



# PUBLIC PARTICIPATION AND SIGN NOTICE GUIDE

Requirements: Applicable Applications | Rev. 07/21/2022

**INTRODUCTION:** The following information is intended to guide applicants with the specific requirements for public participation and notice requirements including Applicant's Project Presentation, Public Sign Notice, and the submittal of [affidavits](#) pursuant to the City's Unified Land Development Code.

Site Plan Level III and Level IV, Rezoning, Vacation of Right-of-Way, Plats, Land Use Plan Amendments, Conditional Use, and development that require Planning and Zoning Board and/or City Commission review or approval, and applications subject to review or approval by the Historic Preservation Board are subject to public participation and notice requirements. Contact the project Case Planner if you are unsure if these requirements applicable to your application request.

Section 47-27 contains mail notice and public participation meeting requirements for applicants. Below is a summary of the requirements.

## **A** MAIL NOTICES AND APPLICANT'S PUBLIC PARTICIPATION MEETING

### DEVELOPMENT REVIEW COMMITTEE (DRC)

#### Minimum of 21 Days prior to DRC meeting:

- A notice from the applicant via a mailed letter(s) or email(s) to all official city-recognized civic organization(s) within 300 feet of the proposed project. The letter(s) or email(s) must include a notification of the date, time, and place of the DRC meeting.

#### Minimum of 10 Days prior to DRC meeting:

- Applicant must provide an [affidavit](#) documenting and attesting that above notice was completed.

### PLANNING AND ZONING BOARD (PZB)\*

#### Minimum of 30 Days prior to PZB Meeting

- The applicant shall complete public participation by providing a Project Presentation Meeting a minimum of 30 days prior to the PZB meeting. The applicant shall notice via a mailed letter(s) or email(s) to all property owners whose real property is located within three hundred (300) feet of the proposed project and to all official city-recognized civic organization(s) within 300 feet of the proposed project. The letter(s) or email(s) must include a notification of the date, time, and place of the applicant's project presentation.

#### Minimum of 15 Days prior to PZB Meeting

- The applicant shall prepare a summary of the Project Presentation meeting cited above that documents the date(s), time(s), location(s), number of participants, presentation material and a general summary of the discussion and comments expressed during the process and provide such documentation to the City.
- Applicant must provide an [affidavit](#) documenting and attesting that meeting and summary was completed.

### HISTORIC PRESERVATION BOARD (HPB)

#### Minimum of 15 Days prior to HPB meeting:

- The applicant shall notice via a mailed letter(s) or email(s) to all property owners whose real property is located within three hundred (300) feet of the property that is subject of the application. The letter(s) or email(s) must include a notification of the date, time, and place of the HPB meeting.

#### Minimum of 10 Days prior to HPB meeting:

- Applicant must provide an [affidavit](#) documenting and attesting that above notice was completed.

## **B** PUBLIC SIGN NOTICES

### POSTING DEADLINES

#### Minimum of 15 Days:

- A sign shall be posted at least fifteen (15) days prior to the date of the public hearing including PZB, HPB, and City Commission meetings.

#### Minimum of 10 Days:

- If required for DRC meeting, a sign shall be posted at least (10) days prior to the date of the DRC meeting.
- If required for City Commission Request to Review, a sign shall be posted at least (10) days prior to the date of the meeting.

### SIGN REQUIREMENTS

#### Sign Template

- The City will provide the sign template with application request.

#### Posting Requirements

- The sign shall be visible from adjacent rights-of-way, including waterways, but excepting alleys.
- A sign shall be posted facing each right-of way.
- Applicant shall post the sign on or as near to the subject property as possible or in a location in the right-of-way, if approved by the City.
- Development applications for more than one (1) contiguous development site shall be required to have sign notice by posting one(1) sign in each geographic direction, (north, south, east and west) on the public right-of-way at the perimeter of the area under consideration
- If the sign is destroyed or removed from the property, the applicant is responsible for obtaining another sign from the City and posting the sign on the property.
- The sign shall remain on the property until final disposition of the application. This shall include any deferral, rehearing, appeal, request for review or hearings by another body. The sign information shall be changed as above to reflect any new dates.

### SIGN AFFIDAVIT

#### Minimum of 5 Days prior to public hearing meeting

- The applicant shall execute and submit to the department an [affidavit](#) of proof of posting of the public notice sign and photos of signs according to this section five (5) days prior to the public hearing.
- Each location of posting signs shall be included in the photos.
- If the applicant fails to submit the affidavit the public hearing will be postponed until the next hearing after the affidavit has been supplied.

\*Note: Public participation meeting may be conducted at a place and time set up at the discretion of the applicant or it may be coordinated at the civic association's monthly meeting.

\*Note: An application cannot proceed to Planning and Zoning Board unless the public participation meeting is conducted and report is submitted. Ideally this summary should be submitted several weeks before the meeting, to provide sufficient time to evaluate and incorporate the summary in the staff report.

### FOR QUESTIONS OR ASSISTANCE:

Urban Design and Planning  
954-828-6520 (select Option 4)  
[planning@fortlauderdale.gov](mailto:planning@fortlauderdale.gov)