



## REZONING 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.

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

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

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

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

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

**Written response to criteria contained in Policy 1.16.1 of the Comprehensive Plan** \_\_\_\_\_

*\*\* If the proposed rezoning is to PRD, refer to Section 27-681 for additional submittal requirements.*

### **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** \_\_\_\_\_

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

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

**Written response to criteria contained in Policy 1.16.1 of the Comprehensive Plan\*** \_\_\_\_\_

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

*\*\* If the proposed rezoning is to PRD, refer to Section 27-681 for additional submittal requirements.*



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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.
- 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 \_\_\_\_\_**

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

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

**Written response to criteria contained in Policy 1.16.1 of the Comprehensive Plan\* \_\_\_\_\_**

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

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

**Executed Concurrency Review Form \_\_\_\_\_**

**\*\* If the proposed rezoning is to PRD, refer to Section 27-681 for additional submittal requirements.**