



**USE VARIANCE
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 _____

Verification of ownership _____

Market Study _____
(if required)

Traffic Study _____
(if required)

Signed & Sealed Survey or Site plan _____

Written response to criteria contained in Section 27-33 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**

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)

Signed & Sealed Survey or Site plan* _____

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

Written response to criteria contained in Section 27-33 of the Code* _____

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

Letter of Intent* _____

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

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) _____



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 _____

Verification of ownership _____

**Market Study _____
(if required)**

**Traffic Study _____
(if required)**

Signed & Sealed Survey or Site plan* _____

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

Written response to criteria contained in Section 27-33 of the Code* _____

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

Letter of Intent* _____

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

Notice to Proceed _____

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) _____