

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

100 W. Atlantic Blvd Pompano Beach, FL 33060 **Phone:** 954.786.4634 **Fax:** 954.786.4666

**Text Amendment Application** 

## **Text Amendment**

## **Text Amendment**

**DEADLINE**: Initial paper submission and fee must be received by 4:00 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
Text Amendment Application	Pre-Application Conference with Karen Friedman (karen.friedman@copbfl.com 954-545-7795)	DRC Review	Recommendation from the Development Services Director	Recommendation by the Planning & Zoning Board	Final Decision by the City Commission

**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 <u>paper</u> documents are to be submitted to the Planning & Zoning Department:

~	One (1) completed application with original signatures. (pg. 3)	
H	Proof of ownership (owner's certificate form must be completed by owner). (pg. 4)	
PA	Ø	Application Fee as established by resolution of the City Commission. See P&Z webpage for amount.

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

AN	Þ	Written Narrative with original Zoning Code language, explanation of need for proposed revision, and a point-by-point response to each Review Standards/ Narratives must be on letterhead, dated, and with author indicated. (Digital copy in WORD)
ePL	Ē	Proposed text change in an underlined/strikethrough format showing the changes from the currently adopted code section.
	Ø	Legal Description (Digital copy in WORD)



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P&Z#: [7-8100000\

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**Text Amendment** 

Subdivision:    Subdivision:   Blocky   Lot:	Street Address:	Folio Number:	Zoning	
Applicant's interest in property (Owner, Lessee, Etc):  Have any previous applications been filed? Yes   No   If Yes, give date of hearing and finding:  Code Section(s) Amended:  Applicant  Business Name (if applicable):  Daty Real Ustate LLC  Print Name and Title:  Print Name and Title:  Print Name and Title:  Signature:  Signature:  Date:  Ustate Address:  Had Section (S) Address City/ State/ Zip:  Halling Address City/ State/ Zip:  Halling Address City/ State/ Zip:  Phone Number:  954 - 74/-3636  Email:  Email				
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