



Resilient Environment Department
URBAN PLANNING DIVISION

1 N. University Drive, Box 102A · Plantation, FL 33324 · T: 954-357-6634 · F: 954-357-6521 · Broward.org/Planning

Application Number _____

Application to Change or Waive Requirements of the Broward County Land Development Code

INSTRUCTIONS

This form is used to apply for changes or waivers to requirements of development permit applications processed under the Broward County Land Development Code. These include changes or waivers to the following:

ROADWAY RELATED

1. Non-Vehicular Access Lines
2. Roadway Improvements (such as turn lanes, bus bays traffic signals, etc.)
3. Right-of-Way Dedications
4. Sidewalks and Paved Access
5. Design Criteria

NON-ROADWAY RELATED

6. Design Criteria
7. Waste Water Disposal/Source of Potable Water
8. Fire Protection
9. Parks and/or School Dedications
10. Impact/Concurrency Fee(s)
11. Environmental Impact Report
12. Other Changes

For your application to be officially accepted for processing and scheduled for a County Commission meeting, you must complete this application in full. The owner/agent certification (on the reverse side of this form) must be signed and notarized with the appropriate documentation attached. Please type this application or print legibly in **black ink**.

Project Information

Plat/Site Plan Name

Plat/Site Number

Plat Book - Page (if recorded)

Owner/Applicant/Petitioner Name

Address

City

State

Zip

Phone

Email

Agent for Owner/Applicant/Petitioner

Contact Person

Address

City

State

Zip

Phone

Email

Folio(s)

Location

_____ side of _____ at/between/and _____ and/of _____
north side/corner north street name street name / side/corner street name

Proposed Changes

Use this space below to provide the following information and clearly describe the proposed changes you are requesting. If you are requesting changes to a specific staff recommendation(s) listed in a Development Review Report, please specify the staff recommendation number(s). If you are requesting a waiver or variation of a provision of the Land Development Code, please cite the specific section(s).

Staff Recommendation No(s).

Land Development Code citation(s)

Have you contacted anyone in County Government regarding this request?

☐ Yes

☐ No

If yes, indicate name(s), department and date

Narrative explaining proposed changes in detail including the desired result and justification for the request (attach additional sheet if necessary):

REQUIRED DOCUMENTATION

Submit one (1) original and copy of each document listed below.

1. Narrative clearly describing proposed changes. Be sure to include detailed information of opening location, size, etc.
2. Letter from the applicable municipality, dated within six (6) months of this application, stating the city's position on this request.
3. Agreement and Title Opinion for staff review (contact staff for more information).
4. A valid pre-application approval letter from the Florida Department of Transportation, if applicable.
5. Approved or recorded plat. (A survey and site plan may be accepted for single family and duplex applications. Please consult with Urban Planning Division staff.)
6. A check for the application fees (if applicable) made payable to: **Broward County Board of County Commissioners**. Please consult the Development Permit Application Fee Schedule.

For ROADWAY RELATED items (1 through 5) listed under INSTRUCTIONS on Page 1 of this form, the following additional documents are also required:

1. The proposed site plan (2 original) which shows, at a minimum, the on-site traffic circulation system, adjacent roadway details, and the location of all existing and proposed driveway(s). The site plan must provide relevant dimensions and must be drawn to scale.
2. Signed and sealed drawings (2 original) clearly illustrating the proposed change(s). The drawings must provide relevant dimensions and must be drawn to scale.
3. A valid Pre-Application approval letter from the Florida Department of Transportation is required for all roadway and/or access related applications which abut a Trafficway that is functionally classified as a State Road. This requirement includes the creation or amendment of vehicular access and/or any improvements requiring permits from the State.

For NON-ROADWAY RELATED items (6 through 12) listed under INSTRUCTIONS on Page 1 of this form, please consult with Urban Planning Division staff to determine any additional required documentation.

All documents listed must also be submitted electronically as a separate pdf on a CD, flash drive, etc.

NOTARY PUBLIC: Owner/Agent Certification

This is to certify that I am the owner/agent of the property described in this application and that all information supplied herein is true and correct to the best of my knowledge. By signing this application, owner/agent specifically agrees to allow access to described property at reasonable times by County personnel for the purpose of verification of information provided by owner/agent.

Owner/Agent Signature _____

Date _____

NOTARY PUBLIC

STATE OF FLORIDA COUNTY OF BROWARD

The foregoing instrument was acknowledged before me by means of ☐ physical presence | ☐ online notarization, this _____ day of _____, 20_____, who ☐ 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) _____

For Office Use Only

Application Type/Title of Request _____

Application Date

Acceptance Date

Fee

Comments Due

Report Due

CC Meeting Date

Adjacent City or Cities _____

☐ Plats

☐ Site Plans

☐ City Letter

☐ FDOT Letter

☐ Other:

Distribute To

☐ Engineering

☐ Traffic Engineering

☐ Mass Transit

☐ Other:

Comments _____

Received By _____