



**INSTRUCTIONS:** The following information is required pursuant to the City's Unified Land Development Regulations (ULDR). The development application form must be filled out accurately and all applicable sections must be completed. Only complete the sections indicated for application type with N/A for those section items not applicable. Refer to "Specifications for Plan Submittal" by application type for information requirements for submittal. Select the application type and approval level in **SECTION A** and complete the sections specified.

A

APPLICATION TYPE AND APPROVAL LEVEL

Select the application type from the list below and check the applicable type.

<div><input type="checkbox"/></div> <div>LEVEL I</div> <div>ADMINISTRATIVE REVIEW COMMITTEE (ADMIN)</div> <div>New nonresidential less than 5,000 square feet Change of use (same impact or less than existing use) Plat note/Nonvehicular access line amendment Administrative site plan Amendment to site plan* Property and right-of-way applications (MOTs, construction staging) Parking Agreements (separate from site plans)</div> <div>COMPLETE SECTIONS B, C, D, G</div>	<div><input type="checkbox"/></div> <div>LEVEL II</div> <div>DEVELOPMENT REVIEW COMMITTEE (DRC)</div> <div>New Nonresidential 5,000 square feet or greater Residential 5 units or more Nonresidential use within 100 feet of residential property Redevelopment proposals Change in use (if great impact than existing use) Development in Regional Activity Centers (RAC)* Development in Uptown Project Area* Regional Activity Center Signage Design Review Team (DRT) Affordable Housing (≥10%)</div> <div>COMPLETE SECTIONS B, C, D, E, F</div>	<div><input type="checkbox"/></div> <div>LEVEL III</div> <div>PLANNING AND ZONING BOARD (PZB)</div> <div>Conditional Use Parking Reduction Flex Allocation Cluster / Zero Lot Line Modification of Yards* Waterway Use Mixed Use Development Community Residences* Social Service Residential Facility (SSRF) Medical Cannabis Dispensing Facility* Community Business District for uses greater than 10,000 square feet</div> <div>COMPLETE SECTIONS B, C, D, E, F</div>	<div><input type="checkbox"/></div> <div>LEVEL IV</div> <div>CITY COMMISSION (CC)</div> <div>Land Use Amendment Rezoning Plat Public Purpose Use Central Beach Development of Significant Impact* Vacation of Right-of-Way  City Commission Review Only (review not required by PZB) Vacation of Easement*</div> <div>COMPLETE SECTIONS B, C, D, E, F</div>
<div><input type="checkbox"/></div> <div>EXTENSION</div> <div>Request to extend approval date for a previously approved application</div> <div>COMPLETE SECTIONS B, C, H</div>	<div><input type="checkbox"/></div> <div>DEFERRAL</div> <div>Request to defer after an application is scheduled for public hearing</div> <div>COMPLETE SECTIONS B, C, H</div>	<div><input type="checkbox"/></div> <div>APPEAL/DE NOVO</div> <div>Appeal decision by approving body De Novo hearing items</div> <div>COMPLETE SECTIONS B, C, H</div>	<div><input type="checkbox"/></div> <div>PROPERTY AND ROW ITEM</div> <div>Road closures Construction staging plan Revocable licenses</div> <div>COMPLETE SECTIONS B, C, E</div>

\*Application is subject to specific review and approval process. Levels III and IV are reviewed by Development Review Committee unless otherwise noted.

B

APPLICANT INFORMATION

If applicant is the business operator, complete the agent column and provide property owner authorization.

<div>Applicant/Property Owner</div> <div>Address</div> <div>City, State, Zip</div> <div>Phone</div> <div>Email</div> <div>Proof of Ownership</div> <div>Applicant Signature:</div>	<div>Authorized Agent</div> <div>Address</div> <div>City, State, Zip</div> <div>Phone</div> <div>Email</div> <div>Authorization Letter</div> <div>Agent Signature:</div>
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C

PARCEL INFORMATION

Address/General Location	
Folio Number(s)	
Legal Description (Brief)	
City Commission District	
Civic Association	

D

LAND USE INFORMATION

Existing Use	
Land Use	
Zoning	
Proposed	Applications requesting land use amendments and rezonings.
Proposed Land Use	
Proposed Zoning	

E

PROJECT INFORMATION

Provide project information. Circle yes or no where noted. If item is not applicable, indicate N/A.

Project Name															
Project Description (Describe in detail)															
Estimated Project Cost	\$	(Estimated total project cost including land costs for all new development applications only)													
Affordable Housing		30%		50%		60%		80%		100%		120%		140%	
Number of Units															



Waterway Use					
Flex Units Request					
Commercial Flex Acreage					
Residential Uses					
Single Family					
Townhouses					
Multifamily					
Cluster/Zero Lot Line					
Other					
Total (dwelling units)					
Unit Mix (dwelling units)	<table><tr><td>Studio or Efficiency</td><td>1- Bedroom</td><td>2 - Bedroom</td><td>3 + Bedroom</td></tr></table>	Studio or Efficiency	1- Bedroom	2 - Bedroom	3 + Bedroom
Studio or Efficiency	1- Bedroom	2 - Bedroom	3 + Bedroom		

Traffic Study Required	
Parking Reduction	
Public Participation	
Non-Residential Uses	
Commercial	
Restaurant	
Office	
Industrial	
Other	
Total (square feet)	

F

PROJECT DIMENSIONAL STANDARDS

Indicate all required and proposed standards for the project. Circle yes or no where indicated.

	Required Per ULDR	Proposed	
Lot Size (Square feet/acres)			
Lot Density (Units/acres)			
Lot Width			
Building Height (Feet)			
Structure Length			
Floor Area Ratio (F.A.R.)			
Lot Coverage			
Open Space			
Landscape Area			
Parking Spaces			
SETBACKS (Indicate direction N,S,E,W)	Required Per ULDR	Proposed	
Front [ ]			
Side [ ]			
Corner / Side [ ]			
Rear [ ]			
For projects in Downtown, Northwest, South Andrews, and Uptown Master Plans to be completed in conjunction with the applicable items above.			
	Required Per ULDR	Proposed	Deviation
Tower Stepback			
Front / Primary Street [ ]			
Sides / Secondary Street [ ]			
Building Height			
Streetwall Length			
Podium Height			
Tower Separation			
Tower Floorplate (square feet)			
Residential Unit Size (minimum)			

G

AMENDED PROJECT INFORMATION

Provide approved and proposed amendments for project. Circle yes or no where indicated.

Project Name			
Proposed Amendment Description (Describe in detail)			
	Original Approval	Proposed Amendment	Amended
Residential Uses (dwelling units)			
Non-Residential Uses (square feet)			
Lot Size (Square feet/acres)			
Lot Density (Units/acres)			
Lot Width			
Building Height (Feet)			
Structure Length			
Floor Area Ratio (F.A.R.)			
Lot Coverage			
Open Space			
Landscape Area			
Parking Spaces			
Tower Stepback			
Building Height			
Streetwall Length			
Podium Height			
Tower Separation			
Tower Floorplate (square feet)			
Residential Unit Size (minimum)			
Does this amendment require a revision to the traffic statement or traffic study completed for the project?			
Does this amendment require a revised water sewer capacity letter?			

H

EXTENSION, DEFERRAL, APPEAL INFORMATION

Provide information for specific request. Circle approving body and yes or no.

Project Name						
Request Description						
EXTENSION REQUEST		DEFERRAL REQUEST		APPEAL REQUEST / DE NOVO HEARING		
Approving Body		Approving Body		Approving Body		
Original Approval Date		Scheduled Meeting Date		30 Days from Meeting (Provide Date)		
Expiration Date (Permit Submittal Deadline)		Requested Deferral Date		60 Days from Meeting (Provide Date)		
Expiration Date (Permit Issuance Deadline)		Previous Deferrals Granted		Appeal Request		



Requested Extension <i>(No more than 24 months)</i>		Justification Letter Provided		Indicate Approving Body Appealing	
Code Enforcement <i>(Applicant Obtain by Code Compliance Division)</i>				De Novo Hearing Due to City Commission Call-Up	

**CHECKLIST FOR SUBMITTAL AND COMPLETENESS:** The following checklist outlines the necessary items for submittal to ensure the application is deemed complete. Failure to provide this information will result in your application being deemed **incomplete**.

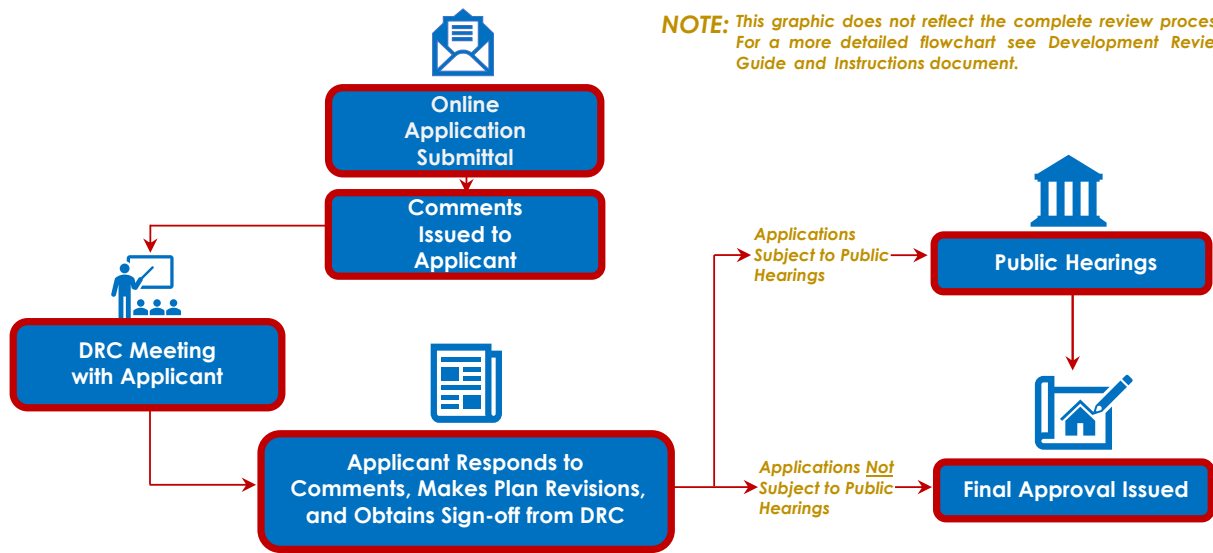
- ☐ Preliminary Development Meeting completed on the following date: 

PROVIDE DATE
- ☐ Development Application Form completed with the applicable information including signatures.
- ☐ Proof of Ownership warranty deed or tax record including corporation documents and SunBiz verification name.
- ☐ Address Verification Form applicant contact David Goodrum at 954-828-5976 or [DGoodrum@fortlauderdale.gov](mailto:DGoodrum@fortlauderdale.gov)
- ☐ Project and Unified Land Development Code Narratives project narrative and the applicable ULDR sections and criteria as described in the specifications for submittal by application type.
- ☐ Electronic Files, File Naming, and Documents consistent with the applicable specifications for application type, consistent with the online submittal requirements including file naming convention, plan sets uploaded as single pdf.
- ☐ Traffic Study or Statement submittal of a traffic study or traffic statement.
- ☐ Stormwater Calculations signed and sealed by a Florida registered professional engineer consistent with calculations as described in the specifications for plan submittal for site plan applications.
- ☐ Water and Wastewater Capacity Request copy of email to Public Works requesting the capacity letter.

**OVERVIEW FOR ONLINE SUBMITTAL REQUIREMENTS:** Submittals must be conducted through the City’s online citizen access portal [LauderBuild](#). No hardcopy application submittals are accepted. Below only highlights the important submittal requirements that applicants must follow to submit online and be deemed complete. View all the requirements at [LauderBuild Plan Room](#).

- Uploading Entire Submittal** upload all documents at time the application is submitted to prevent delays in processing.
- File Naming Convention** file names must adhere to the City’s [File Naming Convention](#).
- Reduce File Size** plan sets and other large files must be merged or flattened to reduce file size.
- Plan Sets** plan sets like site plans, plats, etc. must be submitted as a single pdf file. Staff will instruct when otherwise.
- Document Categories** choose the correct document category when uploading.

**DRC PROCESS OVERVIEW:** The entire development review process flowchart can be found in the [Development Application Guide and Instructions](#) document. Below is a quick reference flowchart with key steps in the process to guide applicants.



**CONTACT INFORMATION:** Questions regarding the development process or LauderBuild, see contact information below.

GENERAL URBAN DESIGN AND PLANNING QUESTIONS	LAUDERBUILD ASSISTANCE AND QUESTIONS
Planning Counter 954-828-6520, Option 5 <a href="mailto:planning@fortlauderdale.gov">planning@fortlauderdale.gov</a>	DSD Customer Service 954-828-6520, Option 1 <a href="mailto:lauderbuild@fortlauderdale.gov">lauderbuild@fortlauderdale.gov</a>