-0000211

[Add To Cart](#)

Invoice Total:	\$76.78
Status:	Due
Invoice Date:	02/03/2022
Due Date:	03/05/2022
Description:	NONE

[Primary Fees](#)
[Misc Fees](#)
[Payments](#)
[Attachments](#)
[Contacts](#)

Primary Fees

Sort Fee Name

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
(ELEC) GOVERNMENT FEES FLDBPR SURCHARGE	\$0.06	\$0.06	CNB22-00226	Permit	
(ELEC) GOVERNMENT FEES FL DCA SURCHARGE	\$0.05	\$0.05	CNB22-00226	Permit	
(ELEC) PERMIT FEE	\$4.14	\$4.14	CNB22-00226	Permit	
(MAIN) COMMERCIAL BUILDING PERMIT FEE BALANCE	\$4.14	\$4.14	CNB22-00226	Permit	
(MECH) GOVERNMENT FEES FLDBPR SURCHARGE	\$0.06	\$0.06	CNB22-00226	Permit	
(MECH) GOVERNMENT FEES FL DCA SURCHARGE	\$0.05	\$0.05	CNB22-00226	Permit	
(MECH) PERMIT FEE	\$4.14	\$4.14	CNB22-00226	Permit	
(PLUM) PERMIT FEE	\$4.14	\$4.14	CNB22-00226	Permit	
POLICE FEE ALL OTHERS HOTELS/MOTELS (WEST)	\$60.00	\$60.00	CNB22-00226	Permit	

Results per page 10 1 - 9 of 9

Detailed Invoice.

Shopping Cart

Total \$76.78

[Check Out](#)

Invoice: INV-00000211 Description: CNB22-00226
Due Date: 03/05/2022

Case Number	Project	Case Address	Amount Due
CNB22-00226		601 CITY CENTER WAY Pembroke Pines FL 33025	\$76.78

\$76.78
[Remove](#)
[Top](#) | [Main Menu](#)

Total \$76.78

[Check Out](#)

Shopping Cart

Pembroke Pines, FL

Order Number: 33
Monday, February 7, 2022

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00000211	CNB22-00226	1	\$76.78	\$76.78
			Item Total:	\$76.78
			Order Total:	\$76.78

Payment Details

*all fields are required

Cardholder Name	Billing Street	Billing Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type	Card Number	Expiration Date
<input type="text" value="Select one..."/>	<input type="text"/>	Month... <input type="text"/> Year... <input type="text"/>
CVV Code		
<input type="text"/>		
Pay Now - \$76.78		

[Cancel](#)

Checkout Window

How to View Comments and Resubmit a Plan

1. Log on to the Development Hub and select the Dashboard
2. Click on the desired Plan under the My Plan to open up the Plan Details.

Dashboard
Home
Apply
Today's Inspections
Search
Building Department ▾
Planning ▾
Landscaping ▾
Local Business Tax Receipt ▾
Environmental Services ▾
Code Compliance ▾

My Inspections

Requested	Scheduled	Closed
0	10	5
	Tree Removal... 10	(FIRE) - PRE-L... 5

[View My Inspections](#)

My Invoices

Current 1	\$1,002.00	Add To Cart
Past Due 2	\$86.78	Add To Cart
Total 3	\$1,088.78	Add To Cart

[View My Invoices](#)

My Permits

Attention	Pending	Active	Draft	Recent
2	16	0	0	9
Commercial New B... 2	Commercial New B... 7 Commercial Windo... 3 Other 6			Commercial New B... 3 Commercial Windo... 2 Other 4

[View My Permits](#)

My Plans

Attention	Pending	Active	Draft	Recent
8	58	0	0	15
Site Plan Planning a... 3 Tree Removal - Ho... 2 Other 3	Tree Removal - Ho... 16 Variance (Homeo... 7 Other 35			Tree Removal - Ho... 8 Site Plan Planning a... 4 Other 3

[View My Plans](#)

My Work

MY INVOICES MY PERMITS **MY PLANS** MY EXISTING INSPECTIONS REQUEST INSPECTIONS LBTR

Plan Number	Project	Address	Plan Type	Status	Attention Reason
TR2022-0027		18280 NW 19 ST Pembroke ...	Tree Removal - Homeowner	Recent, Pending	
SP2022-0023	Skyrise Plaza		Site Plan Planning and Zonin...	Recent, Pending	
MSC2021-0002		16546 SW 1ST Pembroke P...	Administrative Review Boar...	Attention	On Hold Unpaid Fees
DO2022-0008	New Target	11401 PINES BLVD Pembro...	Development Order	Recent, Pending	
SP2022-0022	New Target	11401 PINES BLVD Pembro...	Site Plan Planning and Zonin...	Recent, Pending	
TR2022-0025		16561 NW 16 ST PEMBRO...	Tree Removal - Homeowner	Recent, Pending	
TR2022-0026		1235 NW 92 AVE Pembroke...	Tree Removal - Homeowner	Recent, Pending	
TR2022-0024		16561 NW 16 ST Pembroke ...	Tree Removal - Homeowner	Attention, Recent	On Hold Unpaid Fees
TR2021-0014		10045 SW 16 ST Pembroke ...	Tree Removal - Non Residen...	Pending	
TR2022-0020		18280 NW 19 ST Pembroke ...	Tree Removal - Homeowner	Recent, Pending	
SP2022-0021		10601 NW 1 ST Pembroke ...	Site Plan Amendment City C...	Recent, Pending	

Showing 61 records. Limited to the last 2000 records

3. Depending upon the reviewer comments can be found under the reviews tab or the attachments. If you are having difficulty reviewing the comments you can contact the project planner at 954-392-2100 for assistance.

Plan Number: SP2022-0020

Plan Details | Tab Elements | Main Menu

Type: Site Plan Planning and Zoning Board	Status: In Review	Project Name:
Applied Date: 02/07/2022	Expiration Date: 02/07/2023	
District: 1	Completion Date:	
Description:		

Summary Locations Fees **Reviews** Inspections Attachments Contacts Sub-Records More Info

DRC Review - Site Plan / Comp Plan

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	02/06/2022	02/13/2022	

Planning • On Hold • Williams Cole • Completed : 02/07/2022

Due Date	Completed Date
02/13/2022	02/07/2022

Correction (1)

Correction Type	Planning Comment	Category	Planning - DRC	Respond
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[Update Responses](#)

Plan Number: SP2022-0020

Plan Details | Tab Elements | Main Menu

Type:	Site Plan Planning and Zoning Board	Status:	In Review	Project Name:	
Applied Date:	02/07/2022	Expiration Date:	02/07/2023		
District:	1	Completion Date:			
Description:					

Summary Locations Fees Reviews **Attachments** Contacts Sub-Records More Info

Attachments | Next Tab | Plan Details | Main Menu

Attachments

Sort File Name

 Architectural Plan Test-Architectural Plan_v1.pdf Version: 1 Status: Corrections Added	 Attachment Planning DRC Comments SP2022-0020.docx Uploaded: 02/07/2022	 Circulation Plan Test-Circulation Plan_v1.pdf Version: 1 Status: Corrections Added	 Civil - Water/Sewer Test_v1.pdf Version: 1 Status: Corrections Added
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4. To resubmit, upload the new attachments by scrolling down and clicking on the “**Add Attachment**” blue box or select the resubmit button in the specific file type tile. Once all attachments have been uploaded click “**Submit**”. **It is important to upload your resubmittal all at once and NOT in pieces as staff will only review resubmittals when all requested documents are uploaded.**

 Survey Preliminary Test2.pdf Size: 83.51 KB Remove	 Architectural Plan Test-Architectural Plan_v1.pdf Version: 1 Status: Corrections Added Resubmit	 Civil - Water/Sewer Test_v1.pdf Version: 1 Status: Corrections Added Resubmit	 Landscape Plan Test-Landscape Plan_v1.pdf Version: 1 Status: Corrections Added Resubmit
 Photometric Plan Test-Photometric Plan_v1.pdf Version: 1 Status: Corrections Added Resubmit	 Site Plan Test-Site Plan_v1.pdf Version: 1 Status: Corrections Added Resubmit	 Transmittal Form Transmittal Form-Test-2022-02-07_v1.pdf Version: 1 Status: Corrections Added Resubmit	 Attachment Planning DRC Comments SP2022-0020.docx Uploaded: 02/07/2022
 Circulation Plan Test-Circulation Plan_v1.pdf Uploaded: 02/07/2022 Notes: Circulation Plan History	 Unified Development Application Test-Unified Development Application_v1.pdf Uploaded: 02/07/2022 Notes: Unified Development Application History	<div style="border: 1px solid #007bff; background-color: #007bff; color: white; padding: 10px;"><p>Select Type</p><p>Add Attachment</p><p>+</p><p>Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dwt...</p></div>	

Submit