

# BOA AT-A-GLANCE

## STEP 1 (MEET WITH STAFF)

- The applicant will need to request an in-person or Zoom meeting with staff to discuss the proposed variance or special exception. To request a meeting with staff email us at: [boardofadjustment@fortlauderdale.gov](mailto:boardofadjustment@fortlauderdale.gov)
- The applicant will need to bring the following items to the scheduled meeting: completed [BOA Application](#), Current Survey, Plans (if available), Color Photos/Drawings and any other important information.
- During the meeting, staff will discuss the proposed variance/special exception request(s), code sections, required documents, upcoming meeting dates/deadlines and BOA process.

## STEP 2 (APPLICATION SUBMITTAL AND REVIEW PROCESS)

- The applicant/agent will need to gather All **Required Documents** as listed on page 3 of the [BOA Application](#). The documents must be in PDF format and the survey/plans must be digitally signed and sealed.
- To view previous BOA application submittals, backup, Results and Minutes as an **EXAMPLE**, Click [HERE](#). The Applicant may also request a detailed example (similar to your request) from [STAFF](#).
- Application Submission.** Submit the BOA Application submittal online via [Lauder Build](#) by the [Application Deadline](#) date. \*If you do not have a Lauder build account, you will need to create/register for an account.
- After the complete application submittal has been submitted via [Lauder Build](#), staff will conduct a **5-Day Completeness Review** of the application submittal and provide feedback via Lauder Build and/or Email. In some instances, staff may request additional information/documentation after the 5-Day review.
- Payment.** All fees are paid by logging into your [Lauder Build](#) account. The total amount due will be included in the 5-Day Completeness Review. \*Additional fees may apply.
- After All required documents and discrepancies have been met and uploaded to Lauder Build, your application submittal will be sent to CAO for review. In some scenarios CAO may request additional information and/or documentation.
- After CAO has reviewed your application and no further information or documentation is needed, staff will Deem your application COMPLETE, proceeding to Step 3.

## STEP 3 (PUBLIC NOTICING)

- Sign Posting.** Public Notice Signs MUST be posted at least 15 Days prior to the BOA meeting date and signs must remain up through the date of the meeting. When signs are available for pick-up, you will receive communication via Lauder Build and/or Email.
- Communication** will be sent to the applicant/agent via email and/or Lauder build regarding the date and time that the applicant/agent can pick up the signs. This communication will also include the date/time that the sign(s) must be posted, 14 copy sets due date, BOA Agenda, BOA meeting date/time, and much more.
- Public Mail Notices.** Public Mail Notices are mailed out by staff to property owners within 300 feet of the subject property. The public mail notices are mailed out 10 or more days prior to the BOA meeting date. \*See Mail Notification Documents listed on page 3 of the BOA Application Form, for more details.

## STEP 4 (BOA MEETING)

- [BOA meetings](#) are usually held the 2<sup>nd</sup> Wednesday of each month at 6:00 P.M. The meeting location is **Development Services Department (lobby), 700 N.W. 19<sup>th</sup> Avenue, Fort Lauderdale, Florida**. \*Please arrive at least 15 minutes prior to your scheduled BOA meeting date/time.
- If you have a presentation, you must bring your presentation on a USB **AND** provide staff with a copy of the presentation at least 48 hours prior to the scheduled BOA meeting. If you have questions in this regard, contact us via [Email](#) or by phone at 954-828-6520.
- At the BOA meeting, Board Members may have questions regarding your variance/special exception, please make sure that you (applicant) and/or your agent are in attendance.
- A decision to Approve or Deny your variance/special exception request will be made at the BOA meeting unless the case item is deferred and/or continued. \*Re-Advertising fees *will* apply if your item is deferred/continued.

## QUICK LINKS

[Request a Meeting with Staff](#)  
[BOA Application](#)  
[BOA Meeting Dates and Deadlines](#)  
[Agent Authorization Form](#)  
[Lauder Build](#) (BOA Online Application Submittal)  
[Examples](#) (Previous Application Submittals, backup, and results)