

Community Development  
7525 NW 88<sup>th</sup> Avenue  
Tamarac, FL 33321  
Telephone (954) 597-3530  
Fax (954) 597-3540

**FOR STAFF USE ONLY:**

**CASE #:** \_\_\_\_\_  
**Master File #:** \_\_\_\_\_  
**HTE Project #:** \_\_\_\_\_  
**Date Received:** \_\_\_\_\_  
**Received by:** \_\_\_\_\_  
**Fee(s) Collected:** \_\_\_\_\_

**LUPA - CASE DEVELOPMENT APPLICATION**

**SMALL SCALE LAND USE PLAN MAP AMENDMENT**

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.***

## SMALL SCALE LAND USE PLAN MAP AMENDMENT APPLICATION CHECKLIST

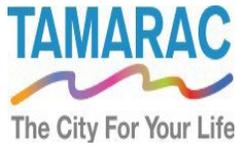
**Please note, in addition to the application requirements below, the applicant must work concurrently with Broward County to recertify the affected Local Land Use Map(s) if applicable.**

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 Small Scale Land Use Amendment:

- A completed City of Tamarac Small Scale Land Use Plan Amendment Application.
- Justification Letter. The letter must describe the proposed action to be taken, including but not limited to the following: specific change in the land use classification and the proposed density, and rationale for the amendment from a practical and proactive land use perspective. Additionally, the letter shall address required Review Standards provided in Section 10-5.4 (B) (3). Please see the attached page for Section 10-5.4 (B)(3) requirements.
- 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 the 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 Section 10-5.3 (F). Staff reserves the right to require published, mailed and posted notices for any project for both Planning Board and City Commission Public Hearings.
- 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>).
- Pre-Application Neighborhood Meeting shall be held at least twenty-one (21) days before the Planning Board hearing date for the application (download Pre-Application Neighborhood Meeting Requirements and Affidavit from our website <https://www.tamarac.org/368/Planning-and-Zoning>).
- Pre-Application Neighborhood Meeting Affidavit (download Pre-Application Neighborhood Meeting Requirements and Affidavit from our website <https://www.tamarac.org/368/Planning-and-Zoning>) must be submitted to the Community Development Department ten (10) days prior to the date of the pre-application neighborhood meeting.

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



**SMALL SCALE LAND USE PLAN MAP AMENDMENT**  
**LAND DEVELOPMENT CODE REQUIREMENTS**

In the project's justification statement, please explain how and why the proposed development request(s) meets the criteria outlined in Section 10-5.4 (B) of the City's Code below:

- (a) A change in projections or assumptions from those on which the Comprehensive Plan is based: Are public facilities and services available for the proposed use.
- (b) Is the plan amendment suitable for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources of the site;
- (c) Is the plan amendment the minimum amount of land needed to achieve the goals and requirements of the Comprehensive Plan;
- (d) A change in the policies, objectives, principles, or standards governing the physical development of the City or any other geographic areas addressed by the Comprehensive Plan; or
- (e) Identification of errors or omissions in the Comprehensive Plan.