



SPECIFICATIONS FOR REQUEST TO REZONE

Applications: Rezoning | Rev. 07/20/2022

INFORMATION: The specifications listed herein are intended to guide applicants with the submittal of a rezoning application. The specifications below are required in order for an efficient and accurate review of applications and plans. Failure to provide the required information will result in the application being deemed incomplete.

There are **FIVE (5) SECTIONS** listed below with the specific information needed for submittal requirements.

SECTION 1 – PLAN SPECIFICATIONS: Plan sets shall adhere to the following order (A-C) and technical specifications. All sheets shall be signed and sealed by the individual responsible for preparing the drawing. See [Development Application Form](#) for digital submittal requirements.

| A. COVER SHEET | C. SKETCH AND LEGAL DESCRIPTION |
|--|---|
| <ol style="list-style-type: none"> 1. Project name. 2. Location map including address and or parcel number(s). 3. Index of plans submitted including sheet name and number. 4. List of all consultants including contact information. 5. List of franchise and utility service providers for project. | <ol style="list-style-type: none"> 1. Legal description of the property proposed to be rezoned 2. Surveyors sketch and description of the property or portion of property to be rezoned |
| B. CURRENT SURVEY | |
| <ol style="list-style-type: none"> 1. Signed and sealed survey of proposed project site excluding portions of lands not included in the proposal. 2. Signed and sealed boundary and topographic survey. 3. Existing above ground improvements including valve boxes, manholes, grates, and other utility features must be shown. 4. Spot elevations of site, at property corners, along property lines (50' min. interval), existing roadway crowns and pavement edges adjacent to property as appropriate. Elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD 88). 5. Existing easements and referencing of recorded documents. 6. Survey shall be based on a Standard Title Commitment issued by a title insurer licensed to do business in Florida or an Opinion of Title issued by an attorney with an effective date no more than thirty days prior to date of submittal of the survey and must be certified to the City of Fort Lauderdale. | |

SECTION 2 – PROJECT NARRATIVES: Project narratives are required for all application submittals. Narratives shall be provided on letterhead, dated, and signed by author.

- **Project Narrative** describing in detail the rezoning request, proposed development plans, and other information pertinent for rezoning request review.
- **Unified Land Development Code Narratives** for the applicable criteria based on application request with point-by-point responses to each criterion stating how the project complies with such. Generally, the following code sections require a narrative; however, the following sections are not inclusive of all criteria.
 - Section 47-24.4, Rezoning

SECTION 3 – PUBLIC PARTICIPATION REQUIREMENTS: Rezoning applications are required to notify and conduct public participation as outlined in ULDR Section 47-27.4.A.2.c. Applicants shall provide a signed and notarized affidavit stating compliance with public participation requirements. An [affidavit](#) can be downloaded on the City's website.

SECTION 4 – PUBLIC SIGN NOTICE: Rezoning applications are subject to public signs notices as outlined in ULDR Section 47-27. The City produces the sign and applicants are notified when sign is ready for posting. Applicants shall provide a signed and notarized [affidavit](#) stating compliance with sign posting requirements. An affidavit can be downloaded on the City's website. City planning staff will coordinate with applicants on applicability and timing of posting.

SECTION 5 – MAIL NOTICE: Rezoning applications are required to provide mail notice as outlined in ULDR Section 47-27, prior to the public hearing for consideration before the Planning and Zoning Board. Mail notice shall be given to the owners of lands within three hundred (300) feet of the proposed rezoning at least ten (10) days prior to the date of the public hearing. Applicant produces stamped envelopes to the City for each property owner within three hundred (300) feet of the subject site and the City produces and sends the mail notice. Applicants shall provide a signed and notarized [affidavit](#) stating compliance with mail notice requirements. An affidavit can be downloaded on the City's website. City planning staff will coordinate with applicants on applicability and timing of posting.

FOR QUESTIONS OR ASSISTANCE:
Urban Design & Planning
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