



**Development Review (Check all that apply)**

Site Plan		Building Design	
<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> Major	<input type="checkbox"/> Applicable (AAC Required)	<input checked="" type="checkbox"/> Not Applicable

**DEADLINE:** Initial paper 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
MINOR Site Plan Review (Pg. 2)	DRC Review	Development Order from the DSD		
MAJOR Site Plan Review (Pg. 2)	Pre-Application Meeting (Required Prior to DRC Submittal)	DRC Review	P&Z Review	Development Order from the P&Z Board
MAJOR Building Design Review (Pg. 3)			AAC Review	Development Order from the AAC

**APPLICATION SUBMISSION PROCESS:** Upon reception of the **PAPER SUBMISSION** (see below) at the Zoning Inquires counter, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the **DIGITAL SUBMISSION** section (see below) shall be uploaded.

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

<b>PAPER</b>	<input checked="" type="checkbox"/>	One (1) completed application with original signatures. (pg. 4)*
	<input checked="" type="checkbox"/>	Owner's Certificate (must be completed by the Landowner). (pg. 5)*
	<input checked="" type="checkbox"/>	Signed acknowledgement receipt of the Florida NPDES Stormwater Permitting Program for Construction Activity. (pg. 6)
	<input type="checkbox"/>	Four (4) Electronic Signature Affidavits (unless a 3 <sup>rd</sup> party digital signature is utilized). See P&Z webpage for <u>instructions</u> .
	<input checked="" type="checkbox"/>	Application Fee as established by resolution of the City Commission. See <u>Appendix C - Fee Schedule</u> in the Information section of the P&Z webpage.

**DIGITAL SUBMISSION:** The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

<b>ePLAN</b>	<input type="checkbox"/>	Recorded or proposed plat.
	<input type="checkbox"/>	Narrative with project specifics including a full description of the proposed development (PDF).*
	<input type="checkbox"/>	Completed Plans Checklist ( <i>this must be filled out</i> ). (pg. 7-9)
	<input type="checkbox"/>	Legal Description ( <b>Digital copy in WORD</b> )
	<input type="checkbox"/>	Current survey (with flood information)
	<input type="checkbox"/>	Digital Plans**

\*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.)

\*\*Refer to the Plans Checklist on page 7 of this application





## Development Review

A development order for a **Minor Site Plan** in accordance with section 155.2407 is required before issuance of a Zoning Compliance Permit for any development other than those for which a Major Site Plan is required in accordance with subsection 3.

A development order for a **Major Site Plan** in accordance with section 155.2407 is required before issuance of a Zoning Compliance Permit for the development listed in Table 155.2407.B.1.

**TABLE 155.2407.B.1: MAJOR SITE PLAN APPLICABILITY**

	RESIDENTIAL USE		NONRESIDENTIAL USE	
Designated Brownfield Area or Brownfield site	New Development	More than 15 new multifamily dwelling units	New Development	More than 7,500 sq ft gfa
	Existing Development	Addition of more than 15 new multifamily dwelling units	Existing Development that is 7,500 sq ft gfa or less	An addition that results in development that contains more than 7,500 sq ft gfa
			Existing Development that is more than 7,500 sq ft gfa	One of the following, whichever is less: <ul style="list-style-type: none"> <li>An addition that adds more than 37,500 sq ft gfa.</li> <li>An addition that increases the amount of lot coverage of such existing development by more than 37.5%.</li> <li>An addition that increases the gross floor area of the primary building of such existing development by more than 37.5%.</li> </ul>
All Other Property Types	New Development	More than 10 new multifamily dwelling units	New Development	More than 5,000 sq ft gfa
	Existing Development	Addition of more than 10 new multifamily dwelling units	Existing Development that is 5,000 sq ft gfa or less:	An addition that results in development that contains more than 5,000 sq ft gfa
			Existing Development that is more than 5,000 sq ft gfa:	One of the following, whichever is less: <ul style="list-style-type: none"> <li>An addition that adds more than 25,000 sq ft gfa.</li> <li>An addition that increases the amount of lot coverage of such existing development by more than 25%.</li> <li>An addition that increases the gross floor area of the primary building of such existing development by more than 25%.</li> </ul>



## Development Review

A development order for **Building Design** in accordance with section 155.2408 is required before issuance of a Zoning Compliance Permit for the development listed in Table 155.2408.B.1.

**TABLE 155.2408.B.1: BUILDING DESIGN APPLICABILITY**

All property		All new Institutional: Open Space Uses identified in Section 155.4210, of at least 10,000 sq. ft.		
Property abutting a designated arterial or collector road as defined by the Broward County Trafficways Plan		All new free standing buildings and all new attached additions facing or visible from the roadway. New free standing buildings or attached additions that are not facing or visible from the roadway shall comply with other applicable thresholds below.		
PROPERTY TYPE	RESIDENTIAL USE		NONRESIDENTIAL USE	
Designated Brownfield Area or Brownfield Site	New Development	More than 15 new multifamily dwelling units	New Development	More than 7,500 sq ft gfa
	Existing Development	Addition of more than 15 new multifamily dwelling units	Existing Development that is 7,500 sq ft gfa or less	An addition that results in development that contains more than 7,500 sq ft gfa
			Existing Development that is more than 7,500 sq ft gfa	One of the following, whichever is less: <ul style="list-style-type: none"><li>• An addition that adds 37,500 sq ft gfa.</li><li>• An addition that increases the amount of lot coverage of such existing development by more than 37.5%.</li><li>• An addition that increases the gross floor area of the primary building of such existing development by more than 37.5%.</li></ul>
All Other Property Types	New Development	More than 10 new multifamily dwelling units	New Development	More than 5,000 sq ft gfa
	Existing Development	Addition of more than 10 new multifamily dwelling units	Existing Development that is 5,000 sq ft gfa or less:	An addition that results in development that contains more than 5,000 sq ft gfa
			Existing Development that is more than 5,000 sq ft gfa:	One of the following, whichever is less: <ul style="list-style-type: none"><li>• An addition that adds more than 25,000 sq ft gfa.</li><li>• An addition that increases the amount of lot coverage of such existing development by more than 25%.</li><li>• An addition that increases the gross floor area of the primary building of such existing development by more than 25%.</li></ul>





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

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

**DRC**  
P&Z#: \_\_\_\_\_

**PZ22-12000012**  
**Development Application**

**Development Review (Check all that apply)**

Site Plan		Building Design	
<input checked="" type="checkbox"/> Minor	<input type="checkbox"/> Major	<input type="checkbox"/> Applicable (AAC Required)	<input checked="" type="checkbox"/> Not Applicable
Street Address: 3424 NE 16th		Folio Number: 484329010060	Zoning District: RM-45
Subdivision:		Block:	Lot: 2 and 3
Date of Pre-Application Meeting (Required for Major Site Plan): 4/5/22			

**Site Data**

Project Name: North Ocean Park		
Acres*: 0.7	Number of units (Residential):	Total square feet of the building* (Non-Residential):

\*Minimum of one acre. Acres should be rounded to the nearest tenth. Square feet for non-residential developments should be rounded to the nearest thousand.

Owner's Representative or Agent	Landowner (Owner of Record)
Business Name (if applicable): KEITH	Business Name (if applicable): City of Pompano Beach
Print Name and Title: Juan Pablo Chapa	Print Name and Title: Robert McCaughan, Public Works Director
Signature :	Signature:
Date : 12/19/2024	Date: 5/11/22
Street Address: 301 E Atlantic Blvd, Pompano Beach, FL 33060	Street Address: 100 West Atlantic Blvd, Pompano Beach, FL 33060
Mailing Address City/ State/ Zip:	Mailing Address City/ State/ Zip: same as above
Phone Number: 954-788-3400	Phone Number: 954-786-4507
Email: Jchapa@keithteam.com	Email: robert.mccaughan@copbfl.com
Email of ePlan agent (if different):	



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

DRC

PZ22-12000012

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Development Application

**OWNER'S CERTIFICATE**

This is to certify that I am the owner of the subject lands described in this application and that I have authorized the filing of the aforesaid application.

By signing below, I agree that if the proposed development is found not in compliance with the applicable standards and minimum requirements of this Code then no building permit will be issued until those conditions the Development Services Director finds reasonably necessary to ensure compliance are met.

By signing below, I acknowledge that development applications must have a determination by the governing municipality of approved, approved with conditions, or denied within 120 days from a complete submittal for projects that do not require final action through a quasi-judicial hearing or a public meeting and within 180 days from a complete submittal for projects that do require final action through a quasi-judicial hearing or a public meeting per FL Stat § 166.033 and the Pompano Beach Code Section 155.2303.F.3. It is the responsibility of the applicant to receive all final Development Orders and receive this determination within the allotted timeframe. If the applicant fails to resubmit an application within 30 calendar days after being first notified of deficiencies of the submittal, the application shall be considered withdrawn and a \$100 non-refundable administrative fee will apply (155.2303.F.2.b). Additionally, if all required approvals are not received within the allotted timeframe the application will automatically be denied unless both the City and the applicant agree to an extension of time (155.2303.I).

Owner's Name: Robert McCaughan, Public Works Director  
(Print or Type)

Address: 100 West Atlantic Blvd  
Pompano Beach, FL 33060  
(Zip Code)

Phone: 954-786-4507

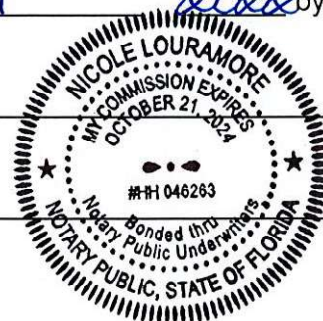
Email address: robert.mccaughan@copbfl.com

  
(Signature of Owner or Authorized Official)

SWORN AND SUBSCRIBED before me this 11<sup>TH</sup> day of MAY 2022 by means of  
☒ physical presence or ☐ online notarization.

  
NOTARY PUBLIC, STATE OF FLORIDA

NICOLE LOURAMORE  
(Name of Notary Public: Print, stamp, or Type as Commissioned.)



☒ Personally know to me, or  
☐ Produced identification: \_\_\_\_\_  
(Type of Identification Produced)





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PZ22-12000012  
65/19/2025  
**Development Application**

**Acknowledgement receipt of the Florida  
NPDES Stormwater Permitting Program  
for Construction Activity**

I Robert McCaughan am the Public Works Director of the proposed application for  
(Print Name) (Title)

Development approval and authorized to sign on behalf of the owner. I hereby acknowledged that I have been given a copy of the Florida National Pollutant Discharge Elimination System (NPDES) Permitting Program for construction activity.

Signature:

Robert McCaughan

Date:

5/11/22