



Community Development
7525 NW 88th Avenue
Tamarac, FL 33321
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FOR STAFF USE ONLY:

CASE #: _____
Master File #: _____
HTE Project #: _____
Date Received: _____
Received by: _____
Fee(s) Collected: _____

CASE DEVELOPMENT APPLICATION

ADMINISTRATIVE ADJUSTMENT

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 ADJUSTMENT 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 Adjustment:

- A completed City of Tamarac Administrative Adjustment Application.
- Justification Letter. Shall encompass a detailed description of the proposed land use and all requirements from Section 10-5.4 (P) of the City's Land Development Code entitled Administrative Adjustment. Please see the attached page for Section 10-5.4 (P) requirements.
- 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)
- Appropriate fees (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>). Each Administrative Adjustment requested shall be subject to the Community Development Fee Schedule per Adjustment requested.

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

ADMINISTRATIVE ADJUSTMENT
LAND DEVELOPMENT CODE REQUIREMENTS

In the project's justification statement, please explain how and why the proposed development request(s) meets the criteria outlined in Section 10-5.4 (P) of the City's Code below:

- (a) The Administrative Adjustment is consistent with the character of development in the surrounding area, and will not result in incompatible development.
- (b) Any adverse impacts resulting from the Administrative Adjustment will be mitigated to the maximum extent practicable.
- (c) The Administrative Adjustment is of a technical nature (i.e., relief from a dimensional or design standard), and is either:
 - (i) Required to compensate for some unusual aspect of the development site or the proposed development that is not shared by landowners generally;
 - (ii) Proposed to protect sensitive natural resources or save healthy existing trees; or
 - (iii) Required to eliminate a minor inadvertent failure to fully comply with a standard.
- (d) The Administrative Adjustment will not substantially interfere with the convenient and enjoyable use of adjacent lands, and will not pose a danger to the public health or safety.
- (e) The Administrative Adjustment is consistent with the purpose of the zoning district where located and with the Comprehensive Plan.