



Community Development
7525 NW 88th Avenue
Tamarac, FL 33321
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FOR STAFF USE ONLY:

CASE #: _____
Master File #: _____
HTE Project #: _____
Date Received: _____
Received by: _____
Fee(s) Collected: _____

Z - CASE DEVELOPMENT APPLICATION

SPECIAL EXCEPTION

Project Name: _____

Project Address (if applicable): _____

Project Location: _____

Parcel Size: _____ acres/sq. ft. Folio No. _____

Project Description: _____

(Identify existing and proposed land use classification and proposed density, if applicable.)

Applicant/Agent/Contact: _____

Phone: _____ Fax: _____

Address: _____

E-Mail Address: _____

Property Owner's Name: _____

Phone: _____ Address: _____

****The City of Tamarac is committed to serving the needs of all its citizens and visitors, and our goal is to ensure access to information for a diverse audience. Please incorporate accessibility design standards to meet Universal Design concepts supported by the W3C Guidelines and ADA Accessibility Requirements into all application submittal documents.***

SPECIAL EXCEPTION APPLICATION CHECKLIST

The following checklist is designed to assist the applicant in preparing the required materials for review. The application will **not** be accepted if all required items are not present at the time of submittal. The following items are required as part of a complete application for a Special Exception:

- ☐ A completed City of Tamarac Special Exception Application.
- ☐ Justification Letter. Plan shall encompass all requirements from Chapter 10-5.4 (G) of the City's Land Development Code entitled Special Exception including specifically the required Review Standards listed on 10-5.4 (G) (4).
- ☐ Application Summary Sheet (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>).
- ☐ Designation of Agent for Quasi-Judicial Proceedings form (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>). This form must be completed by the property owner. The form names that person who will represent the said application.
- ☐ Proof of property ownership. (i.e. deed, property appraisers, or contract to purchase)
- ☐ Traffic and/or Architectural Consultant Fee Affidavit (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>). Applicants will be billed at a later time for the cost of the services billed by either Consultant.
- ☐ Local Publication Agency Fee Affidavit (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>) – all legal advertisements will be processed by the City of Tamarac. Applicants will be billed at a later time for the cost of the legal advertisement in local print publication.
- ☐ Public Hearing Signs must be posted on the property (at each public right-of-way) within three (3) days of the submittal of the official development application.
- ☐ Public Hearing Sign Affidavit (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>) must be submitted to the Community Development Department seven (7) days prior to the scheduled public hearing date.
- ☐ Completion of the Public Notification process shall be in conformance with Table 10-5.2 "General Notice Requirements" in Chapter 10-5.3 (F).
- ☐ Public Notification Affidavit (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>). (Due seven (7) days prior to the scheduled public hearing date)
- ☐ One (1) copy of a plat/survey dated within the last twelve (12) months.
- ☐ Appropriate fees (download from our website <https://www.tamarac.org/368/Planning-and-Zoning>).

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****