



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

**ZBA Application - Special Exception**  
Community Residences/ Recovery Communities

**Zoning Board of Appeals Application (Check all that apply)**

Zoning Board of Appeals		
Special Exception:	<input checked="" type="checkbox"/> Community Residences	<input type="checkbox"/> Recovery Communities

**DEADLINE:** Initial paper and digital submission must be received by 5:00 PM on the day of the 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 ZBA Agenda when a complete submission has been made. If a complete submission is not submitted by the deadline, the application will be rejected.*

**Application Review Process:**

Application Type	Step 1	Step 2	Step 3
Community Residences (Pg. 2)	Pre-Application Meeting (Required**)	Zoning Board of Appeals Review	Development Order from the ZBA
Recovery Communities (Pg. 4)	Pre-Application Meeting (Required**)	Zoning Board of Appeals Review	Development Order from the ZBA

\*\*Applicant must make an appointment with a Senior Planner to submit application at least 48 hours (2 business days) prior to deadline for filing by calling (954) 786-4667.

**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. 6)*
	<input checked="" type="checkbox"/>	Owner's Certificate (must be completed by the Landowner). (pg. 7)*
	<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 also to be submitted to the Planning & Zoning Department via CD or USB drive:

<b>DIGITAL</b>	<input type="checkbox"/>	Written Narrative with list of each Review Standard. A point-by-point response to each Review Standard. Narratives must be on letterhead, dated, and with author signature.*
	<input type="checkbox"/>	Current survey. (Surveys to be recent and must show all improvements on the property and legal description)
	<input type="checkbox"/>	Legal Description of property (in Word/text format)
	<input type="checkbox"/>	Conceptual Site Plan identifying property lines, parking spaces, storage area of garbage receptacles, screening of garbage receptacles, fences, and other similar accessory features..
	<input type="checkbox"/>	Detailed interior floor plan identifying all bedrooms (with dimensions excluding closets), exits and location of fire extinguishers.
	<input type="checkbox"/>	(Optional) Documents, photographs, and other evidence

\*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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**Zoning Board of Appeals Application (Check all that apply)**

Zoning Board of Appeals Application (Select one of the following)		
<b>Special Exception</b>	<input checked="" type="checkbox"/> <b>Community Residences</b>	<input type="checkbox"/> <b>Recovery Communities</b>
<b>Street Address:</b> 242 SW 9th St Pompano Beach, FL 33060	<b>Folio Number:</b> 4942 02 130720	<b>Zoning District:</b> RS-2
<b>Subdivision:</b> Lyons Park	<b>Block:</b> 4	<b>Lot:</b> 4
<b>Date of Required Pre-Application Meeting:</b>		

Project Information	
<b>Request:</b> Family Community Residence	
<b>Representative or Agent's interest in property (Owner, Lessee, Etc):</b> owner	
<b>Have any previous applications been filed?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>If Yes, give date of hearing and/or appeal #:</b> 12/2/20

Owner's Representative or Agent	Landowner (Owner of Record)
<b>Business Name (if applicable):</b>	<b>Business Name (if applicable):</b>
<b>Print Name and Title:</b> Megan Arpin owner	<b>Print Name and Title:</b>
<b>Signature:</b> 	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>Street Address:</b> 242 SW 9th St Pompano Beach, FL 33060	<b>Street Address:</b>
<b>Mailing Address City/ State/ Zip:</b>	<b>Mailing Address City/ State/ Zip:</b>
<b>Phone Number:</b> 912-464-2905	<b>Phone Number:</b>
<b>Email:</b> d5trecovery@gmail.com	<b>Email:</b>





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**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. I further certify that this request is not related to any existing violation of the zoning code.

Note: If this request is related to an existing zoning violation, please submit documentation as to the Special Master's disposition of the matter.

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:  
(Print or Type)

Megan Arpin

Address:

242 SW 9th St

Pompano Beach, FL 33060

(Zip Code)

Phone:

912-464-2905

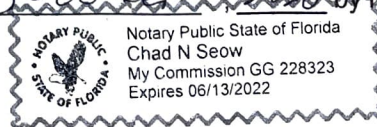
Email address:

954recovery@gmail.com

(Signature of Owner or Authorized Official)

**SWORN AND SUBSCRIBED** before me this 18 day of December, 2020 by means of

☒ physical presence or ☐ online notarization.



**NOTARY PUBLIC, STATE OF FLORIDA**

CHAD SEOW

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

☐ Personally know to me, or

☒ Produced identification:

FL DL

(Type of Identification Produced)

**EXCEL AND ACHIEVE**

7420 NW 1ST PLACE  
PLANTATION, FL 33317

1007

63-9138/2631

12/18/20

Date

PAY to the order of City of Pamparo \$ 300.00  
three hundred <sup>00</sup>/<sub>100</sub> \_\_\_\_\_ Dollars



Photo  
Safe  
Deposit®  
Details on back



BRANCH BANKING AND TRUST COMPANY  
1-800-BANK BBT BBT.com

VOID AFTER 90 DAYS

For 242 SW 9th St Pamparo

Signature

*[Handwritten Signature]*

MP

⑆ 263 191 387 ⑆ 1 1000 14 27309 1 ⑆ 01007