



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

**HISTORIC PRESERVATION BOARD (HPB)**

**DEMOLITION RIDER**

**Cover:** Deadline & Applicant Information Sheet

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**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.**

**Applicant Information Sheet**

**CASE NO.** \_\_\_\_\_ **REC'VD BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**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:** 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>         | <u>Warranty Deed or Tax Record</u>  |

**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>                            |  |
| <b>Legal Description</b>  |  |
| <b>Tax ID Folio Numbers</b><br>(For all parcels in development) |  |
| <b>Request / Description of Project</b>                         |  |



# Page 2: Sign Notification Requirements and Affidavit

## SIGN NOTICE

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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

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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, Building & Zoning Division **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 \_\_\_\_\_, 2000.

(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)

# Page 3: Mail Notification Requirements and Affidavit

## MAIL NOTIFICATION

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Applicant is responsible for Property Owners **MAIL** notification as explained below:

- **TAX MAP(S)** - Available from Property Appraiser's Office – Land Development Department, 1<sup>st</sup> Floor, 115 South Andrews Avenue, Phone (954) 357-6830. Subject Neighborhood Association Presidents and Condominium Association Presidents of affected properties within 300 ft., radius of notice are to be clearly shown and delineated. Each property noticed must be numbered (by Folio ID) on the map to cross-reference with Association Presidents Notice List.
- **PROPERTY OWNERS NOTICE LIST** – Available from Property Appraiser's Office – Public Information Office, 1st floor, 115 South Andrews Avenue, Phone (954) 357-6901/6957. List must include Association President's name, property control number (Folio ID) and complete address of all property within the required notification radius, and all homeowners associations, master associations, municipalities and counties noticed, as indicated on the tax roll. Each Association President noticed must be numbered on list to cross-reference with tax maps. **IMPORTANT!!** If the petitioner or Association President(s) own(s) adjacent property, radius of notice must be measured from boundary of adjacent property.
- **ENVELOPES** – Business size (#10) envelopes addressed (typewritten or labeled – no handwritten addresses) to all Association Presidents within 300 ft. of the subject property, along with a copy of the mailing labels before they are affixed to the envelopes shall be submitted to the City with your application. **Stamps only, metered mail will not be accepted.** First class postage required.
- Overseas addresses to be posted by first class mail only. Contact Post Office for postage amount. Business size envelopes addressed **by certified mail required for all municipalities and/or counties.**
- Indicate the following as the **return address on all envelopes:** City of Fort Lauderdale, Construction Services/Zoning Division, 300 N.W. 1 Avenue, Fort Lauderdale, FL 33301.

**NOTE:** Contact the Broward County Appraiser's Office at the above-referenced locations, for minimum number of working days required to complete the order and associated costs, hours of operation, etc..

## AFFIDAVIT OF MAIL NOTIFICATION

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Case No: \_\_\_\_\_

STATE OF FLORIDA  
BROWARD COUNTY

BEFORE ME THIS DAY PERSONALLY APPEARED

\_\_\_\_\_  
(PRINT, TYPE, OR STAMP NAME)

WHO BEING DULY SWORN, DEPOSES AND SAYS:

1. The attached Association Presidents list is, to the best of my knowledge, a complete and accurate list of all Association Presidents, mailing addresses and property control numbers as recorded in the latest official tax rolls obtained from the Property Appraisers Office for all properties within 300 feet of the property which is the subject of this request.
2. The attached Association Presidents list includes, to the best of my knowledge, all affected neighborhood associations, condominium associations in accordance with the requirements of the ULDR of the City of Fort Lauderdale.
3. Posting the subject property with public notice, my obligation to provide, will be in accordance with the requirements of the ULDR of the City of Fort Lauderdale.

\_\_\_\_\_  
Signature

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_

By \_\_\_\_\_, who is personally known to me, or who has produced  
(Name of person acknowledging)

\_\_\_\_\_, and who did/did not (circle one) take an oath.  
(Type of identification)

\_\_\_\_\_  
(Signature of Person Taking Acknowledgment)

\_\_\_\_\_  
(Name of Acknowledger)

\_\_\_\_\_  
(Title of Rank)

\_\_\_\_\_  
(Serial Number)

NOTARY SEAL