



**BOARD OF ADJUSTMENT  
SUBMITTAL CHECKLIST**

**BOARD OF ADJUSTMENT: (9 sets)**

- Submit 9 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.

**Meet with a Zoning Department staff member prior to submittal \_\_\_\_\_**

**Board of Adjustment Application \_\_\_\_\_**

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

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

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

**Survey and/or Site plan (showing location of proposed improvement) \_\_\_\_\_**

**Detailed construction drawings signed and sealed by a registered engineer or architect\* \_\_\_\_\_**

**\* Drawings to indicate changes to the elevations, type of construction, typical sections, material and color finishes, and landscaping**