



Community Development
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Tamarac, FL 33321
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FOR STAFF USE ONLY:

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

LUPA - CASE DEVELOPMENT APPLICATION

LARGE 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.*

LARGE 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 Large Scale Land Use Amendment:

- A completed City of Tamarac Large 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) of the City's Code. Please see the attached sheet for Section 10-5.4 (B) 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 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). 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****

LARGE 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.