

# CITY OF HALLANDALE BEACH

## Planning & Zoning Division

### MAJOR DEVELOPMENT REVIEW SUBMISSION CHECKLIST



PLEASE PRINT OR TYPE			
Date:		Folio # (required):	
Project Name:			
Location/Subject Property			
Applicant's name:		Phone:	
Agent's Name (if applicable)		Phone:	
Type of Application (check one):	<input type="checkbox"/> Residential # Units:		<input type="checkbox"/> Commercial Square ft.:

This checklist is for the convenience of applicants and the city to ensure basic submission information is provided. Applicants are responsible for submitting proposal in total compliance with all the requirements of Section 32-786 of the Zoning and Land Development Code. Failure to provide any listed items shall result in an incomplete application which will not be accepted by the City. The adequacy of the submittal will be determined by staff.

#### Section I – General Information

A. Applicant has had a pre-application meeting with staff.  YES  NO

CHECKLIST	APPLICANT	CITY
1. Fees: Proof of payment (full fee).	<input type="checkbox"/>	<input type="checkbox"/>
2. Application has been fully completed, including full address, location and legal description of the subject property. Application must be notarized.	<input type="checkbox"/>	<input type="checkbox"/>
3. A Letter of Intent/cover letter summarizing the project and request.	<input type="checkbox"/>	<input type="checkbox"/>
4. A certified plat of survey, prepared of survey, prepared within one (1) year from date of Application, which includes: <ul style="list-style-type: none"> <li>a) An accurate folio number and legal description of the subject property.</li> <li>b) Computation of the total area of property in square feet and to the nearest tenth of an acre.</li> <li>c) Zoning of the property.</li> </ul> Note: Consult staff on the use of existing outdated surveys. Partial surveys may be allowed on oversized properties on certain requests.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Proof of ownership, which shall consist of at least one of the following: <ul style="list-style-type: none"> <li>a) A fee simple title</li> <li>b) An option to acquire fee simple title within a specific period of time</li> <li>c) A leasehold interest in excess of 20 years</li> <li>d) A marketable title subject to certain conditions which will not substantially restrict development within a reasonable time</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. Mailing list of all properties within 1,000 feet. <ul style="list-style-type: none"> <li>A. Mailing list</li> <li>B. Letter certifying the accuracy and completeness of the mailing list, prepared by a professional (see the notice requirement handout).</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. For projects proposing residential units, provide a School Concurrency Availability Determination (SCAD) letter from Broward County School Board.	<input type="checkbox"/>	<input type="checkbox"/>
8. Information pertaining to previous building and land development experience of the applicant.	<input type="checkbox"/>	<input type="checkbox"/>

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9. For projects involving the CRA, provide copies of agreement and/or application.	<input type="checkbox"/>	<input type="checkbox"/>
10. Evidence of applicant's ability to acquire sufficient development funds, (either a letter of commitment from a recognized financial institution, or a certified personal or corporate financial statement).	<input type="checkbox"/>	<input type="checkbox"/>
11. Provide(.kml) format which allows the rendering to be utilized in conjunction with Google Earth and viewed as a 3-D image from all angles. (*Please provide update as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
12. Copy of Lobbyist/Developers Representative Registration Form/Oath files with the City Clerk's office, if applicable (see City's Lobbyist Registration Policy).	<input type="checkbox"/>	<input type="checkbox"/>
13. Plans, exhibits and data are prepared by a qualified professional from AT LEAST three of the following: (check as applicable) a) a professional urban planner (A.I.C.P. member); b) a registered engineer or land surveyor c) a license architect; d) a registered landscape architect and/or other qualified professionals as required to address specific issues relating to demographic, financing, economics and the like.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14. Plans must detail the proposal, including to, but not limited to site plan, floor plan, parking plan, landscaping, engineering, preliminary civils, signage and other details that may be applicable to the project. In addition, the city reserves the right to require information to determine compliance to all applicable codes as part of the development review process.	<input type="checkbox"/>	<input type="checkbox"/>
15. INITIAL requirements for projects requiring a <b>Community Meeting</b> : a) Mailing list of all properties within ½ mile radius feet. b) Map of ½ mile radius area c) Letter certifying the accuracy and completeness of the mailing list, prepared by a professional (see the notice requirement handout).	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
16. INITIAL requirements for <b>Development Review Committee</b> (DRC) submittal: A. <b>THREE</b> copies of requires plans which shall: a) Be submitted on sheet(s) 24" x 36" and five (5) sets ½ of original of (12x18, 15 x21 or 18 x 24) unless the director determines that another sheet size would be more appropriate; B. <b>ONE</b> Sign & Sealed of required plans which shall: b) Be submitted on sheet(s) 24" x 36" and one (1) sets of 15 x21 or 18 x 24; c) Reserve a blank space, three (3) inches wide and five (5) inches high for the use of the reviewing authority. d) Show the project name, name and address of the owner, designer and developer, north arrow, date, and scale of drawing (numerical and graphic); and C. Letter of intent that summarizes the proposal; D. <b>THREE</b> copies of Traffic Statement or Traffic Impact Study as applicable E. <b>ONE</b> electronic PDF copies of complete submittal package. F. DRC Comments and Response <i>*if applicable</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
17. DRC Comments and Response <i>*when applicable</i>	<input type="checkbox"/>	<input type="checkbox"/>
18. INITIAL requirements for <b>Planning and Zoning Board</b> , and <b>City Commission</b> submittal: A. <b>THREE</b> copies of requires plans which shall: a) Be submitted on sheet(s) 24" x 36" and five (5) sets ½ of original of (12x18, 15 x21 or 18 x 24) unless the director determines that another sheet size would be more appropriate B. <b>ONE</b> Sign & Sealed of required plans which shall: b) Be submitted on sheet(s) 24" x 36" and one (1) sets c) Reserve a blank space, three (3) inches wide and five (5) inches high for the use of the reviewing authority. d) Show the project name, name and address of the owner, designer and developer, north arrow, date, and scale of drawing (numerical and graphic); and C. Letter of intent that summarizes the proposal; D. <b>THREE</b> copies of Traffic Statement or Traffic Impact Study as applicable	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



