

## SUBMITTAL REQUIREMENTS:

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- APPLICATION PACKAGE** consisting of the following plan set and supporting documentation uploaded to the City of Fort Lauderdale Citizen Access Portal known as [LauderBuild](#).
- PROPOSED PLAN SET:**
  - COVER SHEET** for plan set that states project name, current zoning district, proposed zoning district, and table of contents.
  - CURRENT SURVEY(S)** of property, signed and sealed, showing existing conditions; survey must be as-built and topographic with right-of-way and easement vacations excluded. The survey should consist of the proposed project site alone. Do not include adjacent properties or portions of lands not included in the proposed project unless specifically requested by the City.
  - RECORDED PLAT** including amendments, with site highlighted.  
*(This may be obtained from Broward County Public Records at 115 S Andrews Avenue)*
  - SKETCH AND LEGAL DESCRIPTION** of property to be rezoned.
- SUPPORTING DOCUMENTATION:**
  - APPLICATION** completed (all pages filled out as applicable) and information uploaded to LauderBuild
  - PROOF OF OWNERSHIP** (warranty deed or tax record), including corporation documents if applicable.
  - PROPERTY OWNERS SIGNATURE** and/or Agent Authorization Letter Signed by Property Owner.
  - ULDR CODE NARRATIVE** providing point-by-point responses, on letterhead, dated, and with author indicated, referencing all applicable sections of the ULDR and indicating how the project complies with the criteria.
    - o [Rezoning Criteria](#) (Section 47-24.4.D)
    - o [Adequacy Review](#) (Section 47-25.2)
  - MAIL NOTIFICATION DOCUMENTS** (see MAIL NOTIFICATION below)

## MAIL NOTIFICATION

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Notice shall be in the form provided by the department and mailed on the date the application is accepted by the department. The names and addresses of homeowner associations shall be those on file with the City Clerk.

- **REQUIREMENT:** Mail notice of development proposal shall be provided to real property owners within 300 feet of applicant's property, as listed in the most recent ad valorem tax records of Broward County.
- **TAX MAP:** Applicant shall provide a tax map of all property within the required notification radius, with each property clearly shown and delineated. Each property within the notice area must be numbered (by Folio ID) on the map to cross-reference with property owners notice list.
- **PROPERTY OWNERS NOTICE LIST:** Applicant shall provide a property owners notice list with the names, property control numbers (Folio ID) and complete addresses for all property owners within the required notification radius. The list shall also include all homeowners associations, condominium associations, municipalities and counties, as indicated on the tax roll.
- **ENVELOPES:** The applicant shall provide business size (#10) envelopes with first class postage attached (stamps only, metered mail will not be accepted). Envelopes must be addressed to all property owners within the required notification radius, and mailing addresses must be typed or labeled; no handwritten addresses will be accepted. Indicate the following as the return address on all envelopes: City of Fort Lauderdale, Urban Design & Planning, 700 NW 19<sup>th</sup> Avenue, Fort Lauderdale, FL 33311.
- **DISTRIBUTION:** The City of Fort Lauderdale, Urban Design & Planning will mail all notices prior to the public hearing meeting date, as outlined in Section 47-27.

## SIGN NOTICE

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Applicant must **POST SIGNS** (for Planning and Zoning Board and City Commission Hearings) according to Sec. 47-27.4.

- Sign Notice shall be given by the applicant by posting a sign provided by the City stating the time, date and place of the Public Hearing on such matter on the property which is the subject of an application for a development permit. If more than one (1) public hearing is held on a matter, the date, time and place shall be stated on the sign or changed as applicable.
- The sign shall be posted at least fifteen (15) days prior to the date of the public hearing.
- The sign shall be visible from adjacent rights-of-way, including waterways, but excepting alleys.
- If the subject property is on more than one (1) right-of-way, as described above, a sign shall be posted facing each right-of-way.
- If the applicant is not the owner of the property that is subject of the application, the applicant shall post the sign on or as near to the subject property as possible subject to the permission of the owner of the property where the sign is located or, in a location in the right-of-way if approved by the City.

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- Development applications for more than one (1) contiguous development site shall be required to have sign notice by posting one (1) sign in each geographic direction, (north, south, east and west) on the public right-of-way at the perimeter of the area under consideration.
- If the sign is destroyed or removed from the property, the applicant is responsible for obtaining another sign from the City and posting the sign on the property.
- The sign shall remain on the property until final disposition of the application. This shall include any deferral, rehearing, appeal, request for review or hearings by another body. The sign information shall be changed as above to reflect any new dates.
- The applicant shall, five (5) days prior to the public hearing, execute and submit to the department an affidavit of proof of posting of the public notice sign according to this section. If the applicant fails to submit the affidavit the public hearing will be postponed until the next hearing after the affidavit has been supplied.

## AFFIDAVIT OF POSTING SIGNS

STATE OF FLORIDA  
BROWARD COUNTY

\_\_\_\_\_PLANNING AND ZONING BOARD

CASE NO. \_\_\_\_\_

APPLICANT: \_\_\_\_\_

PROPERTY: \_\_\_\_\_

PUBLIC HEARING DATE: \_\_\_\_\_

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_, who upon being duly sworn and cautioned, under oath deposes and says:

1. Affiant is the Applicant in the above-cited City of Fort Lauderdale **Planning and Zoning Board** Case.
2. The Affiant/Applicant has posted or has caused to be posted on the Property the signage provided by the City of Fort Lauderdale, which such signage notifies the public of the time, date and place of the Public Hearing on the application for relief before the Board or Commission.
3. That the sign(s) referenced in Paragraph two (2) above was posted on the Property in such manner as to be visible from adjacent streets and waterways and was posted at least **fifteen (15)** days prior to the date of the Public Hearing cited above and has remained continuously posted until the date of execution and filing of this Affidavit. Said sign(s) shall be visible from and within twenty (20) feet of streets and waterways, and shall be securely fastened to a stake, fence, or building.
4. Affiant acknowledges that the sign must remain posted on the property until the final disposition of the case before the Board or Commission. **Should the application be continued, deferred or re-heard, the sign shall be amended to reflect the new dates.**
5. Affiant acknowledges that this Affidavit must be executed and filed with the City's Urban Design & Planning office **five (5)** calendar days prior to the date of Public Hearing and if the Affidavit is not submitted, the Public Hearing on this case shall be cancelled.
6. Affiant is familiar with the nature of an oath or affirmation and is familiar with the laws of perjury in the State of Florida and the penalties therefore.

\_\_\_\_\_  
**Affiant**

SWORN TO AND SUBSCRIBED before me in the County and State above aforesaid this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(SEAL)

\_\_\_\_\_  
**NOTARY PUBLIC**  
**MY COMMISSION EXPIRES:**

**NOTE:** I understand that if my sign is not returned within the prescribed time limit as noted in Sec. 47.27.3.i of the City of Fort Lauderdale ULDR, I will forfeit my sign deposit. \_\_\_\_\_(initial here)

\_\_\_\_\_ Initials of applicant (or representative) receiving sign as per 47-27.2(3)(A-J).

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November 17, 2022

Department of Sustainable Development  
700 NW 19<sup>th</sup> Avenue  
Fort Lauderdale, FL 33311

**Re: City of Fort Lauderdale – Palm Aire Park Parcel  
Rezoning Request from Residential Zoning District (RS-5) to Parks, Recreation and Open Space  
(P)**

The City of Fort Lauderdale is seeking to rezone 8,038 square feet (0.1845 acres) parcel of land located at 3352 NW 63<sup>rd</sup> St. The request is to rezone from Residential Zoning District (RS-5) to Parks, Recreation and Open Space (P).

In accordance with the City's Unified Land Development Code, Section 47-24.4, Rezoning, an application to rezone shall address specific criteria contained in Section 47-24.4.D. Outlined below are responses to the criteria.

1. The zoning district proposed is consistent with the city's comprehensive plan.

RESPONSE: The City's Comprehensive Plan is designed to address the needs and aspirations of the community while addressing the City's requirements for growth. Rezoning of this parcel will enable the City to meet the following goals and objectives of the City's comprehensive Plan. Goal 1: Provide levels of service for Parks and Recreation Facilities sufficient to meet the existing and future needs of the City of Fort Lauderdale's population. Objective 1.1: The City will provide parkland and open space to meet a Level of Service Standard of 3 acres per one thousand residents. Policy 1.1.2 states that all city owned/designated park sites are to be zoned P for Parks, Recreation and Open Space and have a land use designation of Park-Open Space, where appropriate.

This item additionally advances the *Fast Forward Fort Lauderdale 2035 Vision Plan* and supports the *City's Press Play Fort Lauderdale Strategic Plan 2024* initiative specifically advancing: Goal 3: Be a community that finds opportunities and leverages partnerships to create unique, inviting, and connected gathering in places that highlight our beaches, waterways, urban areas, and parks as well as Objective 1: Improve access to and enjoyment of our beach, Riverwalk, waterways, parks and open spaces for everyone.

2. The changes anticipated by the proposed rezoning will not adversely impact the character of development in or near the area under consideration. Substantial changes in the character of development in or near the area under consideration supports the proposed rezoning.

RESPONSE: The property where the proposed rezoning is to take place is an existing park. Moving forward with the proposed rezoning will further solidify the current park use. Furthermore, the character of development of the parcel with its landscaping and vegetation supports the proposed rezoning. If approved the use of this land, inclusive of the proposed park amenities, will be consistent with the City's pattern of development for Parks and Recreation uses.

3. The character of the area proposed is suitable for the uses permitted in the proposed zoning district and is compatible with surrounding districts and uses.

RESPONSE: The proposed rezoning of the property to Park is compatible with the surrounding Residential uses within the area of the subject property. Since the current use of the site is a park, the proposed rezoning will ensure the zoning district is compatible with the existing use. Furthermore, the proposed rezoning will enhance the existing residential uses by providing additional park and open spaces for residents/neighbors to enjoy. The character of the surrounding area, together with the enhancements as proposed, all support that the proposed re-zoning is compatible with surrounding districts and uses.

Thank you for your time and attention on this matter.

Sincerely,



Phil Thornburg  
Parks and Recreation Director