



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

## Rezoning Checklist

### Rezoning: Site Specific OR Planned Development

#### 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
Rezoning	Pre-Application Meeting (Required)	DRC Review	P&Z Review	City Commission Review (2 Readings)	Ordinance from the City Commission

**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. Additionally, Electronic Signature Affidavits are required for all submittals without a third party verification.

**PAPER SUBMISSION:** The following paper documents are to be submitted to the Planning & Zoning Department:

<b>PAPER</b>	<input type="checkbox"/> Electronic Signature Affidavits (ESA), unless a 3 <sup>rd</sup> party digital signature is utilized, for the Florida Registered Land Surveyor. See P&Z webpage for <a href="#">instructions</a> .
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**DIGITAL SUBMISSION:** The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

	Site Specific		Planned Development
<b>ePLAN</b>	<input type="checkbox"/> The fee and application pages shall be submitted via Camino.	<input checked="" type="checkbox"/>	The fee and application pages shall be submitted via Camino.
	<input type="checkbox"/> Current survey (with flood information)	<input checked="" type="checkbox"/>	Current survey (with flood information)
	<input type="checkbox"/> Legal Description ( <b>Digital copy in WORD</b> )	<input checked="" type="checkbox"/>	Legal Description ( <b>Digital copy in WORD</b> )
	<input type="checkbox"/> Location map indicating land use and zoning districts of all abutting properties	<input checked="" type="checkbox"/>	Location map indicating land use and zoning districts of all abutting properties
	<input type="checkbox"/> Written Narrative including existing land use(s), existing zoning district(s), proposed zoning district(s), explanation of need for proposed rezoning, and how the proposed rezoning is compatible with the general plans for the subject area. ( <b>Digital copy in PDF</b> )*	<input checked="" type="checkbox"/>	Written Narrative including existing land use(s), existing zoning district(s), proposed zoning district(s), explanation of need for proposed rezoning, and how the proposed rezoning is compatible with the general plans for the subject area. ( <b>Digital copy in PDF</b> )*
	<input type="checkbox"/> Completed Plans Checklist ( <i>this must be filled out and initialed</i> ). (pg. 1)	<input checked="" type="checkbox"/>	Completed Plans Checklist ( <i>this must be filled out and initialed</i> ). (pg. 3-4)



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### 155.2404. SITE-SPECIFIC ZONING MAP AMENDMENT (REZONING)

*(Below is a summary of Section 155.2404. For the complete language, please refer to the Zoning Code)*

#### REVIEW STANDARDS

Site-specific amendments to the Official Zoning Map (Rezoning) are a matter subject to quasi-judicial review by the City Commission and constitute the implementation of the general land use policies established in this Code and the comprehensive plan. In determining whether to adopt or deny a proposed Site-Specific Zoning Map Amendment, the city shall find that:

1. The applicant has provided, as part of the record of the public hearing on the application, competent substantial evidence that the proposed amendment:
  - a. Is consistent with the Future Land Use Category and any applicable goals, objectives, and policies of the comprehensive plan and all other applicable city-adopted plans.

### PROCEDURE

1. Pre-Application Meeting with a Planner.
2. Review and comment by the Development Review Committee.
3. Recommendation by the Development Service Director.
4. Recommendation by the Planning and Zoning Board, following a quasi-judicial hearing
5. Final decision by the City Commission, following a quasi-judicial public hearing.

### 155.2405. PLANNED DEVELOPMENT

*(Below is a summary of Section 155.2405. For the complete language, please refer to the Zoning Code)*

#### REVIEW STANDARDS

Applications to rezone to a PD District shall be reviewed based on the following standards:

1. Standards for the proposed type of PD district in Part 6 (Planned Development Zoning Districts) of Article 3: Zoning Districts.
2. Section 155.2404.C - Site-Specific Zoning Map Amendment Review Standards.

### PROCEDURE

1. Pre-Application Meeting with a Planner.
2. Review by the Development Review Committee
3. Recommendation by the Development Service Director.
4. Recommendation by the Planning and Zoning Board, following a quasi-judicial hearing
5. Final decision by the City Commission, following two quasi-judicial public hearings.



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### PD PLANS CHECKLIST

**\*\*\*THIS CHECKLIST MUST BE INITIALED AND FILLED OUT. ALL OF THE FOLLOWING DRAWINGS ARE REQUIRED UNLESS INITIALED BY THE PROJECT PLANNER.\*\*\***

**PD PLAN DRAWN TO ONE (1) INCH EQUALS TWENTY (20) FEET WHERE PRACTICAL AND INCLUDE THE FOLLOWING:**

#### General Information:

<input checked="" type="checkbox"/>	Names of project, applicant, owner, architect and/or engineer preparing plans with their respective addresses, telephone and fax numbers.
<input checked="" type="checkbox"/>	A statement of planning objectives for the district.
<input checked="" type="checkbox"/>	Legal description of property.
<input checked="" type="checkbox"/>	Property lines clearly shown
<input checked="" type="checkbox"/>	Computation - Gross acreage
<input checked="" type="checkbox"/>	Computation – Net acreage

#### Master Plan showing the general location of the following:

<input checked="" type="checkbox"/>	Individual development areas, identified by land use(s) and/or development density or intensity
<input checked="" type="checkbox"/>	Open space (whether designated for active or passive recreation), including amount, and type of
<input checked="" type="checkbox"/>	All public and private streets, existing or projected transit corridors, and pedestrian and bicycle pathways, and how they will connect with existing and planned city systems
<input type="checkbox"/> N/A	Environmentally sensitive lands, wildlife habitat, wetlands, and floodplains
<input checked="" type="checkbox"/>	On-site potable water and wastewater facilities, and how they will connect to city systems
<input checked="" type="checkbox"/>	On-site stormwater management facilities, and how they will connect to city systems
<input checked="" type="checkbox"/>	All other on-site public facilities serving the development, including but not limited to parks, schools, and facilities for fire protection, police protection, EMS, stormwater management, and solid waste management
<input type="checkbox"/> N/A	Projects with structures greater than 35 feet in height, the shadowing on adjacent properties at the following times: two hours after sunrise, noon, and two hours before sunset during the winter solstice, spring equinox, summer solstice, and fall equinox
<input checked="" type="checkbox"/>	The impacts to view corridors of any adjacent properties of natural resources, including but not limited to, beaches, shores, waterways, recreation spaces and conservation spaces

#### Dimensional Information (may be shown on Master Plan or in a separate document):

<input checked="" type="checkbox"/>	Land area
<input checked="" type="checkbox"/>	Types and mix of land uses
<input checked="" type="checkbox"/>	Maximum number of residential units (by use type)
<input checked="" type="checkbox"/>	Maximum nonresidential floor area (by use type)
<input checked="" type="checkbox"/>	Proposed Principal Use(s) from Appendix A: Consolidated Use Table



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<input checked="" type="checkbox"/>	Proposed Accessory Use(s) from Appendix A: Consolidated Use Table)
<input checked="" type="checkbox"/>	Proposed Temporary Use(s) from Appendix A: Consolidated Use Table)
<input checked="" type="checkbox"/>	Minimum lot area
<input checked="" type="checkbox"/>	Minimum lot width
<input checked="" type="checkbox"/>	Maximum impervious surface area
<input checked="" type="checkbox"/>	Maximum building height
<input checked="" type="checkbox"/>	Maximum individual building size
<input checked="" type="checkbox"/>	Minimum and maximum setbacks
<input checked="" type="checkbox"/>	Minimum setbacks from adjoining residential development or residential zoning districts

### Additional Information:

<input checked="" type="checkbox"/>	Modifications of Development Standards
<input checked="" type="checkbox"/>	Provisions addressing how transportation, potable water, wastewater, stormwater management, and other public facilities will be provided to accommodate the proposed development
<input checked="" type="checkbox"/>	Provisions related to environmental protection and monitoring
<input checked="" type="checkbox"/>	Identification of community benefits and amenities that will be provided to compensate for the added development flexibility afforded by the PD district
<input checked="" type="checkbox"/>	Development Phasing Plan
<input checked="" type="checkbox"/>	Conversion Schedule
<input type="checkbox"/> N/A	Any other provisions the City Commission determines are relevant and necessary to the development of the planned development in accordance with applicable standards and regulations

### DEVELOPMENT STANDARDS PLANS shall include the following (if standards are different than standard Code requirements):

<input type="checkbox"/> N/A	Master Parking Plan*
<input type="checkbox"/> N/A	Alternative Landscaping Plan*
<input type="checkbox"/> N/A	Alternative Screening Plan*
<input type="checkbox"/> N/A	Master Fencing Plan*
<input type="checkbox"/> N/A	Master Lighting Plan*
<input type="checkbox"/> N/A	Sustainable Development Plan: List, description, and location (if applicable) of sustainable features with points*

\*Mark checklist n/a if not applicable.

**Submissions to the City Commission may require additional sets of drawings and documents.**