

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: _____

**Z-CASE DEVELOPMENT APPLICATION
 Special Exception**

(Incomplete Applications will not be accepted.)

Project Name: _____

Project Address (if applicable): _____

Project Location: _____

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

Project Description: _____

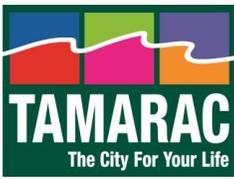
Agent/Contact: _____ Phone: _____ Fax: _____ Address: _____ _____ E-Mail Address: _____ Property Owner's Name: _____ Phone: _____ Address: _____
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SPECIAL EXCEPTION APPLICATION CHECKLIST

The following checklist is designed to assist applicants 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 Special Exception:

- 1. A completed City of Tamarac Z-Case Development Application.
- 2. Justification Letter:
 - a. For a Special Exception: Narrate the proposed project, including but not limited to scope of work, proposed use, hours of operation, size, number of employees, history and 9 standards of approval (Section 24-548 a - c)
- 3. Proof of property ownership. (i.e. deed, property appraiser, or contract to purchase)
- 4. "As-Built" survey dated within the last twelve (12) months:
- 5. A signed and sealed copy of a site plan (Refer to Chapter 10, Article III "Site Plan Submission" of the Code of Ordinances for complete site plan requirements). The site plan must encompass all proposed and approved changes to the property on record.
- 6. 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.
- 7. 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.
- 8. 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.
- 9. Public Hearing Sign Affidavit must be submitted to the Community Development Department seven (7) days prior to the scheduled public hearing date.
- 10. 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.
- 11. Public Notification Affidavit. (Due seven (7) days prior to the scheduled public hearing date)
- 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 TO BE (Print Name of Designated Agent)

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

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: _____

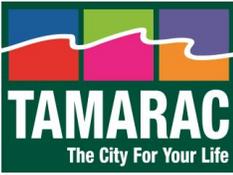
STATE OF FLORIDA: COUNTY OF BROWARD:

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 (Type of Identification) 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: _____

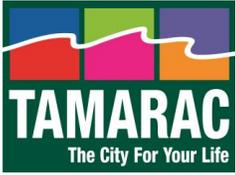
**STATE OF FLORIDA:
COUNTY OF BROWARD:**

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.

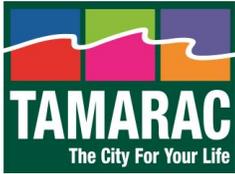
Affiant Signature

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)

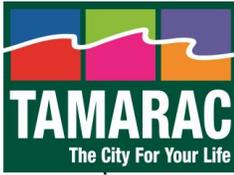
Affiant Signature

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

Notary Public State of Florida

Type or Print Name of Notary

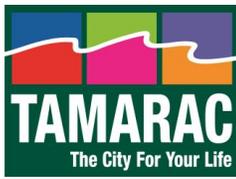
My Commission Expires:



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
Traffic Consultant Fee (Section 24-49)	\$ 2,000

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