



**CONDITIONAL USE  
SUBMITTAL CHECKLIST**

**REVIEW COMMITTEE: (12 sets)**

- Submit 12 sets of all information listed below with the application on top. Please contact the Planning and Zoning Department at 954-797-2225 if you have any questions.
- Plan size submitted shall not exceed 24" X 36" and must be submitted in collated and folded sets. Oversized, uncollated, or rolled plans will not be accepted.
- All sets of plans shall be signed and sealed.

**Predevelopment Meeting** \_\_\_\_\_

**Development Review Application** \_\_\_\_\_

**Fee Calculation Form (1 original) and Fee** \_\_\_\_\_

**Verification of ownership** \_\_\_\_\_

**Market Study** \_\_\_\_\_  
(if required)

**Traffic Study** \_\_\_\_\_  
(if required)

**Written response to criteria contained in Section 27-768 of the Code** \_\_\_\_\_

**Letter of Intent\*** \_\_\_\_\_

**\*Including detailed description of intended use, square footage, hours of operation, number of employees, and any other related information**

**Signed & Sealed Survey \*** \_\_\_\_\_

**\* Provide a separate legal description of property involved on letter size paper**

**Drawings signed and sealed by a registered engineer or architect** \_\_\_\_\_

**(Such as: Site plan, Landscape plan, Floor plan, Building elevations indicating material and color finishes, type of construction, typical sections, and colored renderings showing the location and layout of the proposed use)** \_\_\_\_\_



**PLANNING AND ZONING BOARD: (10 sets)**

- Submit 10 sets of all information listed below with the application on top. Please contact the Planning and Zoning Department at 954-797-2225 if you have any questions.
- Plan size submitted shall not exceed 24" X 36" and must be submitted in collated and folded sets. Oversized, uncollated, or rolled plans will not be accepted.
- All sets of plans shall be signed and sealed.

**Development Review Application** \_\_\_\_\_

**Written response to Review Committee comments** \_\_\_\_\_

**Verification of ownership** \_\_\_\_\_

**Market Study** \_\_\_\_\_  
**(if required)**

**Traffic Study** \_\_\_\_\_  
**(if required)**

**Written response to criteria contained in Section 27-768 of the Code\*** \_\_\_\_\_

**\* Provide responses on a CD or email in WORD format.**

**Letter of Intent\*** \_\_\_\_\_

**\*Including intended use, square footage, hours of operation, number of employees, and any other related information.**

**Signed & Sealed Survey \*** \_\_\_\_\_

**\* Provide a separate legal description of property involved on CD or email in word format.**

**Drawings signed and sealed by a registered engineer or architect** \_\_\_\_\_

**(Such as: Site plan, Landscape plan, Floor plan, Building elevations indicating material and color finishes, type of construction, typical sections, and colored renderings showing the location and layout of the proposed use)** \_\_\_\_\_



**CONDITIONAL USE  
SUBMITTAL CHECKLIST**

**CITY COUNCIL: (14 sets)**

- Submit 14 sets of all information listed below with the application on top. Please contact the Planning and Zoning Department at 954-797-2225 if you have any questions.
- Plan size submitted shall not exceed 24” X 36” and must be submitted in collated and folded sets. Oversized, uncollated, or rolled plans will not be accepted.
- All sets of plans shall be signed and sealed.
- One (1) additional set of plans reduced to 11” x 17” in size.
- For presentation before City Council, submit (2) disks containing all plans and documentation in a PDF format.

**Development Review Application \_\_\_\_\_**

**Written response to Planning and Zoning Board comments \_\_\_\_\_**

**Market Study \_\_\_\_\_  
(if required)**

**Traffic Study \_\_\_\_\_  
(if required)**

**Verification of ownership \_\_\_\_\_**

**Notice to Proceed \_\_\_\_\_**

**Written response to criteria contained in Section 27-768 of the Code\* \_\_\_\_\_**

**\* Provide responses on a CD or email in WORD format.**

**Letter of Intent\* \_\_\_\_\_**

**\*Including intended use, square footage, hours of operation, number of employees, and any other related information.**

**Signed & Sealed Survey \* \_\_\_\_\_**

**\* Provide a separate legal description of property involved on CD or email in word format.**

**Drawings signed and sealed by a registered engineer or architect \_\_\_\_\_**

**(Such as: Site plan, Landscape plan, Floor plan, Building elevations indicating material and color finishes, type of construction, typical sections, and colored renderings showing the location and layout of the proposed use) \_\_\_\_\_**