



City of Pompano Beach  
Department of Development Services  
Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060  
Phone: 954.786.4679 Fax: 954.786.4666

**Distribution Of Flexibility & Redevelopment  
Units and Nonresidential Flexibility Checklist**

**DEADLINE:**

- Initial submission and fee must be received by 5:00 PM on the day of the deadline.
- Electronic file submission must be uploaded into the ePlan system within 24 hours of this deadline.
- Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines.
- To ensure quality submittal, this project will only be added to the DRC Agenda when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the deadline, the application will be rejected via email.

**Application Review Process:**

Application Type	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Distribution Of Nonresidential Flexibility and/or 'Flexibility or Redevelopment Units' Application</b>	Pre-Application Meeting with a Planner (954-786-7921)	DRC Review	Recommendation from the Development Services Director	Recommendation by the Planning & Zoning Board	Final Decision by the City Commission
<b>Single-Family or Duplex Unit Request</b>	Pre-Application Meeting with a Planner (954-786-7921)	N/A	Final Decision by the Development Services Director	N/A	N/A

**APPLICATION SUBMISSION PROCESS:** Upon reception of the electronic Camino submission, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the *ePLAN* section (see below) shall be uploaded.

<b>ePLAN</b>	<input type="checkbox"/>	The fee* and application page(s)** shall be submitted via Camino.
	<input type="checkbox"/>	Conceptual Site Plan.
	<input type="checkbox"/>	Current Survey.
	<input type="checkbox"/>	Legal Description ( <b>Digital copy in WORD</b> )
	<input type="checkbox"/>	Narrative describing project specifics, to include a description of the proposed development and point-by-point responses of how project complies with Standards and Approval Standards. Properties over one acre must include provision of affordable housing units or in lieu of fee. Narratives must be on letterhead, dated, and with author indicated. ( <b>Digital copy in PDF</b> )

\*Application fees are not applicable for requests for single-family or duplex units under 154.61.E.

\*\*Updated copies of the application, proof of ownership, or narrative may be required if information has changed (i.e.: if the property ownership changes, the owner's certificate and application will need to be revised with the City's file.)

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## **154.61 REDEVELOPMENT AND FLEXIBILITY UNITS**

### **154.62 DISTRIBUTION OF NONRESIDENTIAL FLEXIBILITY**

*(Below is a summary of City Code of Ordinance Section 154.61 and 154.62. For the complete language, please refer to the City Code.)*

#### **STANDARDS**

An application for Distribution of Flexibility Units, Economic Development Units and Nonresidential Flexibility must comply with the following standards:

1. The property must be located within the city's Flexibility Zone and flexibility, redevelopment units and/or nonresidential flexibility (based on 5% rule) must be available.
2. To be eligible for the allocation of flexibility and redevelopment units the applicant must agree to provide affordable housing units on the application site of any one type or combination of types or pay an in lieu of fee as specified in Code Section 154.80. The following types of development are exempt from the affordable housing requirements:
  - Infill properties that are one acre or less are exempt

#### **APPROVAL STANDARDS**

An application for flexibility or redevelopment units or nonresidential flexibility shall be approved upon applicant establishing by competent and substantial evidence, the following:

1. The proposed development is consistent with applicable goals, objectives and policies of the City's Comprehensive Plan.
2. The use of the flexibility and redevelopment units and/or nonresidential flexibility will produce a reasonable development pattern. The criteria for reasonableness shall include compatibility of adjacent land uses and suitability of the parcel for various development patterns.
3. Applications for the use of residential flexibility or redevelopment units requires an agreement to provide affordable housing units per subsection (E) below or an in lieu of fee in accordance with § 154.80, except that infill properties which are one-acre or less are exempt from this requirement.
  - (E) EXCEPTION: Single Family and Duplex Homes. Flex units for single-family and duplex homes may be administratively allocated by the Development Services Director, following a review of the corresponding application requesting such allocation. The Development Services Director may approve the Application for flexibility units, approve the Application subject to conditions or deny the Application based on the review standards set forth in Chapter 154, City Code. This subsection shall not apply to single-family and duplex projects having more than four contiguous lots on any block face.

**DRC**