



PLAN ADJUSTMENT COMMITTEE SUBMITTAL CHECKLIST

PLAN ADJUSTMENT COMMITTEE: (6 sets)

- Submit 6 sets of all information listed below with the application on top. For some submittals, 8 sets maybe required. 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.

Meet with a Zoning Department staff member prior to submittal _____

Plan Adjustment Committee Application _____

Fee Calculation Form (1 original) and Fee _____

Letter of intent _____

Verification of ownership _____

**Survey and Site plan _____
(showing location of proposed improvement)**

**Detailed construction drawings sealed by a registered engineer or architect _____
(that typically indicates changes to the elevations, type of construction, typical sections, material and color finishes, and landscaping)**

If the project location is governed by a Homeowners or Condominium Association:

- Letter of approval from Association on their letterhead.**
- (1 only) set of construction drawings signed or sealed by the Association or an authorized Association Board Member.**
- A copy of the minutes of the Association meeting in which the request was approved as an agenda item. Minutes must include names of board members present, indication that quorum was present to conduct the meeting, and the vote taken (number of positive and number of negative votes).**

If the project location is in a common area governed by a Homeowners or Condominium Association:

- Executed and notarized Indemnity Letter from Association.**
- Executed and notarized Indemnity Letter from Unit Owner.**

Note: For building and/or structures, alterations, repairs or improvements, replacements and additions costing \$5,000 or more, as specified herein, the plans and specifications shall be prepared and approved by, and each sheet shall bear the embossed seal of the architect or professional engineer, either of whom must be duly registered in the State of Florida provided that for any work involving structural design, the Building Official may require that the plans be prepared by and bear the embossed seal of a professional engineer, regardless of the cost of such work.