



**City of Fort Lauderdale  
Planning & Zoning Department**

**CITY OF FORT LAUDERDALE  
PLANNING & ZONING  
DEPARTMENT**  
700 NW 19<sup>th</sup> Avenue  
Fort Lauderdale, FL 33311  
Telephone: (954) 828-8980  
Fax (954) 828-5858  
Website: www.fortlauderdale.gov

**BOARD OF ADJUSTMENT (BOA)**

**Application**

- Cover:** Deadline, Notes, and Fees
- Page 1:** Applicant Information Sheet
- Page 2:** Technical Specifications
- Page 3:** Required Documentation & Mail Notice Requirements
- Page 4:** Technical Specifications
- Page 5:** Sign Notice Requirements & Affidavit

**DEADLINE:** Submittals must be received by 12:00 PM (noon) each day. Applications will not be accepted after noon. You will be asked to come back the following day. Pursuant to Section 47-24.1(1), the Planning and Zoning Department has five (5) business days to review all applications for a development permit to determine completeness. You will be notified by email within five (5) business days if your plans do not meet the submittal requirements.

**NOTE:** If your development site is separated by any public right-of-way (alley, alley reservation, or ROW easement) you must complete a separate application for each parcel.

**FEES:** All applications for a development permit shall have an application fee as established by the City Commission as set forth by resolution, as amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

<input type="checkbox"/> <b>Variance / Special Exception / Interpretation: Before</b>	<b>\$ 480.00</b>
<input type="checkbox"/> <b>Variance / Special Exception / Interpretation: After</b>	<b>\$ 600.00</b>
<input type="checkbox"/> <b>Parking Variance (per space)</b>	<b>\$ 530.00</b>
<input type="checkbox"/> <b>Request for Continuance</b>	<b>\$ 190.00</b>
<input type="checkbox"/> <b>Rehearing before the Board</b>	<b>\$ 70.00</b>
<input type="checkbox"/> <b>Request for Rehearing</b>	<b>\$ 240.00</b>

# Page 1: BOA - Applicant Information Sheet

**INSTRUCTIONS:** Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable). The following information requested is per Unified Land Development Regulations (ULDR). Incomplete applications will not be accepted.

**NOTE:** To be filled out by Department

<b>Case Number</b>	
<b>Date of complete submittal</b>	

**NOTE:** For purpose of identification, the **PROPERTY OWNER** is the **APPLICANT**

<b>Property Owner's Name</b>	
<b>Property Owner's Signature</b>	If a signed agent letter is provided, no signature is required on the application by the owner.
Address, City, State, Zip	
E-mail Address	
Phone Number	
<b>Proof of Ownership</b>	<input type="checkbox"/> Warranty Deed or <input type="checkbox"/> Tax Record

**NOTE:** If **AGENT** is to represent **OWNER**, notarized letter of consent is required

<b>Applicant / Agent's Name</b>	
<b>Applicant / Agent's Signature</b>	
Address, City, State, Zip	
E-mail Address	
Phone Number	
<b>Letter of Consent Submitted</b>	

<b>Development / Project Name</b>	
<b>Development / Project Address</b>	<u>Existing:</u> _____ <u>New:</u> _____
<b>Legal Description</b>	
<b>Tax ID Folio Numbers</b> (For all parcels in development)	
<b>Request / Description of Project</b>	
<b>Applicable ULDR Sections</b>	
<b>Total Estimated Cost of Project</b>	\$ _____ (Including land costs)

<b>Future Land Use Designation</b>	
<b>Proposed Land Use Designation</b>	
<b>Current Zoning Designation</b>	
<b>Proposed Zoning Designation</b>	
<b>Current Use of Property</b>	
<b>Residential SF (and Type)</b>	
<b>Number of Residential Units</b>	
<b>Non-Residential SF (and Type)</b>	
<b>Total Bldg. SF</b> (include structured parking)	
<b>Site Adjacent to Waterway</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Dimensional Requirements	Required	Proposed
<b>Lot Size (SF / Acreage)</b>		
<b>Lot Density</b>		
<b>Lot Width</b>		
<b>Building Height (Feet / Levels)</b>		
<b>Structure Length</b>		
<b>Floor Area Ratio</b>		
<b>Lot Coverage</b>		
<b>Open Space</b>		
<b>Landscape Area</b>		
<b>Parking Spaces</b>		

**NOTE:** State north, south, east or west for each yard.

Setbacks/Yards*	Required	Proposed
<b>Front</b> [____]		
<b>Side</b> [____]		
<b>Side</b> [____]		
<b>Rear</b> [____]		

## Page 2: Technical Specifications

### TECHNICAL SPECIFICATIONS:

This page must be filled in. An attached narrative may be included, but cannot substitute for completing this section.

**SPECIFIC REQUEST:** State your specific request according to the ULDR or other provisions of the Code.

---

---

---

---

---

---

---

---

**CRITERIA:** Applicant must demonstrate a unique hardship attributable to the land by proving by a preponderance of the evidence all of the following criteria.

1. Special conditions and circumstances affect the property at issue which prevent the reasonable use of such property; and  

---

---

---

---
2. Circumstances which cause the special conditions are peculiar to the property at issue, or to such a small number of properties that they clearly constitute marked exceptions to other properties in the same zoning district; and:  

---

---

---

---
3. Literal application of the provisions of the ULDR would deprive the applicant of a substantial property right that is enjoyed by other property owners in the same zoning district. (It shall be of no importance to this criterion that a denial of the variance sought might deny to the owner a more profitable use of the property, provided the provisions of the ULDR still allow a reasonable use of the property; and  

---

---

---

---
4. The unique hardship is not self-created by the applicant or his predecessors, nor is the result of mere disregard for, or ignorance of, the provisions of the ULDR or antecedent zoning regulations; and  

---

---

---

---
5. The variance is the minimum variance that will make possible a reasonable use of the property and that the variance will be in harmony with the general purposes and intent of the ULDR and the use as varied will not be incompatible with adjoining properties or the surrounding neighborhood or otherwise detrimental to the public welfare.  

---

---

---

---

**AFFIDAVIT:** I, the Owner of said property ATTEST that I am aware of the following:

1. In order to be entitled to the relief requested in the application an affirmative vote of a majority plus one of the Board of Adjustment is required;
2. That in granting the relief requested, the Board of Adjustment is limited to the authority vested in the Board by the ULDR and that the Board may not grant the relief requested unless the applicant proves all the criteria specified in the ULDR have been met;
3. That the granting of relief by the Board does not exempt the applicant or owner of record from the responsibilities of obtaining all applicable permits or approvals as may be required by law for both new and existing structures;
4. That if the relief requested is granted by the Board, the applicant must secure a building permit to implement the relief requested within one hundred eighty (180) days of the entry of the final order or the Board, or within such lesser time as the Board may proscribe and that failure to procure the necessary permits within the time so proscribed shall render the variance or special exception null and void;
5. That if the Board denies the request for relief, then no additional application for the same or substantially the same relief may be entertained by the Board within two (2) years of the date of entry of the final order of denial.

\_\_\_\_\_  
(Signature)

# Page 3: Required Documentation & Mail Notice Requirements

## One (1) copy of the following documents:

---

- Completed application (all pages must be filled out where applicable)
- Main notification documents
- Proof of ownership (warranty deed or tax record), including corporation documents if applicable
- Property owners signature and/or agent letter signed by the property owner.
- Color photographs of the entire property and all surrounding properties, dated and labeled and identified as to orientation.

## One (1) original set, signed and sealed, with plans at 24" x 36"

## Fourteen (14) copy sets, with plans at half-size scale 12" x 18"

---

- Narrative** describing specific request and outlining ULDR sections that are applicable. Narratives must be on letterhead, dated, and with author indicated.
- Land Use and Zoning maps** indicating all properties within 700 ft. of the subject property. These should be obtained from the Planning and Zoning Office, 700 NW 19 Avenue, 954-828-3266. Site should be highlighted or marked clearly to easily locate the parcel.
- Cover sheet** on plan set to state project name and table of contents.
- Current survey(s)** of property, signed and sealed, showing existing conditions; survey must be As-Built and Topographic with Right-of-Way and Easement Vacations Excluded. The survey should consist of the proposed project site alone. Do not include adjacent properties or portions of lands not included in the proposed project unless specifically requested by the City.
- Aerial photo** indicating all properties within 700 ft. of the subject property. Must be clear and current with site highlighted.
- Plans** "A" thru "H", as applicable, with all elements as listed under Technical Specifications.
  - A. Site Plan
  - B. Details
  - C. Floor Plans
  - D. Building Elevations
  - E. Additional Renderings
  - F. Landscape Plans
  - G. Photometric Diagram
  - H. Engineering Plans

**Note:** All copy sets must be clear and legible. If original set is in color, copy sets must also be in color.

**Note:** Plans must be bound, stapled and folded to 8 1/2" x 11". All non-plan documents should be 8 1/2" x 11" and stapled or bound.

**Note:** Civil Engineering plans are only required at Final-DRC sign-off. Contact DRC Engineering Representative for details.

**Note:** For examples of project narratives, site plan data tables, and renderings required with your application, please refer to the "Submittal Reference Book" available at the Planning & Zoning Department office.

---

### Applicant's Affidavit

I acknowledge that the Required Documentation and Technical Specifications of the application are met:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Staff Intake Review

For Planning & Zoning Department staff use only:

Date \_\_\_\_\_

Received By \_\_\_\_\_

Tech. Specs Reviewed By \_\_\_\_\_

Case No. \_\_\_\_\_

---

**MAIL NOTIFICATION:** Pursuant to Section 47-27, applicant is responsible for MAIL notification as explained below:

- **REQUIREMENT:** Mail notice of development proposal shall be provided to real property owners within 300 feet of applicant's property, as listed in the most recent ad valorem tax records of Broward County.
- **TAX MAP:** Applicant shall provide a tax map of all property within the required notification radius, with each property clearly shown and delineated. Each property within the notice area must be numbered (by Folio ID) on the map to cross-reference with property owners notice list.
- **PROPERTY OWNERS NOTICE LIST:** Applicant shall provide a property owners notice list with the names, property control numbers (Folio ID) and complete addresses for all property owners within the required notification radius. The list shall also include all homeowners associations, condominium associations, municipalities and counties noticed, as indicated on the tax roll.
- **ENVELOPES:** The applicant shall provide business size (#10) envelopes with first class postage attached (stamps only, metered mail will not be accepted). Envelopes must be addressed to all property owners within the required notification radius, and mailing addresses must be typed or labeled; no handwritten addresses will be accepted. Indicate the following as the return address on all envelopes: City of Fort Lauderdale, Planning & Zoning Department, 700 NW 19<sup>th</sup> Avenue, Fort Lauderdale, FL 33311.
- **DISTRIBUTION:** The City of Fort Lauderdale Planning & Zoning Department will mail all notices prior to the public hearing meeting date, as outlined in Section 47-27.

## Page 4: Technical Specifications

### A. SITE PLAN

1. *Title Block including project name and design professional's address and phone number*
2. *Scale (1" = 30' min., must be engineer's scale)*
3. *North indicator*
4. *Location map showing relationship to major arterials*
5. *Drawing and revision dates, as applicable*
6. *Full legal description*
7. *Site Plan Data Table*
  - Current use of property and intensity
  - Land Use designation
  - Zoning designation
  - Water/wastewater service provider
  - Site area (sq. ft. and acres)
  - Building footprint coverage
  - Residential development: number of dwelling units, type, floor area(s), site density (gross and net)
  - Non-residential development: uses, gross floor area
  - Parking data: parking required (#), parking provided (#), loading zones (if applicable), ADA spaces
  - Floor Area Ratio (FAR) (total building square footage, including structured parking, divided by site area)
  - Building height (expressed in feet above grade)
  - Structure length
  - Number of stories
  - Setback table (required vs. provided)
  - Open space
  - Vehicular use area (as defined by Sec. 47-58.2, in sq. ft.)
  - Open space (in sq. ft.)
  - Landscape area (in sq. ft.)
8. *Site Plan Features (graphically indicated)*
  - Municipal boundaries (as applicable)
  - Zoning designation of adjacent properties with current use listed
  - Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts)
  - Waterway width, if applicable
  - Outline of adjacent buildings (indicate height in stories and approximate feet)
  - Property lines (dimensioned)
  - Building outlines of all proposed structures (dimensioned)
  - Ground floor plan
  - Dimension of grade at crown of road, at curb, sidewalk, building entrance, and finished floor elevation
  - Dimension for all site plan features (ie., sidewalks, building lengths and widths, balconies, parking spaces, street widths, etc.)
  - Mechanical equipment dimensioned from property lines
  - Setbacks and building separations (dimensioned)
  - Driveways, parking areas, pavement markings (including parking spaces delineated and dimensioned as well as handicapped spaces as applicable)
  - On-site light fixtures
  - Proposed ROW improvements (ie. bus stops, curbs, tree plantings, etc.)
  - Pedestrian walkways (including public sidewalks and on-site pedestrian paths)
  - Project signage
  - Traffic control signage
  - Catch basins or other drainage control devices
  - Fire hydrants (including on-site and adjacent hydrants)
  - Easements (as applicable)
  - Other site elements (as applicable)

### B. DETAILS

1. *Provide details of the following (Scale ¼" = 1' min.)*
  - Ground floor elevation
  - Storefronts, awnings, entryway features, doors, windows
  - Fence/wall
  - Dumpster
  - Light fixtures
  - Balconies, railings
  - Trash receptacles, benches, other street furniture
  - Pavers, concrete, hardscape ground cover material

### C. FLOOR PLANS

1. *Delineate and dimension, indicating use of spaces*
2. *Show property lines and setbacks on all plans*
3. *Typical floor plan for multi-level structure*
4. *Floor plan for every level of parking garage*
5. *Roof plan*

### D. BUILDING ELEVATIONS

1. *All building facades with directional labels (ie. North, South) and building names if more than one building*
2. *Dimensions, including height and width of all structures*
3. *Dimensions of setbacks and required setbacks from property lines*
4. *Dimension grade at crown of road, at curb, sidewalk, building entrance, and finished floor*
5. *Indicate architectural elements, materials and colors*
6. *Include proposed signage*

### E. ADDITIONAL RENDERINGS (as applicable)

*For projects subject to Sec. 47-25.3 Neighborhood Compatibility, and/or new buildings 55' or five stories or more in height, the following are required:*

- Street-level perspective drawings as one would view the project from a pedestrian level
- Oblique aerial drawings from opposing view which indicate the mass outline of all proposed structures, including the outlines of adjacent existing and previously approved structures
- Context plan indicating proposed development and outline of nearby properties with uses and height labeled

### F. LANDSCAPE PLAN

1. *Site Plan information (in tabular form on plans)*
2. *Title block including project name and design professional's address and phone number*
3. *Scale (1" = 30' min, must be engineer's scale)*
4. *North indicator*
5. *Drawing and revision dates, as applicable*
6. *Landscape Plan Information (in tabular form on plans)*
  - Site area (sq. ft. and acres)
  - Vehicular use area (as defined by Sec. 47-58.2, in sq. ft.)
  - VUA landscape area (minimum 20% of VUA – in sq. ft. and percentage of VUA)
  - Perimeter landscape area (including buffers adjacent to ROW)
  - Interior landscape area (30 sq.ft. per space)
  - Total trees required/provided (1 per 1,000 sq.ft. net lot area)
  - VUA trees required/provided (1 per 1,000 sq.ft. VUA)
  - VUA shade trees required/provided (3" caliper)
  - VUA shade trees required/provided (2-3" caliper)
  - VUA flowering trees required/provided
  - VUA palms required/provided
  - VUA shrubs required/provided (6 per 1,000 sq.ft. VUA)
  - Bufferyard trees (if applicable)
7. *Landscape Plan Features (graphically indicated)*
  - Property lines
  - Easements (as applicable)
  - Landscape areas with dimensions
  - Existing trees and palms, their names and sizes (indicate whether they are to remain, be relocated, or removed)
  - Names and locations for all proposed trees, shrubs and groundcover, with quantities noted at each location
  - Plant list (note species, sizes, quantities and any appropriate specifications)
  - Site elements (buildings, parking areas, sidewalks, signs, fire hydrants, light fixtures, drainage structures, curbing, all utilities both above and below ground)
  - Grading (swales, retention areas, berms, etc.)

### G. PHOTOMETRIC DIAGRAM

*Foot-candle readings must extend to all property lines*

# Page 5: Sign Notification Requirements and Affidavit

## SIGN NOTICE

Applicant must **POST SIGNS** (for Planning and Zoning Board and City Commission Hearings) according to Sec. 47-27.4.

- Sign Notice shall be given by the applicant by posting a sign provided by the City stating the time, date and place of the Public Hearing on such matter on the property which is the subject of an application for a development permit. If more than one (1) public hearing is held on a matter, the date, time and place shall be stated on the sign or changed as applicable.
- The sign shall be posted at least fifteen (15) days prior to the date of the public hearing.
- The sign shall be visible from adjacent rights-of-way, including waterways, but excepting alleys.
- If the subject property is on more than one (1) right-of-way, as described above, a sign shall be posted facing each right-of-way.
- If the applicant is not the owner of the property that is subject of the application, the applicant shall post the sign on or as near to the subject property as possible subject to the permission of the owner of the property where the sign is located or, in a location in the right-of-way if approved by the City.
- Development applications for more than one (1) contiguous development site shall be required to have sign notice by posting one (1) sign in each geographic direction, (north, south, east and west) on the public right-of-way at the perimeter of the area under consideration.
- If the sign is destroyed or removed from the property, the applicant is responsible for obtaining another sign from the City and posting the sign on the property.
- The sign shall remain on the property until final disposition of the application. This shall include any deferral, rehearing, appeal, request for review or hearings by another body. The sign information shall be changed as above to reflect any new dates.
- The applicant shall, five (5) days prior to the public hearing, execute and submit to the department an affidavit of proof of posting of the public notice sign according to this section. If the applicant fails to submit the affidavit the public hearing will be postponed until the next hearing after the affidavit has been supplied.

## AFFIDAVIT OF POSTING SIGNS

STATE OF FLORIDA  
BROWARD COUNTY

RE: \_\_\_\_\_ BOARD OF ADJUSTMENT  
\_\_\_\_\_ HISTORIC PRESERVATION BOARD  
\_\_\_\_\_ PLANNING AND ZONING BOARD  
\_\_\_\_\_ CITY COMMISSION

CASE NO. \_\_\_\_\_

APPLICANT: \_\_\_\_\_

PROPERTY: \_\_\_\_\_

PUBLIC HEARING DATE: \_\_\_\_\_

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_, who upon being duly sworn and cautioned, under oath deposes and says:

1. Affiant is the Applicant in the above cited City of Fort Lauderdale **Board or Commission** Case.
2. The Affiant/Applicant has posted or has caused to be posted on the Property the signage provided by the City of Fort Lauderdale, which such signage notifies the public of the time, date and place of the Public Hearing on the application for relief before the **Board or Commission**.
3. That the sign(s) referenced in Paragraph two (2) above was posted on the Property in such manner as to be visible from adjacent streets and waterways and was posted at least **fifteen (15)** days prior to the date of the Public Hearing cited above and has remained continuously posted until the date of execution and filing of this Affidavit. Said sign(s) shall be visible from and within twenty (20) feet of streets and waterways, and shall be securely fastened to a stake, fence, or building.
4. Affiant acknowledges that the sign must remain posted on the property until the final disposition of the case before the **Board or Commission**. **Should the application be continued, deferred or re-heard, the sign shall be amended to reflect the new dates.**
5. Affiant acknowledges that this Affidavit must be executed and filed with the City's Planning & Zoning Department **five (5)** calendar days prior to the date of Public Hearing and if the Affidavit is not submitted, the Public Hearing on this case shall be cancelled.
6. Affiant is familiar with the nature of an oath or affirmation and is familiar with the laws of perjury in the State of Florida and the penalties therefore.

\_\_\_\_\_  
**Affiant**

SWORN TO AND SUBSCRIBED before me in the County and State above aforesaid this \_\_\_\_ day of \_\_\_\_\_, 2009

(SEAL)

\_\_\_\_\_  
**NOTARY PUBLIC**  
**MY COMMISSION EXPIRES:**

NOTE: I understand that if my sign is not returned within the prescribed time limit as noted in Sec. 47.27.3.i of the City of Fort Lauderdale ULDR, I will forfeit my sign deposit. \_\_\_\_\_ (initial here)

\_\_\_\_\_ Initials of applicant (or representative) receiving sign as per 47-27.2(3)(A-J)