

Developer's Public Meeting Information Guide

City of Hallandale Beach
 Planning and Zoning Division
 400 South Federal Highway
 Hallandale Beach, FL 33009
 Phone (954) 457-1378
 Fax (954) 457-1488



This guide is provided to inform major development applicants about the required developer's public meeting notice requirements.

Administrative Regulations for Developer's Public Meeting

Community Meetings

The applicant of a Major Development-Community Impact project shall be required to hold at least one community meeting (to include all area property owners) at least 30 days prior to the Planning and Zoning Board hearing, or City Commission hearing if Planning and Zoning Board action is not required. The meeting shall be held for the applicant to present the plans to the community and obtain input regarding the application. The Sustainable Development Department Director shall determine if more than one community meeting is needed to resolve issues or amendments as a result of the community meeting input.

Notification Requirements

All applications for Development Projects shall conform to the notice requirements for community meetings set forth in Article IX, Section 32-1004(6)(C) of the Zoning and Land Development Code as identified in the table below:

	Advertisement (Published Notice)	Mailing (Mailed Notice)	Signage (Posted Notice)
Proposed Action	Minimum of 10 days prior to the scheduled meeting	Minimum of 10 days prior to the scheduled meeting	Minimum of 10 days prior to the scheduled meeting
Major Development	½ Page	½ mile radius	4' x 4' – Double-sided

Advertisement (Published Notice) Requirements

The Developer's public meeting shall be advertised at least 10 days prior to the meeting in a newspaper of general circulation in the City or County as follows:

- Must be advertised in a newspaper the City deems appropriate; and,
- The ad must be at least ½ page in a standard size tabloid paper; and,
- The headline in type no smaller than (18) point; and,
- Notice shall **not** be placed in the portion of the newspaper where legal notices and classified ads appear; and,
- The ad must be in color, and,
- Notice shall be placed in a newspaper published at least weekly; and,
- Notices shall be published at least ten (10) days prior to the public meeting.

Instructions for Contacting Sun Times

Cecile Hiles

The South Florida Sun time

The Aventura Digest & PROFILES

Publication/ Social Media

305 NW 10th Terrace

Hallandale Beach, FL 33009

Dir. 305-725-6015

Tel. 954-458-0635

Fax. 954-458-0765

Suntimescecile@aol.com

www.southFloridaSunTimes.com

Deadlines: Display ads at 12 (noon) Tuesday and Classified at 3:30 p.m. Tuesday

Mark up of ad is due to Sun Times 48 hours prior to printing day.

Cancellations: None after 12 (noon) Tuesday.

****PLEASE NOTE, THE SUN TIMES ONLY RUNS DISPLAY ADS ONCE PER WEEK,**
EACH THURSDAY. AS SUCH, ADVANCE SCHEDULING IS PARAMOUNT.**

Example:

Day of Community Meeting	February 13
Ad must be published: (10 days prior)	February 3
Published Date for Sun Times	January 30
Mark up of ad due to Sun Times	January 28

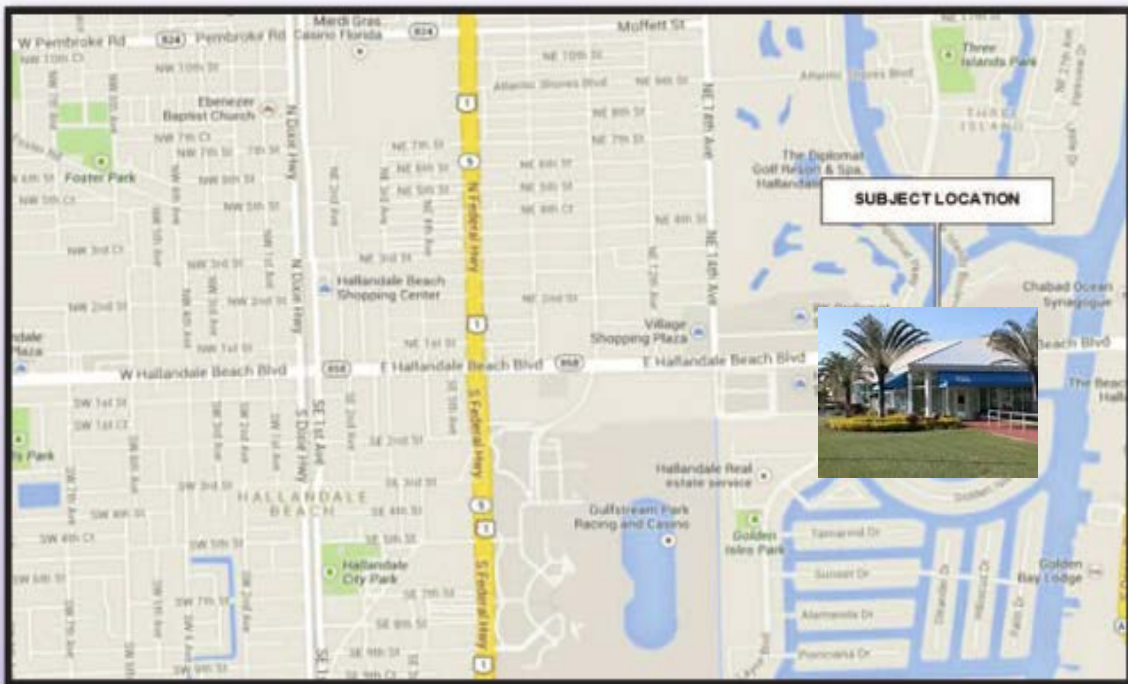
**ADVERTISEMENT
(Published Notice)**

NOTICE OF COMMUNITY MEETING

(Applicant) will hold a Community Meeting concerning its application #___ to the City of Hallandale Beach, Florida for a new (project description) located at (project's location). The map below shows the project location.

To learn about this project, please attend our public meeting on (date) at 6:00 P.M. at Hallandale Beach Cultural Community Center located at 410 SE 3 street. Hallandale Beach, FL 33009. For more information, please contract at (954) 457-1452

**CITY OF HALLANDALE BEACH
Location of Subject Property**



Mailing (Mailed Notice) Requirements

Pursuant to Section 32-1004(6)(c), courtesy letters announcing a community meeting of a major development project shall be mailed at least 10 days prior to the meeting to all property owners within ½ mile radius of property.

Such courtesy letter shall include the following information:

- Date, time, and place of meeting
- Current general zoning and referenced permitted uses of the property
- Future Land Use map designation
- Type of petition to be considered/applicant request/proposed use
- Place and time the petition may be reviewed
- Information on its posting on the City's website
- A location map of the subject site, which shall include major street names as a means of identification of the general area.
- Color Rendering

Signage (Posted Notice) Requirements

Major Development, Land Use Plan Amendment, and Rezoning applications are required to post notification signs. Such signs must be **double-sided** and erected perpendicular to the street.

10 days prior to the Developer's Public Meeting, post a four by four feet (4x4) sign, which states the following:

- "Community Meeting"
- Provide the time, date, and place of meeting
- Type of application: i.e. "Major Development"
- State the application number
- State where further information can be obtained
- Please send a proof of the sign message before having it made.
- Make sure a dated photograph certifying the posting is provided to City of Hallandale Beach

SAMPLE POSTED NOTICE

