



SUSTAINABLE DEVELOPMENT – URBAN DESIGN & PLANNING

CITY COMMISSION (CC) - GENERAL APPLICATION

Rev: 2 | Revision Date: 10/01/2020 | I.D. Number: PREID - AR

CITY COMMISSION (CC) General Application

Cover: Deadline, Notes, and Fees
Page 1: Applicant Information Sheet, Required Documentation & Mail Notice Requirements
Page 2: Sign Notification Requirements & Affidavit

DEADLINE: City Commission submittal deadlines are set by the City Clerk and vary by type of application. Contact project planner to determine deadline prior to submittal of complete application.

FEES: All applications for development permits are established by the City Commission, as set forth by resolution and amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City, or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application, but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

<input type="checkbox"/> Planned Development District (PDD)	\$ 3,600.00
<input type="checkbox"/> Site Plan Level IV	\$ 1,700.00
<input type="checkbox"/> Site Plan Level II in RAC (Regional Activity Centers - Central Beach, South Andrews, Northwest)	\$ 2,900.00
<input type="checkbox"/> Plat	\$ 1,100.00 (\$450 Final-DRC Fee)
<input checked="" type="checkbox"/> Easement Vacation	\$ 1,100.00 (\$300 Final-DRC Fee)
<input type="checkbox"/> ROW Vacation	\$ 1,050.00 (\$600 Final-DRC Fee)
<input type="checkbox"/> ROW Vacation	\$ 1,750.00 (\$250 Final- DRC Fee)
<input type="checkbox"/> Rezoning (In addition to above site plan fee)	
<input type="checkbox"/> Appeal and/or DeNovo Hearing	\$ 3,150.00
<input type="checkbox"/> Site Plan Deferral	\$ 1,050.00
<input type="checkbox"/> City Commission Request for Review	\$ 1,200.00
<input type="checkbox"/> City Commission General Review	\$ 150.00 / Hr.*

*The above fee is calculated at a rate of \$150.00 per hour. Generally these applications take no more than 3 hours total to review (\$450.00), however any additional time required by staff will be charged prior to the City Commission meeting.



Page 1: City Commission Submittal Requirements

INSTRUCTIONS: The following information is requested pursuant to the City's Unified Land Development Regulations (ULDR). The application must be filled out accurately and completely. Please print or type and answer all questions. Indicate N/A if does not apply.

NOTE: To be filled out by Department

Case Number	
Date of complete submittal	

NOTE: To be filled out by Applicant

Property Owner's Name	Mt. Hermon African Methodist Episcopal Church
Applicant / Agent's Name	Andrew J. Schein, Esq. / Lochrie & Chakas,
Development / Project Name	Mount Hermon Apartments (Easement)
Development / Project Address	Existing: 750 NW 4th New: Sam
Current Land Use Designation	NWRA
Proposed Land Use Designation	NWRA
Current Zoning Designation	NWRAC-
Proposed Zoning Designation	NWRAC-
Specific Request	Easement

The following number of Plans:

- ☐ One (1) original signed-off set, signed and sealed at 24" x 36"
- ☐ Two (2) copy sets at 11" x 17"
- ☐ One (1) electronic version* of complete application and plans in PDF format to include only the following:
 - ☐ Cover page
 - ☐ Survey
 - ☐ Site plan with data table
 - ☐ Ground floor plan
 - ☐ Parking garage plan
 - ☐ Typical floor plan for multi-level structure
 - ☐ Roof plan
 - ☐ Building elevations
 - ☐ Landscape plan
 - ☐ Project renderings i.e. context plan, street-level perspectives, oblique perspectives, shadow study, etc.
 - ☐ Important details i.e. wall, fence, lighting, etc.

*All electronic files provided should include the name followed by case number "Cover Page Case no.pdf"

MAIL NOTIFICATION

Mail notice is required for City Commission hearing of a Rezoning of Less than Ten Acres and of an Appeal of ROW Vacation. 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. Rezoning of Less Than Ten Acres hearing notice must be mailed within 30 days of the hearing and Appeal of ROW Vacation hearing notice within 10 days of hearing.

- **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 noticed, 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 19th Avenue, Fort Lauderdale, FL 33311.
- **DISTRIBUTION:** The City of Fort Lauderdale, Urban Design & Planning Division will mail all notices prior to the public hearing meeting date, as outlined in Section 47-27.

Page 2: Sign Notification Requirements and Affidavit

SIGN NOTICE

Applicant must **POST SIGNS** for all City Commission hearings of development applications 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.
- 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

RE: _____ CITY COMMISSION 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 **Board or Commission** 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 **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)

Owner: Mt. Hermon African Methodist Episcopal Church Inc.
Applicant: Andrew J. Schein, Esq.
Project Name: Mount Hermon Apartments
Project Location: 750 NW 4th Street (“Property”)
Request: Vacation of Retained Utility Easement Recorded in Official Records Book 13946, Page 94 of the Public Records of Broward County, Florida

June 11, 2021
Revised February 1, 2022

I. General Description of Request.

Applicant is requesting to vacate a portion of a 6’ x 150’ retained utility easement that currently bisects the Property. The 6’ utility easement was retained when the alley that previously bisected the Property was vacated pursuant to City Ordinance No. C-86-94. Owner is proposing to develop a multifamily affordable housing development for seniors on the Property (“Project”). The Project is currently under review by the City pursuant to City Case No. UDP-S21027. The 6’ retained utility easement conflicts with the site plan for the Project, therefore the Applicant is requesting to vacate the 6’ retained utility easement. There are no known utilities within the easement area.

II. ULDR 47-24.7.A.4 – Criteria for vacation of easement.

- a. The easement is no longer needed for public purposes.

RESPONSE: There are no known utilities, either public or private, within the easement area. The site plan for the Project includes the installation of utilities outside of the easement area. Therefore, the retained utility easement is no longer needed for public purposes.

- b. All utilities located within the easement have been or will be relocated pursuant to a relocation plan; and the owner of the utility facilities has consented to the vacation; or a portion of the easement area is maintained; or an easement in a different location has been provided by the utility facilities by the owner to the satisfaction of the city; or any combination of same.

RESPONSE: There are no known utilities within the easement area. Applicant has provided letters of no objection from TECO, AT&T, FPL, Comcast, and the City’s Public Works Department.



Greg Kessell
Manager - OSP Planning
& Engineering Design

ATT Florida
5395 NE 14th Ave
Ft. Lauderdale, FL 33334

T: 561-699-8478
gk9318@att.com

February 8, 2021

Kristin DiPierro, P.E.
Thomas Engineering Group
6300 NW 31st Ave
Ft. Lauderdale, FL 33309

RE: Easement Vacation. Block 6, Plat Book 1, Page 57, Ft. Lauderdale FL 33311

Ms. DiPierro,

AT&T does not object to your request for an easement vacation of the 10 foot wide alley as vacated in official records Book 13946, Page 94, lying south of and adjacent to said lots 11, 12, and 13 and all of said vacated alley lying adjacent to remaining lots 14 thru 23 in block A lying, between, and situate in Broward County Florida and in the attached sketch on page 2.

It is understood that any relocation of existing AT&T facilities associated with the proposed project and encroachments will be at the owner's expense. Additional future easements in another location may be required to provide service to the proposed project.

Should you have any questions please contact me at 561-699-8478

Sincerely,

Greg Kessell
Manager - OSP Planning & Engineering Design
ATT Florida
561 699-8478

August 5, 2021

Maxwell Kaplan
Thomas Engineering Group
6300 NW 31st Avenue
Fort Lauderdale, Florida 33309

Subject: **Utility Easement Vacation
Mount Hermon Apartments
750 NE 4th Street
Fort Lauderdale, Florida 33311**

Dear Mr. Kaplan,

This letter is in response to your request for a Letter of No Objection regarding the proposed vacation of the 6'x150' utility easement per O.R.B. 13946, Page 94 located within 10' vacated alley at 750 NE 4th Street as shown on the survey provided by Pulice Land Surveyors Inc. Based on review of documents provided and our assessment of City records it appears that there are no City water, sewer and stormwater utilities located within the subject easement. The City of Fort Lauderdale has **No Objection** to the proposed vacation of the 6'x150' utility easement.

The vacation is conditioned upon the relocation, removal, or proper abandonment of any facilities found. Any relocation, removal, or abandonment of any existing utilities must be conducted with approved engineering plans, at the developer's expense and the relocated, removed or abandoned utilities would be required to be inspected and accepted by the Department of Sustainable Development.

Should you have any questions or require any additional information, please contact me at (954) 828-5862.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Igor Vassiliev', with a stylized flourish at the end.

Igor Vassiliev, P.E.
Project Manager II



05/05/2022

Kemissa Colin
750 NW 4TH ST
Fort Lauderdale, FL 33311

Re: Vacation Agreement – 750 NW 4TH ST, FORT LAUDERDALE FL 33311

FPL does not have any utilities within the existing utility easement recording in ORB 13946, PG 94 of Broward County Records. FPL has no objection to the vacation of this easement.

Prior to any digging you must contact Sunshine State One Call of Florida. Contact them either by telephone toll free at 1-800-432-4770 or by e-mail at www.callsunshine.com, forty-eight hours in advance of construction. Sunshine State One Call of Florida will schedule a locator to perform the necessary locates for you at no cost.

If I can be of any further assistance, please contact me at 954-717-2136.

Sincerely,

A handwritten signature in cursive script that reads 'Favyan Torres'.

Favyan Torres
Senior Engineer



2/16/2021

To: Justine Leonor
Thomas Engineering Group
6300 NW 31st Ave.
Fort Lauderdale, FL 33309

RE Easement Vacate
SE corner of NW 4th St. & NW 8th Ave.
Ft. Lauderdale, FL 33311

AN ORDINANCE VACATING, ABANDONING AND CLOSING THE
10 FOOT ALLEY IN BLOCK A, "SUBDIVISION FOR FORT
LAUDERDALE LAND & DEVELOPEMENT CO. BLOCK 6 FT.
LAUDERDALE, FLA.", ACCORDING TO THE PLAT THEREOF,
AS RECORDED IN PLAT BOOK 1 AT PAGE 57, PUBLIC
RECORDS OF DADE COUNTY, FLORIDA, LOCATED FROM N.
W. 7TH TO N.W. 8TH AVENUES BETWEEN N.W. 3RD AND
N.W. 4TH STREETS, FORT LAUDERDALE, FLORIDA.

From: TECO Peoples Gas

To Whom It May Concern:

Thank you for contacting TECO Peoples Gas Company regarding the vacate of easement at the above referenced location. After reviewing the documents provided, TECO-PGS has NO objection to this request.

If you have further questions, please do not hesitate to call.

Sincerely,

Joan Domning
Administrative Specialist, Senior
Peoples Gas-Distribution Engineering
8416 Palm River Road
Tampa, FL 33619
Office: 813-275-3783



Engineering – Design Department
2601 SW 145th Ave. Miramar, FL 33027

Wednesday, June 09, 2021

Justine Leonor
6300 NW 31st Ave,
Fort Lauderdale, FL 33309

RE: Letter of No Objection
Residential Development

Dear Ms. Leonor,

In reviewing your request as ref. above, Comcast has *no objection* to the *Vacation of the easement on the property* located at:

NW 4TH STREET and NW 8TH AVENUE

However, please be advised, it is understood that Comcast will not be responsible in any way for repairs or replacement of any portion of the *Property* that has encroached into the easement, should it become necessary to access the easement for plant maintenance and or upgrade construction.

Should you have any further question, please feel free to call at 754-221-1339 or e-mail at Patesha_Johnson@comcast.com

Sincerely,

Patesha Digitally signed
Johnson/ by Patesha
Comcast Johnson/Comcast
Date: 2021.06.09
21:56:06 -04'00'

Cc: Patesha Johnson / Permit Coordinator / Central Division