

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 #:** \_\_\_\_\_  
**Project #:** \_\_\_\_\_  
**Date Received:** \_\_\_\_\_  
**Received by:** \_\_\_\_\_  
**Zoning district:** \_\_\_\_\_  
**Land Use Classification:** \_\_\_\_\_  
**Surrounding zoning:**  
    **North:** \_\_\_\_\_  
    **South:** \_\_\_\_\_  
    **East:** \_\_\_\_\_  
    **West:** \_\_\_\_\_  
**Fee Collected:** \_\_\_\_\_

**SP-CASE DEVELOPMENT APPLICATION**

(Incomplete Applications will not be accepted.)

**Type/Purpose of Development Request:**

\_\_\_\_\_ New Development Site Plan

\_\_\_\_\_ Major Revised Site Plan

**Project Name:** \_\_\_\_\_

**Project Address (if applicable):** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Parcel Size:** \_\_\_\_\_ acres/sq. ft. **Folio No.** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(identify modifications being made to the site including # of units, sq. footage, etc.)

Agent/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

*NOTE: Must also include notarized designation of quasi-judicial form.*

**NEW DEVELOPMENT SITE PLAN, MAJOR/MINOR REVISED SITE PLAN,  
ADMINISTRATIVE MINOR REVISED SITE PLAN, AND MODEL SALES  
CHECKLIST**

The following checklist is designed to assist applicants in preparing required materials for review. The applicant should check each item to ensure that it is included. If **all** items are not present the application will **not** be accepted. The following items are required as part of a complete application for new development, major or minor revised site plans, and model sales:

- 1. A completed City of Tamarac SP-Case Development Application.
- 2. Justification Letter should narrate the proposed project, including, but not limited to, scope of work, size, history or company background, benefits of development to city, economic analysis, possible tenants/companies, etc.
- 3. Designation of quasi-judicial form. This form names that person who will represent the said application at required meetings and shows that the property owner, if other than the applicant, gives the applicant permission to do so.
- 4. Proof of property ownership (i.e. deed, property appraiser, or contract to purchase).
- 5. One (1) copy of a signed and sealed "As-Built" survey dated within the past thirty (30) days.
- 6. Six (6) signed, sealed, and folded copies of a site plan (For site plan requirements refer to Article III. Site Plan Submission Section 10-46 through Section 10- 101.), landscape plan, architectural elevations, preliminary engineering, and lighting plan.
- 7. Local Publication Agency Fee form (All site specific applications)
- 8. Completed Public Hearing Affidavit.
- 9. Completed Public Notification Affidavit.
- 10. Appropriate development fee.
- 11. Completion of Public Notification process. (Submittal of an affidavit for property owners within a 400 foot radius of said property from a planning and zoning consultants, real estate research company, land surveyor, etc.) A map of the notified parties (jpg.file)

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**DESIGNATION OF AGENT  
FOR QUASI-JUDICIAL PROCEEDINGS**

**DATE:** \_\_\_\_\_

**CASE NO.:** \_\_\_\_\_

**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**  
**(insert name of Agent)**

**HEARING TO BE HELD IN MY ABSENCE. IN ADDITION,**  
\_\_\_\_\_ **HAS MY PERMISSION TO ACT AS MY AGENT IN**  
**ALL MATTERS RELATING TO ANY PROCEEDINGS RELATED TO**

\_\_\_\_\_.  
**(Address of subject property)**

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

**SIGNATURE OF OWNER:**

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(Print Name of Owner)**

**(Print Name of Designated Agent)**

\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**STATE OF FLORIDA:**

**COUNTY OF BROWARD:**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, 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**

**My Commission Expires:**

\_\_\_\_\_ **(Type or print name of Notary)**

## **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.”

# AFFIDAVIT

I, \_\_\_\_\_, do swear and affirm:

1. That I have posted a Notice of Public Hearing on the property on \_\_\_\_\_, 200 \_\_, for a hearing to be held before the City of Tamarac's City Commission, Planning Board, Board of Adjustment (circle one) on \_\_\_\_\_, 200 \_\_.
2. That the Notice was placed at the location set forth below:  
\_\_\_\_\_
3. That the location where the Notice was placed allowed the Notice to be readable from the adjoining roadway.
4. That I have revisited the property on \_\_\_\_\_, 200 \_\_, and the Notice was still there and in readable condition.

SEAL

5. Further affiant sayeth not.

\_\_\_\_\_  
Affiant Signature

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 200\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

# Local Publication Agency Fee

(All site specific applications)

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

(1) 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 City's outside local publication agency.

**THIS FORM MUST BE RETURNED AT THE TIME OF SUBMITTAL.**

**NAME/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 \_\_\_\_\_, property owner, 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:**

\_\_\_\_\_

**My Commission Expires:**

\_\_\_\_\_

**Type or print name of Notary:**

\_\_\_\_\_

**COMMUNITY DEVELOPMENT REVIEW FEE SCHEDULE**  
**(Pursuant to Resolution No. R-2004-134)**

**Land Use Planning:**

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

**Platting:**

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

**Rezoning:**

Rezoning	\$ 1,500
Special Exception	\$ 2,000

**Sign Waiver:**

\$ 200

**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
Transportation Action Plan	\$ 1,000

Variance \$ 1,000

Renaming of Street \$ 200

**Staff Research:**

Research Hourly Rate	\$ 75
Zoning Verification	\$ 200

# ENGINEERING PLAN REVIEW FEE SCHEDULE

Pursuant to Resolution No. R-2007-82

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

STATE OF FLORIDA  
COUNTY OF BROWARD

## AFFIDAVIT

I, \_\_\_\_\_, do swear and affirm:

That I have mailed \_\_\_\_\_ to the adjacent property owners within  
four hundred (400') feet of the \_\_\_\_\_ project on

\_\_\_\_\_, 200 \_\_, for a hearing to be held before

the City of Tamarac's Planning Board and City Commission (circle one) on

\_\_\_\_\_, 200 \_\_.

SEAL

Further affiant sayeth not. Fifty

\_\_\_\_\_

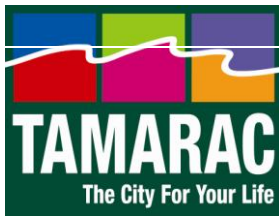
Affiant Signature

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 200\_\_ .

My commission expires: \_\_\_\_\_

\_\_\_\_\_

Notary Public



7525 NW 88th Avenue  
Tamarac, Florida 33321-2401

Phone (954) 597-3530  
Fax (954) 597-3540

## SITE DEVELOPMENT PLAN APPROVAL SCHEDULE 2010

CUT OFF DATE New Submittals	CUT OFF DATE Revised Submittals	DEVELOPMENT REVIEW COMMITTEE MEETING	AD SUBMITTAL TO CLERK'S OFFICE	DIRECT MAIL PUBLIC NOTIFICATION	AD TO RUN IN SUN-SENTINEL	TENTATIVE PLANNING BOARD MEETING	PUBLIC NOTIFICATION	TENTATIVE CITY COMMISSION MEETING
Tuesday	Tuesday	Thursday	Tuesday	Wednesday	Sunday	Wednesday	Wednesday	Wednesday
NOV 03	NOV 10	NOV 19	DEC 22	DEC 23	DEC 27	JAN 06	JAN 13	JAN 27
NOV 17	NOV 24	DEC 03	DEC 22	DEC 23	DEC 27	JAN 06	JAN 13	JAN 27
DEC 01	DEC 08	DEC 17	DEC 22	DEC 23	DEC 27	JAN 06	JAN 13	JAN 27
DEC 21	DEC 29	JAN 07	JAN 19	JAN 20	JAN 24	FEB 03	FEB 10	FEB 24
JAN 05	JAN 12	JAN 21	FEB 16	FEB 17	FEB 21	MAR 03	MAR 10	MAR 24
JAN 19	JAN 26	FEB 04	FEB 16	FEB 17	FEB 21	MAR 03	MAR 10	MAR 24
FEB 02	FEB 09	FEB 18	MAR 23	MAR 24	MAR 28	APR 07	APR 14	APR 28
FEB 16	FEB 23	MAR 04	MAR 23	MAR 24	MAR 28	APR 07	APR 14	APR 28
MAR 02	MAR 09	MAR 18	MAR 23	MAR 24	MAR 28	APR 07	APR 14	APR 28
MAR 16	MAR 23	APR 01	APR 20	APR 21	APR 25	MAY 05	MAY 12	MAY 26
MAR 30	APR 06	APR 15	APR 20	APR 21	APR 25	MAY 05	MAY 12	MAY 26
APR 20	APR 27	MAY 06	MAY 18	MAY 19	MAY 23	JUN 02	JUN 09	JUN 23
MAY 04	MAY 11	MAY 20	JUN 22	JUN 23	JUN 27	JUL 07	JUL 14	JUL 28
MAY 18	MAY 25	JUN 03	JUN 22	JUN 23	JUN 27	JUL 07	JUL 14	JUL 28
JUN 01	JUN 08	JUN 17	JUN 22	JUN 23	JUN 27	JUL 07	JUL 14	JUL 28
JUN 15	JUN 22	JUL 01	JUL 20	JUL 21	JUL 25	AUG 04	AUG 11	AUG 25
JUN 28	JUN 06	JUL 15	JUL 20	JUL 21	JUL 25	AUG 04	AUG 11	AUG 25
JUL 20	JUL 27	AUG 05	AUG 17	AUG 18	AUG 22	SEPT 01	SEPT 08	SEPT 22
AUG 03	AUG 10	AUG 19	SEPT 21	SEPT 22	SEPT 26	OCT 06	OCT 13	OCT 27
AUG 17	AUG 24	SEPT 02	SEPT 21	SEPT 22	SEPT 26	OCT 06	OCT 13	OCT 27
AUG 31	SEPT 07	SEPT 16	SEPT 21	SEPT 22	SEPT 26	OCT 06	OCT 13	OCT 27
SEPT 21	SEPT 28	OCT 07	OCT 19	OCT 20	OCT 24	NOV 03	NOV 10	NOV 24
OCT 05	OCT 12	OCT 21	NOV 16	NOV 17	NOV 21	DEC 01	DEC 08	DEC 22
OCT 19	OCT 26	NOV 04	NOV 16	NOV 17	NOV 21	DEC 01	DEC 08	DEC 22
NOV 02	NOV 09	NOV 18	DEC 21	DEC 22	DEC 26	JAN 5 '11	JAN 2011	JAN 2011
NOV 09	NOV 16	DEC 02	DEC 21	DEC 22	DEC 26	JAN 5 '11	JAN 2011	JAN 2011
NOV 30	DEC 07	DEC 16	DEC 21	DEC 22	DEC 26	JAN 5 '11	JAN 2011	JAN 2011

THE CITY OF TAMARAC COMPLIES WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITY ACT. IF YOU ARE A DISABLED PERSON REQUIRING ANY ACCOMMODATIONS OR ASSISTANCE, PLEASE NOTIFY THE CITY OF SUCH NEED AT LEAST 72 HOURS (3 DAYS) IN ADVANCE. ADDITIONALLY, IF YOU ARE HEARING OR SPEECH IMPAIRED AND NEED ASSISTANCE, YOU MAY CONTACT THE FLORIDA RELAY SERVICE AT EITHER OF THE FOLLOWING NUMBERS: 1-800-955-8770 OR 1-800-955-8771.

**\*\*Holiday -Tentative meeting dates to be cancelled\*\*** (All submitted applications will be placed on the next meeting agenda)

**APPLICANT MUST BE PRESENT FOR ITEMS TO BE HEARD.**

THE CITY OF TAMARAC IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS.