



CITY OF FORT LAUDERDALE
Department of Sustainable Development
Urban Design & Planning Division
700 NW 19th Avenue
Fort Lauderdale, FL 33311
Telephone: (954) 828-3266
Fax (954) 828-5858
Website: http://www.fortlauderdale.gov/sustainable_dev/

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.

| | |
|--|---|
| _____ Innovative Development (ID) | \$ 2,640.00 |
| _____ Site Plan Level IV | \$ 950.00 |
| _____ Site Plan Level II in DRAC/SRAC-SA | \$ 1,920.00 |
| (Downtown Regional Activity Center / South Regional Activity Center-South Andrews) | |
| _____ Plat / Plat Note Amendment | \$ 540.00 (includes \$90 Final-DRC Fee) |
| _____ Easement Vacation | \$ 560.00 (includes \$90 Final-DRC Fee) |
| _____ ROW Vacation | \$ 830.00 (includes \$100 Final-DRC Fee) |
| _____ Rezoning | \$ 910.00 (includes \$110 Final-DRC Fee) |
| (In addition to above site plan fee) | |
| _____ Appeal and/or DeNovo Hearing | \$ 1,180.00 |
| _____ Site Plan Deferral | \$ 490.00 |
| _____ City Commission Request for Review | \$ 800.00 |
| _____ City Commission General Review | \$ 89.00 / Hr.* |

*The above fee is calculated at a rate of \$89.00 per hour. Generally thes applications take no more than 3 hours total to review (\$267.00), 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 | If a signed agent letter is provided, no signature is required on the application by the owner. | |
| Applicant / Agent’s Name | | |
| Development / Project Name | | |
| Development / Project Address | Existing: | New: |
| Current Land Use Designation | | |
| Proposed Land Use Designation | | |
| Current Zoning Designation | | |
| Proposed Zoning Designation | | |
| GdYVWZWF Yei Ygh | | |

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)