



Community Development  
7525 NW 88<sup>th</sup> 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:** \_\_\_\_\_  
**Fee(s) Collected:** \_\_\_\_\_

**CASE DEVELOPMENT APPLICATION**

**ADMINISTRATIVE APPEAL**

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.)

Applicant/Agent/Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

***\*The City of Tamarac is committed to serving the needs of all its citizens and visitors, and our goal is to ensure access to information for a diverse audience. Please incorporate accessibility design standards to meet Universal Design concepts supported by the W3C Guidelines and ADA Accessibility Requirements into all application submittal documents.***

## ADMINISTRATIVE APPEAL 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 an Administrative Appeal:

- A completed City of Tamarac Administrative Appeal Application.
- Justification Letter. Shall encompass all requirements from Chapter 10-5.4 (R) of the City's Land Development Code entitled Administrative Appeal.
- Application Summary Sheet (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>).
- Designation of Agent for Quasi-Judicial Proceedings form (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>). This form must be completed by the property owner. The form names that person who will represent the said application.
- Proof of property ownership. (i.e. deed, property appraisers, or contract to purchase)
- Local Publication Agency Fee Affidavit (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>) – 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.
- 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.
- Public Hearing Sign Affidavit (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>) must be submitted to the Community Development Department seven (7) days prior to the scheduled public hearing date.
- Completion of the Public Notification process shall be in conformance with Table 10-5.2 "General Notice Requirements" in Chapter 10-5.3 (F).
- Public Notification Affidavit (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>). (Due seven (7) days prior to the scheduled public hearing date)
- Appropriate fees (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>).

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