



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

SECTION 1 – PRIOR TO FILING AN APPLICATION

- A. Public Outreach. The applicant shall provide an opportunity for input from the property owners of the community in the form of a meeting and at such public meeting, the intended applicant shall introduce the development concept, including a written executive summary explaining in general how the proposed development meets the required conditions and criteria for PDD pursuant to ULDR. After such presentation, members of the public shall be given an opportunity to comment.
- B. A Preapplication Meeting. A meeting with the Development Services Department shall be conducted prior to submitting a PDD rezoning application. The purpose of the pre-application conference is to allow the applicant and staff to discuss the proposed design concept of the development plan and how it complies with the conditions and criteria specified in this section, as well as the review process.

SECTION 2 – PLANNED DEVELOPMENT DISTRICT NARRATIVES

- **Planned Development District (PDD) Project Narratives** In addition to the application requirements for a rezoning and a site plan level IV permit in accordance with 47-24.2. and 47-24.4., the applicant shall provide a point-by-point PDD written narrative that describes the proposed PDD, which includes:
 1. The general design concept for the PDD including, but not limited to, the proposed site design, how it integrates and relates to the proposed uses, context and existing development in the surrounding community;
 2. Description of the innovative design aspects of the proposed PDD and how the proposed development complies with the intent and purpose of the PDD district described in Subsection [47-37A.1.](#); and
 3. Identification of those aspects of the PDD that are not in compliance with the current zoning requirements, and why the proposal presents a better overall project describing said benefits, and proposed PDD's innovative characteristics.
 4. A description of the proposed phasing of construction of the PDD, if applicable, identifying the general schedule and specific improvements associated with each phase, the estimated start date, an estimated completion date, and shall be in accordance with the provisions for site plan expiration as provided in Section 47-24.1.M. The completion of all public improvements must be secured by a bond to be provided by the applicant, including a demolition bond to permit any unfinished phase to be demolished by the City.

SECTION 3 – PROJECT NARRATIVES: Project narratives are required for all application submittals. Narratives shall be provided on letterhead, dated, and signed by author.

- **Project Description** describing in detail the project type, uses, and overall development intent. Provide as much detail as possible including building and site design approach, site elements, building architectural style, pedestrian access and enhancements, open space elements, landscape improvements, safety, loading, site access, multi-modal provisions including bicycle parking, and other related information.
- **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 47-25.2, Adequacy Review](#)
 - [Section 47-24.4,D Rezoning](#)

SECTION 4 – PUBLIC IMPROVEMENT NARRATIVE: Summary of public improvements and supporting graphics must be provided with the submittal demonstrating compliance with Section [47-37A.9.](#)

SECTION 5 – PDD PLAN SET: Plan sets shall follow the specifications for site plan submittal and also provide the following in the site plan package:

- Building height analysis depicting the height of buildings within .25 mile of the subject site.
- Phasing plan including any proposed public improvements on-site and off-site.
- Transportation demand management plan with location of such items identified on the plans.

SECTION 6 – TRAFFIC REVIEW: Provide the traffic statement and/or date of traffic methodology meeting. Projects that trigger vehicular trip threshold pursuant to ULDR Section 47-25.2.M, must conduct a traffic study or statement completed by a registered professional engineer. Applicants must schedule a traffic methodology meeting with the City's Traffic Review staff prior to application submittal. To schedule a meeting contact:

- (954) 828-4696 or email at transportation@fortlauderdale.gov

SECTION 7 – PUBLIC PARTICIPATION REQUIREMENTS: Site Plan Level III and Level IV 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 8 – PUBLIC SIGN NOTICE: Site Plan Level III and Level IV applications, certain Site Plan Level II applications, Rezoning, Plats, and Vacation of Right-of-ways are required to post public signs 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.

FOR QUESTIONS OR ASSISTANCE REGARDING APPLICATION SUBMITTAL:

Urban Design and Planning
954-828-6520
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