

Community Development
 7525 NW 88th Avenue
 Tamarac, FL 33321
 Telephone (954) 597-3530
 Fax (954) 597-3540

FOR STAFF USE ONLY:

CASE #: _____
Master File #: _____
HTE Project #: _____
Date Received: _____
Received by: _____
Zoning district: _____
Land Use Classification: _____
Surrounding zoning:
 North: _____
 South: _____
 East: _____
 West: _____
Fee(s) Collected: _____

LUPA-CASE DEVELOPMENT APPLICATION

Small Scale Land Use Plan Amendment

Project Name: _____

Project Address (if applicable): _____

Project Location: _____

Parcel Size: _____ acres/sq. ft. **Folio No.** _____

Project Description: _____

(Identify existing and proposed land use classification and proposed density, if applicable.)

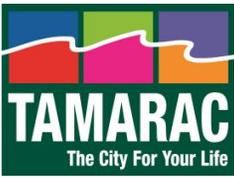
Agent/Contact: _____ Phone: _____ Fax: _____ Address: _____ _____ E-Mail Address: _____ Property Owner's Name: _____ Phone: _____ Address: _____ _____

SMALL SCALE LAND USE PLAN AMENDMENTS APPLICATION CHECKLIST

The following checklist is designed to assist the applicant in preparing the required materials for review. The application will **not** be accepted if all required items are not present at the time of submittal. The following items are required as part of a complete application for Small Scale Land Use Amendments:

- 1. A completed City of Tamarac Small Scale Land Use Plan Amendment Application.
- 2. Justification Letter. The letter must describe the proposed action to be taken, including but not limited to the following: specific change in the land use classification and the proposed density, and rationale for the amendment from a practical and proactive land use perspective.
- 3. Designation of Agent for Quasi-Judicial Proceedings form. This form must be completed by the property owner. The form names that person who will represent the said application.
- 4. Proof of property ownership. (i.e. deed, property appraisers, or contract to purchase)
- 5. Traffic Consultant Fee Affidavit. Applicants will be billed at a later time for the cost of the services billed by the City's Traffic Consultant.
- 6. Local Publication Agency Fee Affidavit – all legal advertisements will be processed by the City of Tamarac. Applicants will be billed at a later time for the cost of the legal advertisement in local print publication.
- 7. Public Hearing Signs must be posted on the property (at each public right-of-way) within three (3) days of the submittal of the official development application.
- 8. Public Hearing Sign Affidavit must be submitted to the Community Development Department seven (7) days prior to the scheduled public hearing date.
- 9. Completion of the Public Notification process:
 - a. The Community Development Department will provide complete instructions on the public notification process prior to the development project being schedule for the Public Hearing. At which time the applicant will be provide with the notification letter, site location map and detailed instructions relating to the disbursement of the notification letters to all property owners that adjacent to the subject property (within a four hundred foot (400') radius of said property). It is suggested that the applicant consult with a Planning and Zoning Consulting Firm, Real Estate Research Company, etc., to obtain a complete list of all properties that are to be notified.
- 10. Public Notification Affidavit. (Due seven (7) days prior to the scheduled public hearing date)
- 11. One (1) copy of a plat/survey dated within the last twelve (12) months.
- 12. Appropriate fees.

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****



DESIGNATION OF AGENT FOR QUASI-JUDICIAL PROCEEDINGS

DATE: _____

PROJECT NAME: _____

IN THE MATTER OF:

ANY PERSON APPEARING ON YOUR BEHALF, IN YOUR ABSENCE, MUST BE DESIGNATED AS YOUR AGENT ON THIS FORM OR SUCH PERSON WILL NOT BE ENTITLED TO SPEAK AT THE QUASI-JUDICIAL HEARING AND THE MATTER MAY BE DETERMINED WITHOUT THE BENEFIT OF THEIR TESTIMONY.

_____, WILL ATTEND THE QUASI-JUDICIAL HEARINGS (Print Name of Designated Agent)

TO BE HELD IN MY ABSENCE. IN ADDITION, _____ HAS MY (Print Name of Designated Agent)

PERMISSION TO ACT AS MY AGENT IN ALL MATTERS RELATING TO ANY PROCEEDINGS RELATED TO _____, LOCATED AT _____ (Name of the Project) (Address of the Subject Property)

THIS FORM MUST BE RETURNED PRIOR TO THE QUASI-JUDICIAL HEARING.

SIGNATURE OF OWNER: _____ (Print Name of Property Owner)

SIGNATURE OF DESIGNATED AGENT: _____ (Print Name of Designated Agent)

ADDRESS AND PHONE NO. OF DESIGNATED AGENT:

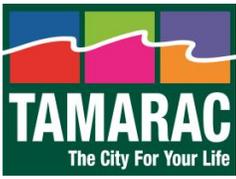
Phone: _____ Fax: _____

STATE OF FLORIDA: COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____, owner of property, who is personally known to me or has produced identification (_____) and who (did/did not) take an oath. (Type of Identification)

Notary Public State of Florida
Type or Print Name of Notary

My Commission Expires:



Traffic Consultant Fee Affidavit

Pursuant to Section 10-49 of the Tamarac Code of Ordinances, there will be a recovery of cost for an outside traffic consultant for the review of development permits:

There is hereby imposed a fee for the review and processing of a proposed development by the City of Tamarac’s outside Traffic Consultant, when deemed necessary by the Director of Community Development. Such fee shall be equal in amount to the actual costs, in terms of time expended by the City’s outside Traffic Consultant.

THIS FORM MUST BE RETURNED AT THE TIME OF SUBMITTAL.

SIGNATURE OF DESIGNATED AGENT:

ADDRESS AND PHONE NO. OF DESIGNATED AGENT:

(Print Name of Designated Agent)

Phone: _____

Fax: _____

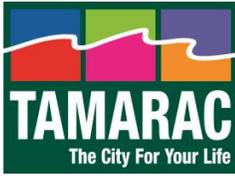
**STATE OF FLORIDA:
COUNTY OF BROWARD:**

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known to me or who has produced identification (_____) (type of identification) and who (did/did not) take an oath.

Notary Public State of Florida:

(Type or print name of Notary)

My Commission Expires:



Local Publication Agency Fee Affidavit

Recovery of cost of public notification fees in local publication advertisements:

There is hereby imposed a fee for all site specific projects which will be processed through the Quasi-Judicial hearing process therefore requiring additional public notification in local publication. The fee(s) associated with these publications will be determined at a later date and the applicant will be notified of the associated fee(s) by invoice from our Financial Services Department, when deemed necessary by the Director of Community Development. Such fee shall be equal in amount to the actual costs, as determined by the by the City's outside local publication agency.

THIS FORM MUST BE RETURNED AT THE TIME OF SUBMITTAL.

SIGNATURE OF DESIGNATED AGENT:

(Print Name of Designated Agent)

**ADDRESS AND PHONE NO. OF
DESIGNATED AGENT:**

Phone: _____

Fax: _____

STATE OF FLORIDA:

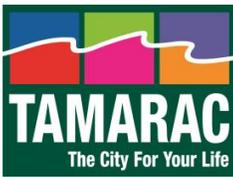
COUNTY OF BROWARD:

The foregoing instrument was acknowledged before me this ___ day of _____, 20___, by _____, who is personally known to me or who has produced identification (_____) (type of identification) and who (did/did not) take an oath.

Notary Public State of Florida:

(Type or Print Name of Notary)

My Commission Expires:



STATE OF FLORIDA
COUNTY OF BROWARD

Public Hearing Sign Affidavit

I, _____, do swear and affirm:
(Print Name)

1. That I have posted a Notice of Public Hearing on the Property on _____, 20 __, for a hearing to be held before the City of Tamarac City Commission/Planning Board (circle one) on _____, 20 __.

2. The Notice was placed at the location set forth below:

_____.

3. The location where the Notice was placed was legible from the adjoining roadway.

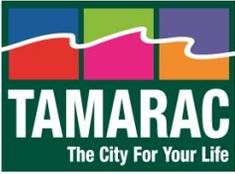
Affiant Signature

Sworn to and subscribed before me this ____ day of _____, 20 __.

Notary Public State of Florida

Type or Print Name of Notary

My Commission Expires:



STATE OF FLORIDA
COUNTY OF BROWARD

Public Notification Affidavit

I, _____, do swear and affirm:
(Print Name)

1. That I have mailed Public Notices to adjacent property owners within four hundred feet (400')
of the _____ project.
(Name of Project)

2. The Public Notice informed adjacent property owners that there will be a public hearing held
before the City's Planning Board/City Commission on _____, 20 __ for the
_____ project.
(Name of Project)

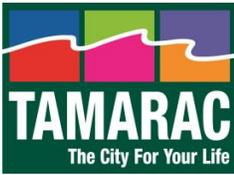
Affiant Signature

Sworn to and subscribed before me this ____ day of _____, 20 __.

Notary Public State of Florida

Type or Print Name of Notary

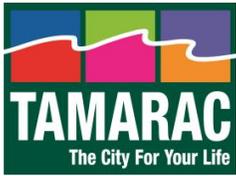
My Commission Expires:



PUBLIC NOTICE SIGN REQUIREMENTS

- **EACH LETTER ON THE SIGN SHALL BE AT LEAST FOUR INCHES (4”) IN HEIGHT.**
- **THE SIGN MUST BE ATTACHED TO A POST WHICH IS IMPLANTED IN THE GROUND.**
- **THE FREE STANDING SIGN SHALL BE THREE FEET BY THREE FEET (3’ X 3’) IN SIZE AND POSTED CONSPICUOUSLY AT LEAST TWO FEET (2’) ABOVE GRADE ON THE PROPERTY, AT LEAST FIFTEEN (15) DAYS PRIOR TO THE PUBLIC HEARING.**
- **THE LANGUAGE TO BE INCLUDED ON THE SIGN SHALL READ AS FOLLOWS:**

“A LAND DEVELOPMENT PERMIT IS BEING SOUGHT FROM THE CITY OF TAMARAC FOR THIS PROPERTY. PLEASE CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (954) 597-3530 FOR FURTHER INFORMATION.”



COMMUNITY DEVELOPMENT REVIEW FEE SCHEDULE

Land Use Planning:

Large Scale	\$ 5,000
Small Scale	\$ 3,000
Reserve Units	\$ 500
Flexibility Units	\$ 500

Platting:

Plats	\$ 3,000
Delegation Request	\$ 1,500
Vacation of Easements/Rights-of-Way	\$ 1,000

Rezoning:

Rezoning	\$ 1,500
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Special Exception:

Special Exception	\$2,000
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Site Planning:

Site Plan (New)	\$ 3,000
Site Plan Revision (Major)	\$ 3,000
Site Plan Revision (Minor)	\$ 1,250
Site Plan Revision (Administrative)	\$ 250
Site Plan Extension	\$ 1,000
Model Sales	\$ 1,000
Parking Waiver	\$ 2,500
Action Plan	\$ 1,000

Variances:

Sign Variance	\$ 600
Zoning Variance	\$ 1,000

Renaming of Street:

Renaming of Street	\$ 200
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Staff Research:

Research Hourly Rate	\$ 75
Zoning Verification	\$ 200