



TRANSFER OF DEVELOPMENT RIGHTS FORM

Application Form: TDR Certificate of Transfer Application | Rev. 3/1/2021

INSTRUCTIONS: The following information is required pursuant to the City's Unified Land Development Regulations (ULDR). The application form must be filled out accurately and completely. Print or type and answer all questions or indicate N/A if item does not apply. To obtain property information such as land use, zoning, ownership, folio, lot size, etc., please visit <http://gis.fortlauderdale.gov/zoninggis>

SENDING SITE

A APPLICANT / PROPERTY OWNER	
Name	
Address	
City, State, Zip	
Phone	
Email	
Proof of Ownership	
APPLICANT SIGNATURE:	

B AGENT (If agent will be representing owner)	
Name	
Address	
City, State, Zip	
Phone	
Email	
Agent Authorization Letter	
AGENT SIGNATURE:	

C SENDING SITE PROPERTY INFORMATION	
Certificate of Eligibility Number*	
Historic District/Landmark Name	
Resolution Number Designating Historic Resource**	
Address	
Folio Number(s)	

*Certificate of Eligibility issued by the City that is dated no later than 18 months prior to the date of submission of the application for a Certificate of Transfer must be attached to the application.

**If the Certificate of Eligibility was issued to an Eligible Historic Resource, the applicant must also attach a copy of the City Resolution designating the Eligible Historic Resource as a Historic Landmark, Landmark Site, Building, or Archaeological Site, or the Eligible Historic Resource must be located in a designated Historic District and identified as a "Contributing Property" by a City Resolution.

D TRANSFER OF FLOOR AREA	
Available Square Feet to Transfer	
Requested Square Feet for Transfer	
Square Feet Remaining	

E TRANSFER OF DENSITY	
Available Units to Transfer	
Requested Number of Units to Transfer	
Number of Units Remaining	

RECEIVING SITE

F APPLICANT / PROPERTY OWNER	
Name	
Address	
City, State, Zip	
Phone	
Email	
Proof of Ownership	
APPLICANT SIGNATURE:	

G AGENT (If agent will be representing owner)	
Name	
Address	
City, State, Zip	
Phone	
Email	
Agent Authorization Letter	
AGENT SIGNATURE:	

H RECEIVING SITE PROPERTY INFORMATION	
Address(es)	
Folio Number(s)	
Land Use Designation	
Existing Zoning	



Is the receiving site located on the barrier island, which means any property located east of the Intracoastal Waterway?

- Yes
 No

Is the receiving site located within an adopted Adaptation Action Area (AAA) identified in the City's Community Investment Plan, as amended?

- Yes
 No

Does the proposed new development at the receiving site comply with any applicable height requirements of the Federal Aviation Administration (FAA)?

- Yes
 No

TRANSFER OF DENSITY

Zoning District (select one):

- Uptown Urban Village UUV-SE
 Uptown Urban Village UUV-NW
 Uptown Urban Village UUV-NE
 Unified Flex Zone (Specify Zoning District)

Table with 2 columns: Label (Total Acreage of Receiving Site, Number of Units to be Transferred) and Value

TRANSFER OF NON-RESIDENTIAL FLOOR AREA

Zoning District (select one):

- RAC-UV
 RAC-RPO
 SRAC-SA(e)
 SRAC-SA(w)
 NWRAC-Mue
 NWRAC-Muw
 UUV-NE
 UUV-NW
 UUV-SE
 CB
 B-1
 B-2
 B-3

Table with 2 columns: Label (Total Floor Area to be Transferred, Additional Height to be Incorporated) and Value

INFORMATION:

The intent of this checklist is to provide guidance regarding the submittal of a Transfer of Development Rights (TDR) Certificate of Eligibility Application. The checklist provides a list of specific information needed in order for an efficient and accurate review of plans and supporting documents. Failure to provide the required information will result in the application being deemed incomplete.

DESCRIPTION OF PROCESS:

Applications are reviewed by the Development Review Committee (DRC). Review does not begin until a complete application is received by the City of Fort Lauderdale's Department of Sustainable Development. If the DRC determines that the application for a Certificate of Transfer meets the standards and requirements of the ULDR, the application will be approved. Once the Certificate of Transfer is issued, the Certificate of Transfer and Restrictive Covenant will be returned to the applicant for recording at Broward County. A copy of the recorded Certificate of Transfer and Restrictive Covenant must be returned to the City of Fort Lauderdale.



SPECIFICATIONS: Applicant shall submit digitally one (1) application, and all additional requirements, as specified below.

SENDING AND RECEIVING SITE INFORMATION:

- **Draft of a Certificate of Transfer**
- **Sales Contract** Submission of a copy of the unexecuted sales contract for the TDR between all of the buyer(s) and seller(s) of the TDR. The sales contract is not effective until the date that a Certificate of Transfer has been approved by the city.
- **Application Fee**

SENDING SITE INFORMATION:

- **Proof of Ownership**
- **Certificate of Eligibility**
- **Property Survey** sealed and signed by a licensed professional surveyor and dated no later than 6 months prior to the date of submission of the application)
- **City Resolution** designating the Sending Site as a Historic Resource (if applicable)
- **Existing Conditions Report** dated no later than 30 days prior to the submission of the application
- **Maintenance Plan** dated no later than 30 days prior to the submission of the application
- **Opinion of Title**
- **Draft of Restrictive Covenant** (also provide a digital version)
- **Notarized Affidavit** signed by all owners of the property proposed as a Sending Site stating that the property does not have any residual Development Rights that jeopardize the preservation and protection of the historic or archeological features of the property
- **Narrative** explaining how the criteria in Section 47-36.1.H.2 of the ULDR are met for the sending site.

RECEIVING SITE INFORMATION:

- **Proof of Ownership**
- **Certificate of Eligibility**
- **Property Survey** sealed and signed by a licensed professional surveyor and dated no later than 6 months prior to the date of submission of the application)
- **Unity of Title** (if applicable)
- **Land Use Designation**
- **Opinion of Title**
- **Zoning Verification Letter**
- **Property owner(s) signature** and/or agent letter signed by the property owner
- **Letter of Intent** outlining intended use of TDRs at proposed Receiving Site
- **Narrative** explaining how the criteria in Section 47-36.1.H.2 of the ULDR are met for the sending site.

FOR QUESTIONS OR ASSISTANCE REGARDING THE TRANSFER OF DEVELOPMENT RIGHTS (TDR)

CERTIFICATE OF TRANSFER CHECKLIST

OR APPLICATION SUBMITTAL PROCESS CONTACT:

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