



CITY OF HALLANDALE BEACH

PLANNING & ZONING DIVISION DEVELOPMENT REVIEW COMMITTEE (DRC) GENERAL GUIDELINES FOR THE APPLICANT

All Applicants:

Please read the following information in its entirety. This information regarding the general requirements and procedures of the Development Review Committee will be useful in helping you navigate the DRC process.

For questions concerning the Development Review Committee and application requirements and procedures, please contact the Planning and Zoning Division at (954) 457-1378.

DEVELOPMENT REVIEW COMMITTEE MEMBERS

The Development Review Committee consists of staff from City departments, including Planning and Zoning, Building, Fire Rescue, Public Works and Engineering, Parks and Recreation, Police, and other staff or members as may be deemed necessary and appropriate.

ITEMS SUBJECT TO DRC REVIEW

1. Development of Regional Impact (DRI).
2. Major Development (10 or more residential units, or 4,000 square feet of non-residential gross floor area) application.
3. Re-zonings, Land Use Plan Amendments, redevelopment area waivers, variances, conditional uses and Minor Development Review applications, as may be deemed necessary and appropriate by the Planning and Zoning Manager.
4. Pre-application requests by applicants for a Pre-DRC meeting prior to filing a complete application. Please note a Pre-DRC meeting is not mandatory.

Please Note:

- Incomplete applications will not be accepted.
- Projects involving multiple applications will be processed concurrently, as practicable.
- Projects involving PDD (Planned Development District) will require a Development Agreement between the City and Developer be completed prior to presentation to the City Commission.
- Approvals of applications are valid only for a certain period of time in which a permit must be applied for. Please refer to Section 32-790 and Section 32-965 of the City's Zoning and Land Development Code for specific requirements or discuss with Planning staff.
- Application fees do not cover the cost of professional consultants which may be utilized by the City and must be paid for by the applicant prior to the DRC meeting date.

SUBMITTAL DATES/MEETING DATES AND TIMES

The Development Review Committee meets on the **first and third Thursday** of each month (as needed) at 10:30 a.m. at the City of Hallandale Beach City Hall, located at 400 South Federal Highway.

Applicants must submit the application to the Planning and Zoning Division by appointment only and such application must be received no later than **noon** of the pre-established deadline (see attached DRC schedule).

At the DRC meeting, the applicant must make a 2-5 minute presentation to the DRC to describe the project. Once the meeting has commenced, the applicant is expected to explain and answer questions about the project/proposal. Attending staff will provide comments on the proposal, as applicable, to the various disciplines.

MINIMUM REQUIREMENTS FOR DRC SCHEDULING

The following information shall be required when submitting preliminary and final applications for DRC review:

1. A complete Development Application with all required submittal requirements per the Submission.
2. Checklist provided by the City for the applicable application(s).
3. The DRC application fee made payable to the City of Hallandale Beach in the form of a check or money order shall be submitted with the application. See attached fee schedule.
4. Except for Pre-DRC applications, all checklist submittal requirements referenced in Item 1 above must be provided with the application.
5. All blank lines on applications must be completed in full, utilizing clear print or typewritten format.
6. A letter of intent that summarizes the proposal.
7. Fifteen (15) sets of plans to include a site plan with legend, survey of existing site conditions, floor plan, landscaping plan (including location of all overhead utility wires), and all elevations of the building. Fifteen sets of any backup material are also required.
8. A PDF disk of plans, including PDF file of final plans if revisions are necessary. Include (.kml) format which allows the rendering to be utilized in conjunction with Google Earth and viewed as a 3-D image from all angles.
9. Any other items, as may be required by the Planning and Zoning Division.
10. DRC items are scheduled on a first come, first serve basis. Staff determines the scheduling of items for DRC.

Applications will not be scheduled for DRC review until all required items have been submitted.

REVIEW CRITERIA

In general, the Development Review Committee will review the project per the Review Criteria as noted on the Submission Checklist(s) of the applicable application and with the following in mind:

1. The proposed development's conformity with the Florida Building Code, City of Hallandale Beach Comprehensive Plan, the City's Zoning and Land Development Code, Life Safety Codes, and other applicable codes or ordinances.

2. The plan for the proposed building or structure's conformity with good design practices and according to the Hallandale Beach Design Guidelines.
3. The proposed building or structure is in harmony with the proposed developments on land in the general area, and with any plans adopted pursuant to the Hallandale Beach Comprehensive Plan.
4. Right-of-Way easements or dedications required by the Broward County Trafficways Plan or the City's Comprehensive Plan, Transportation Element, where applicable.
5. A Traffic Study or Traffic Statement pursuant to Section 32-884 of the City's Zoning and Land Development Code may be required for new development or changes in use. Major Development projects are required to mitigate traffic impacts and pay traffic mitigation fees pursuant to Section 32-794 as required by the City Engineer.

DEVELOPMENT REVIEW COMMITTEE PROCEDURES

Procedures of the Development Review Committee shall be established as follows:

1. The Development Services Department, Planning and Zoning Division shall be responsible for coordinating the DRC meetings. The Committee shall meet on the first and third Thursday of each month, unless the holiday schedule prevents such scheduling.
2. The applicant and/or designee shall submit an application and is responsible for confirming with City staff the time and date that the application will be considered by the DRC.
3. Committee members shall complete and provide the DRC Coordinator with comments seven days prior to the DRC meeting.
4. The DRC Coordinator shall compile all DRC comments for distribution at the scheduled DRC meeting.
5. Once all corrections are made as requested by the DRC, and all DRC comments have been addressed, the applicant shall resubmit 15 copies (one signed and sealed) of the revised plans. At this time, a new DRC date will be scheduled. It is the applicant's responsibility to resubmit a new DRC request with applicable fee for reconsideration.

SUBMITTAL/RE-SUBMITTAL OF APPLICATION

All applications and fees shall be submitted in person, by appointment only, between the hours of **8:00 a.m. and 12 p.m.** to:

Planning and Zoning Division
400 South Federal Highway
Hallandale Beach, Florida 33009

For scheduling appointments or any questions regarding the Development Review Committee, please call 954-457-1738.