

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

FOR STAFF USE ONLY:

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

P-CASE DEVELOPMENT APPLICATION

Plat

(Incomplete Applications will not be accepted.)

Project Name: _____

Project Address (if applicable): _____

Project Location: _____

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

Project Description: _____

(Identify all changes to notes on the plat or easement/right-of-ways that are being vacated)

Agent/Contact: _____
 Phone: _____ Fax: _____
 Address: _____

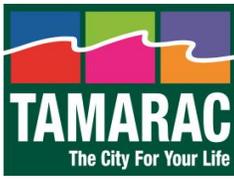
 E-Mail Address: _____
 Property Owner's Name: _____
 Phone: _____ Address: _____

PLAT 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 a Plat;

1. A completed City of Tamarac P-Case Development Application.
2. Justification Letter. The letter should state why the request is needed and address the relevant sections of Chapter 21 of the Code of Ordinances.
3. Proof of property ownership. (i.e. deed, property appraiser or contract to purchase)
4. Designation of Agent for Quasi-Judicial Proceedings form. This form must be completed by the property owner. This form names that person who will represent the said application at required meetings.
5. 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.
6. 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.
7. Public Hearing Sign Affidavit must be submitted to the Community Development Department seven (7) days prior to the scheduled public hearing date.
8. 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.
9. Six (6) copies and one (1) reduced sized (8.5" x 11") copy of the plat along with an electronic version of proposed Plat. As of August 1, 2003, all plats approved by the City of Tamarac required the following language to precede the municipal signature: "No building permits shall be issued for the construction, expansion, and/or conversion of a building within this plat until such time as the developer provides this municipality with written confirmation from Broward County that all applicable impact fees have been paid or are not due."
10. 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 (Print Name of Designated Agent)

HEARINGS 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: _____

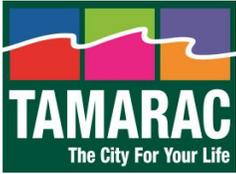
STATE OF FLORIDA: COUNTY OF BROWARD:

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:



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: _____

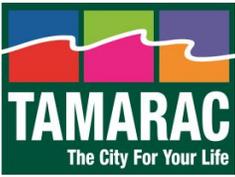
**STATE OF FLORIDA:
COUNTY OF BROWARD:**

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.

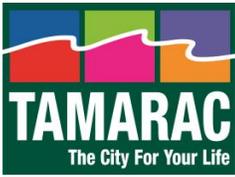
Affiant Signature

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

Notary Public State of Florida

Type or Print Name of Notary

My Commission Expires:



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)

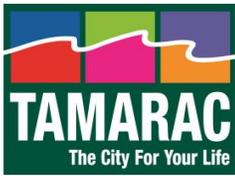
Affiant Signature

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

Notary Public State of Florida

Type or Print Name of Notary

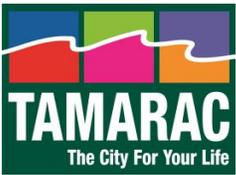
My Commission Expires:



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 EACH RIGHT-OF-WAY OF THE PROPERTY. THE SIGN MUST BE POSTED AT LEAST FIFTEEN (15) DAYS BEFORE 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
----------	----------

Special Exception:

Special Exception	\$2,000
-------------------	---------

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:

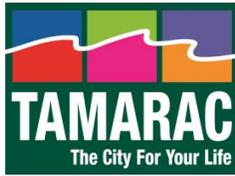
Sign Variance	\$ 600
Zoning Variance	\$ 1,000

Renaming of Street:

Renaming of Street	\$ 200
--------------------	--------

Staff Research:

Research Hourly Rate	\$ 75
Zoning Verification	\$ 200



ENGINEERING PLAN REVIEW FEE SCHEDULE

**** Engineering Fees to be paid upon each improvement submittal ****

Development Review Committee (Site Plan Reviews).....\$300.00

Development Review Committee (Site Plan Revisions).....\$150.00

Development Review Committee (Plat Reviews).....\$300.00

Development Review Committee (Delegation Request Reviews).....\$150.00

Development Review Committee (Vacation of Easements/Right-of-Ways)...\$100.00