



DEVELOPMENT APPLICATION FORM

Application Form: All Applications | Rev. 06/14/2024

INSTRUCTIONS: The following information is required pursuant to the City's Unified Land Development Regulations (ULDR), Section 47-24, Development Permits and Procedures, and must be filled out accurately with all applicable sections completed. Only complete the sections indicated for application type with N/A for those items not applicable. Refer to "Specifications for Plan Submittal" by application type for submittal requirements, which can be found on the City's website.

Select the application type and approval level in **SECTION A** and complete the sections specified under each type.

A APPLICATION TYPE AND APPROVAL LEVEL *Select the application type from the list below and check the applicable type.*

<p><input type="checkbox"/> LEVEL I ADMINISTRATIVE REVIEW COMMITTEE (ADMIN)</p> <ul style="list-style-type: none"> <input type="checkbox"/> New nonresidential less than 5,000 square feet <input type="checkbox"/> Change of use <i>(if same impact or less than existing use)</i> <input type="checkbox"/> Plat note or Nonvehicular access line (NVAL) amendment <input type="checkbox"/> Administrative site plan <input type="checkbox"/> Amendment to site plan* <input type="checkbox"/> Affordable Housing per §166.04151 (7) Fla. Stat. <i>(Live Local Act)</i> <input type="checkbox"/> Property and right-of-way applications <i>(MOTs, construction staging)</i> <input type="checkbox"/> Parking Agreements <i>(separate from site plans)</i> <p>COMPLETE SECTIONS B, C, D, G</p>	<p><input type="checkbox"/> LEVEL II DEVELOPMENT REVIEW COMMITTEE (DRC)</p> <ul style="list-style-type: none"> <input type="checkbox"/> New Nonresidential 5,000 square feet or greater <input type="checkbox"/> Residential 5 units or more <input type="checkbox"/> Nonresidential use within 100 feet of residential property <input type="checkbox"/> Redevelopment proposals <input type="checkbox"/> Change in use <i>(if greater impact than existing use)</i> <input type="checkbox"/> Development in Regional Activity Centers (RAC)* <input type="checkbox"/> Development in Uptown Project Area* <input type="checkbox"/> Regional Activity Center Signage <input type="checkbox"/> Affordable Housing (≥10%) <p>COMPLETE SECTIONS B, C, D, E, F</p>	<p><input type="checkbox"/> LEVEL III PLANNING AND ZONING BOARD (PZB)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conditional Use <input type="checkbox"/> Parking Reduction <input type="checkbox"/> Flex Allocation <input type="checkbox"/> Cluster / Zero Lot Line <input type="checkbox"/> Modification of Yards* <input type="checkbox"/> Waterway Use <input type="checkbox"/> Mixed Use Development <input type="checkbox"/> Community Residences* <input type="checkbox"/> Social Service Residential Facility (SSRF) <input type="checkbox"/> Medical Cannabis Dispensing Facility* <input type="checkbox"/> Community Business District for uses greater than 10,000 square feet <p>COMPLETE SECTIONS B, C, D, E, F</p>	<p><input type="checkbox"/> LEVEL IV CITY COMMISSION (CC)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Land Use Amendment <input type="checkbox"/> Rezoning <input type="checkbox"/> Plat <input type="checkbox"/> Public Purpose Use <input type="checkbox"/> Central Beach Development of Significant Impact* <input type="checkbox"/> Vacation of Right-of-Way <input type="checkbox"/> City Commission Review No PZB Review <input type="checkbox"/> Vacation of Easement* <p>COMPLETE SECTIONS B, C, D, E, F</p>
<p><input type="checkbox"/> MISCELLANEOUS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Affordable Workforce Housing Tax Reimbursement <input type="checkbox"/> Community Residence <input type="checkbox"/> Construction Noise Waiver <input type="checkbox"/> Design Review Team (DRT) <p>COMPLETE SECTIONS B, C, D, I</p>	<p><input type="checkbox"/> EXTENSION OR DEFERRAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Request to defer after an application is scheduled for public hearing <input type="checkbox"/> Request extension to previously approved application <i>(request must be within original approval date timeframe)</i> <p>COMPLETE SECTIONS B, C, H</p>	<p><input type="checkbox"/> APPEAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Appeal decision by approving body and De Novo hearing items <p>COMPLETE SECTIONS B, C, H</p>	<p><input type="checkbox"/> PROPERTY AND RIGHT-OF-WAY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Road Closures <input type="checkbox"/> Construction Staging Plan <input type="checkbox"/> Revocable licenses <p>COMPLETE SECTIONS B, C, H</p>

*Application is subject to specific review and approval process. Levels III and IV are reviewed by Development Review Committee unless otherwise noted.

B APPLICANT INFORMATION *If applicant is the business operator, complete the agent column and provide property owner authorization.*

Applicant/Property Owner		Authorized Agent	
Address		Address	
City, State, Zip		City, State, Zip	
Phone		Phone	
Email		Email	
Proof of Ownership		Authorization Letter	
Applicant Signature:	Signature	Agent Signature:	Signature

C PARCEL INFORMATION

Address/General Location	
Folio Number(s)	
Legal Description <i>(Brief)</i>	
City Commission District	
Civic Association	

D LAND USE INFORMATION

Existing Use	
Land Use	
Zoning District	
Proposed <i>Applications requesting land use amendments and rezonings.</i>	
Proposed Land Use	
Proposed Zoning District	



E PROJECT INFORMATION

Provide project information. Circle yes or no where noted. If item is not applicable, indicate N/A.

Project Name			
Project Description <i>(Describe in detail)</i>			
Estimated Project Cost	\$	<i>(Estimated total project cost including land costs for all new development applications only)</i>	
Waterway Use			
Flex Units		Redevelopment Units	
Flex Acreage			
Residential Uses		Traffic Study Required	
Single Family		Parking Reduction	
Townhouses		Public Participation	
Multifamily		Non-Residential Uses	
Cluster/Zero Lot Line		Commercial	
Other		Restaurant	
		Office	
		Industrial	
		Other	
Total <i>(dwelling units)</i>		Total <i>(square feet)</i>	
Residential Unit Mix	Efficiency / Studio	1 - Bedroom	2-Bedroom
Affordable Housing Units		% of AMI	3-Bedroom or More
Affordable Unit Mix	Efficiency / Studio	1 - Bedroom	2-Bedroom
			3-Bedroom or More

F PROJECT DIMENSIONAL STANDARDS

Indicate all required and proposed standards for the project. Circle yes or no where indicated.

	Required Per ULDR	Proposed
Lot Size <i>(Square feet/ acres)</i>		
Lot Density <i>(Units/ acres)</i>		
Lot Width		
Building Height <i>(Feet)</i>		
Structure Length		
Floor Area Ratio <i>(F.A.R)</i>		
Lot Coverage		
Open Space		
Landscape Area		
Parking Spaces		
SETBACKS <i>(Indicate direction N,S,E,W)</i>	Required Per ULDR	Proposed
Front [_____]		
Side [_____]		
Corner / Side [_____]		
Rear [_____]		

For projects in Downtown, Northwest, South Andrews, and Uptown Master Plans to be completed in conjunction with the applicable items above.

	Required Per ULDR	Proposed	Deviation
Tower Stepback			
Front / Primary Street [_____]			
Sides / Secondary Street [_____]			
Building Height			
Streetwall Length			
Podium Height			
Tower Separation			
Tower Floorplate <i>(square feet)</i>			
Residential Unit Size <i>(minimum)</i>			

G AMENDED PROJECT INFORMATION

Provide approved and proposed amendments for project. Circle yes or no where indicated.

Project Name			
Proposed Amendment Description <i>(Describe in detail)</i>			
	Original Approval	Proposed Amendment	Amended
Residential Uses <i>(dwelling units)</i>			
Non-Residential Uses <i>(square feet)</i>			
Lot Size <i>(Square feet/ acres)</i>			
Lot Density <i>(Units/ acres)</i>			
Lot Width			
Building Height <i>(Feet)</i>			
Structure Length			
Floor Area Ratio <i>(F.A.R.)</i>			
Lot Coverage			
Open Space			
Landscape Area			
Parking Spaces			
Tower Stepback			
Building Height			
Streetwall Length			
Podium Height			
Tower Separation			
Tower Floorplate <i>(square feet)</i>			
Residential Unit Size <i>(minimum)</i>			
Does this amendment require a revision to the traffic statement or traffic study completed for the project?			
Does this amendment require a revised water sewer capacity letter?			



H EXTENSION, DEFERRAL, APPEAL INFORMATION Provide information for specific request. Circle approving body and yes or no.

Table with columns for EXTENSION REQUEST, DEFERRAL REQUEST, and APPEAL REQUEST / DE NOVO HEARING. Rows include Project Name, Request Description, Approving Body, Original Approval Date, Expiration Date, Requested Extension, Code Enforcement, Scheduled Meeting Date, Requested Deferral Date, Previous Deferrals Granted, Justification Letter Provided, and various hearing dates.

I MISCELLANEOUS Provide information on the specific request.

Table with columns for AFFORDABLE HOUSING TAX REIMBURSEMENT*, COMMUNITY RESIDENCE, and NOISE WAIVER*. Rows include As Is Value, Completion Value, Stabilized Value, Acquisition Value, Residence Type, Certification, Length of Stay, Number of Residents, Number of Live-in Staff, Habitable Rooms, Gross Floor Area, DRC Case Number, Request Start Date, Request End Date, Construction Start Time, Construction End Time, Sunday Construction Times, Noise Mitigation Plan Date of Plan, and Previous Extension Resolution No.

*Application is subject to specific fees based on hourly rate with minimum amount of: DRT \$477, Affordable Housing Tax Reimbursement \$2,500, Noise Waiver \$954

CHECKLIST FOR SUBMITTAL AND COMPLETENESS: The following outlines the necessary items for submittal to ensure the application is deemed complete. Failure to provide this information will result in your application being deemed **incomplete**.

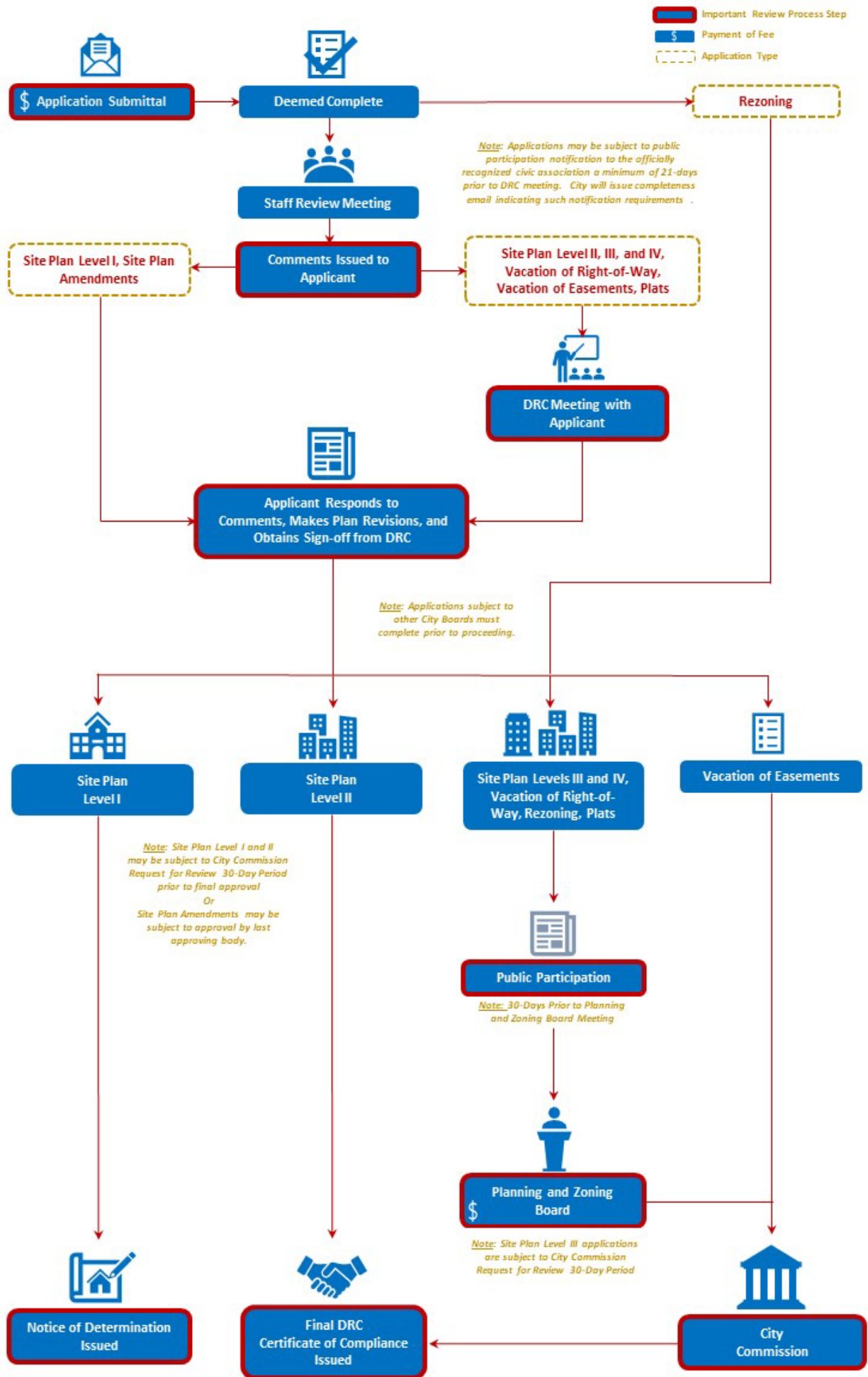
- Preliminary Development Meeting completed on the following date: []
- Development Application Form completed with the applicable information including signatures.
- Proof of Ownership warranty deed or tax record including corporation documents and SunBiz verification name.
- Address Verification Form that includes all parcels within the proposed development.
- Project and Unified Land Development Code Narratives project narrative and the applicable ULDR sections and criteria as described in the specifications for submittal by application type.
- Electronic Files, File Naming, and Documents consistent with the applicable specifications for application type, consistent with the online submittal requirements including file naming convention, plan sets uploaded as single pdf.
- Traffic Study or Statement submittal of a traffic study or traffic statement.
- Stormwater Calculations signed and sealed by a Florida registered professional engineer consistent with calculations as described in the specifications for plan submittal for site plan applications.
- Water and Wastewater Capacity Request copy of email to Public Works requesting the capacity letter.

OVERVIEW FOR ONLINE SUBMITTAL REQUIREMENTS: Submittals must be conducted through [LauderBuild](#). No hardcopy application submittals are accepted. Below only highlights the important submittal requirements that applicants must follow to submit online and be deemed complete. View all the requirements at [LauderBuild Plan Room](#).

- Uploading Entire Submittal** upload all documents at time the application is submitted to prevent delay in processing.
- File Naming Convention** file names must adhere to the City's [File Naming Convention](#).
- Reduce File Size** plan sets and other large files must be merged or flattened to reduce file size.
- Plan Sets** plan sets like site plans, plats, etc. must be submitted as a single pdf file. Staff will instruct when otherwise.
- Document Categories** choose the correct document category when uploading.



DRC PROCESS OVERVIEW: Below is the development review process flowchart with key steps to guide applicants.



CONTACT INFORMATION: Questions regarding the development process or LauderBuild, see contact information below.

GENERAL URBAN DESIGN AND PLANNING QUESTIONS

Planning Counter
 954-828-6520, Option 5
planning@fortlauderdale.gov

LAUDERBUILD ASSISTANCE AND QUESTIONS

DSD Customer Service
 954-828-6520, Option 1
lauderbuild@fortlauderdale.gov