



Resilient Environment Department
URBAN PLANNING DIVISION
1 N. University Drive, Box 102 • Plantation, FL 33324 • 954-357-5657 • Broward.org/Planning

Broward Municipal Services District (BMSD) Future Land Use Map (FLUM) Small-Scale Amendment Application

1. Amendment Review

Prior to completing an application for a Small-Scale FLUM amendment, applicants are requested to review the proposed amendment with the following agencies:

- **Broward County Urban Planning Division, Comprehensive Planning Section** ■954-357-5657
- **Broward County Planning Council** ■954-357-6699

2. Submitting Your Application

Please submit two printed copies of your application and include the appropriate map amendment fee (*see fee schedule below*). Per Section 40-5 of the Broward County Administrative Code, this fee is subject to increase each fiscal year. Checks should be made payable to *Broward County Board of County Commissioners* and must be drawn on a bank within the State of Florida. In addition to the printed copies, please provide a digital copy via email or compact disc (CD).

FY20	FY21	FY22	FY23	FY24	FY25
10/1/19 – 9/30/20	10/1/20 – 9/30/21	10/1/21 – 9/30/22	10/1/22 – 9/30/23	10/1/23 – 9/30/24	10/1/24 – 9/30/25
\$5,600	\$5,800	\$6,100	\$6,400	\$6,700	\$7,100

Note: fee increases are based on percentages and rounded to the nearest \$100

3. The Process

After you submit your application, it will be reviewed by several County agencies, in accordance with an established public hearing schedule.

Principals involved in an application for a FLUM amendment are notified of each public hearing at least 10 days prior to each hearing. Applicants and/or their agents are requested to be present at all hearings.



All information and case files concerning application for a FLUM amendment is public record and available for inspection at the Broward County Planning and Development Management Division.

Processing Information

Small-scale amendments to the Future Land Use Map (*FLUM*) are 10 acres or less in size. Certain other limitations may apply in accordance with Chapter 163, Part II, Florida Statutes. Small-scale amendments may be completely processed in approximately nine (9) months. The amendment application form for small-scale amendments to the FLUM does not require as much detail as the form for regular (larger scale) amendments. however, additional information may be required in order to assess potential impacts of the amendment. Many County agencies will review this application to identify various planning considerations, such as the impacts upon public facilities and services, natural and historic resources, hurricane evacuation and redevelopment. Amendments proposing densities great than 10 DU/AC or more than 100 residential units shall apply using the application for [Regular Amendments](#).

Urban Planning Division

The Urban Planning Division (*UPD*) is responsible for coordinating the first phase of the review process, which takes approximately three (3) months. This involves soliciting written comments from numerous County agencies which have a role in the development review process, as well as adjacent municipalities when appropriate. The UPD reviews all the comments and information provided in the application to assess the proposal and form a recommendation of approval, approval with changes, or denial. The staff recommendation is provided in a written report to the Resilient Environment Department (*RED*) Local Planning Agency (*LPA*) at a public hearing on the proposed amendment. If outstanding issues are identified which are the basis for a recommendation of approval with changes or denial, staff will provide the opportunity for the applicant to address the issues, prior to making an official recommendation to the LPA.

RED Local Planning Agency

The Local Planning Agency (*LPA*) is responsible for holding a hearing on the proposed amendment to receive public comment and make a recommendation of approval, approval with changes, or denial to the Broward County Board of County Commissioners (*BCC*).

After the LPA hearing, UPD schedules the proposed amendment and related agency recommendations on the BCC agenda so the BCC can consider transmitting the amendment to the Broward County Planning Council for the second phase of review.

Broward County Planning Council

The Broward County Planning Council (*BCPC*) is responsible for conducting the second phase of the review process, which may take five (5) months. BCPC maintains the Broward County Land Use Plan (*BCLUP*), which designates future land uses for the entire county. The County's BMSD Land Use and Community Planning Element Map Series and all municipal Future Land Use Plans must be in compliance with BCLUP. The BCPC holds at least one (1) public hearing on the proposed amendment prior to making a recommendation of approval, approval with changes, or denial to the BCC. The applicant may need to apply separately to the Planning Council for the BCLUP map amendment and a separate fee applies.

Broward County Board of County Commissioners

BCC holds two (2) public hearings on the proposed amendment. The first public hearing is to consider the LPA's recommendation and transmit the proposed amendment to BCPC. BCC does not make a recommendation to BCPC at the first hearing, so as not to interfere with BCPC's independent review. The second public hearing is the adoption hearing to approve, approve with changes, or deny a proposed amendment. The entire amendment process may be completed in approximately **11 months**.

Public Outreach

Public hearings, including LPA and BCC are advertised in a local newspaper in accordance with the requirements of Chapter 163, Florida Statutes. Staff also informs local homeowners' associations within the area where the amendment is proposed, as well as adjoining municipalities. All information and case files concerning application for a FLUM amendment are public record and available for inspection at the Broward County Urban Planning Division. Additional notification requirements may apply as determined by the UPD Director or the County Attorneys' Office, in consultation with the Applicant.

Effective Date

The proposed amendment becomes effective **31 days** following adoption unless challenged.



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**Broward Municipal Services District (BMSD)
 Future Land Use Map (FLUM)
 Application for Small-Scale Amendment**

I. Applicant Information

Property Owner Information			
Last Name	First Name	Middle Initial	Suffix
Address	City	State	Zip
Phone	Mobile Phone	FAX	
Email			

Authorized Agent Information			
Last Name	First Name	Middle Initial	Suffix
Company Name	Title or Position		
Address	City	State	Zip
Phone	Mobile Phone	FAX	
Email			

Petitioner Information <i>(if different from owner)</i>			
Last Name	First Name	Middle Initial	Suffix
Company Name	Title or Position		
Address	City	State	Zip
Phone	Mobile Phone	FAX	
Email			

II. Subject Property and Site Information

A. Subject Property Information			
Tax Folio Number(s)		File Number(s)	
B. Subject Property Address			
Street Address		City	State Zip
C. Legal Description <i>(or indicate per attached survey)</i>			
Gross Acreage		General Property Location <i>(specify location in relation to major road network)</i>	
D. Existing Future Land Use Designation Describe gross acreage and allowable densities within each designation.		E. Proposed Future Land Use Designation Describe gross acreage within each designation.	
F. Current Use of Amendment Site Describe gross acreage within each designation.		G. Current Use of Adjacent Areas Describe gross acreage and densities, and resulting number of residential units and/or non-residential square footage, within each designation.	
H. Current Zoning District(s) Describe gross acreage within each designation.		I. Proposed Zoning District(s) Describe gross acreage within each designation.	
J. Identify Proposed Use(s) of the Real Property			
If residential, identify the proposed number of dwelling units. If non-residential, identify the proposed square footage.			
K. Platting of Property			
Has the property been platted? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		Name: _____	
		Plat Book: _____ Page: _____	
Is the subject property in the process of being platted? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Plat Application File Number: </div>	
L. Location and acreage of any other property contiguous to the subject property which is in the same ownership, in whole or part, that is not part of this application			

M. Explain how the proposed amendment will be compatible with the surrounding existing land uses

N. Annexation, if applicable

Is the property being annexed? Provide name of affected municipality.

O. Explain why the amendment is needed or justified *(to be included in staff report) (additional pages may be attached, as needed)*

Owner Certification

This is to certify that I ("Affiant") am the owner of the property described on the attached survey and I have authorized the filing of this request. I understand that I or my representative must attend the hearing to present the case.

Owner's Signature

Print Name

NOTARY PUBLIC

STATE OF FLORIDA COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by the Affiant by means of physical presence | online notarization, this _____ day of _____, 20_____, by _____.

He/she is personally known to me | has produced _____ as identification.

Name of Notary Typed, Printed or Stamped

Signature of Notary Public – State of Florida

Notary Seal (or Title or Rank)

Serial Number (if applicable)

Agent/Petitioner Authorization

I ("Affiant"), _____ the legal owner of the real property described herein that is the subject of this proposed regular amendment to the BMSD Future Land Use Map (FLUM) do hereby authorize and designate

of _____

to be my lawful representative in all matters pertaining to this proposed amendment.

Owner's Signature

Print Name

NOTARY PUBLIC

STATE OF FLORIDA COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by the Affiant by means of physical presence | online notarization, this _____ day of _____, 20_____, by _____, of _____, on behalf of _____.

He/she is personally known to me | has produced _____ as identification.

Name of Notary Typed, Printed or Stamped

Signature of Notary Public – State of Florida

Notary Seal (or Title or Rank)

Serial Number (if applicable)