



Application Number _____

Public Works and Environmental Services Department
HOUSING AND URBAN PLANNING DIVISION

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

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

This application should be submitted to the Housing and Urban Planning Division- Platting Section for review and acceptance. This form is used to apply for changes or waivers to requirements of development permit applications processed under the Broward County Land Development Code. Please select the applicable change or waiver requested:

ROADWAY RELATED

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

NON-ROADWAY RELATED

- ☐ Design Criteria
- ☐ Waste Water Disposal/Source of Potable Water
- ☐ Fire Protection
- ☐ Parks and/or School Dedications
- ☐ Impact/Concurrency Fee(s)
- ☐ Environmental Impact Report
- ☐ Other Changes

Project Information

Plat/Site Plan Name

Plat/Site Number

Plat Book - Page (if recorded)

Owner/Petitioner Name

Address

City

State

Zip

Phone

Email

Agent for Owner/Petitioner

Contact Person

Agent Address

City

State

Zip

Agent Phone

Agent Email

Folio(s)

Location _____ <i>north side/corner north</i> side of _____ <i>street name</i> at/between/and _____ <i>street name / side/corner</i> and/of _____ <i>street name</i>
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
Brief narrative explaining proposed changes in detail including the desired result and justification for the request (attach additional sheet if necessary):

REQUIRED DOCUMENTATION
A pre-application meeting is required with the Housing and Urban Planning Division to discuss the request and the submittal requirements. To schedule a meeting, send an email to PDMDinfo@broward.org. Pre-application meetings are held every Wednesday and Fridays, between 2pm and 330pm, subject to availability. Submit one (1) original and one (1) digital copy of the documents listed below. 1. A pre-application meeting receipt. 2. Narrative clearly describing proposed changes. Be sure to include detailed information of opening location, size, etc. 3. Letter from the applicable municipality, dated within six (6) months of formally submitting the application, stating the city's position on this request. 4. Opinion of Title with a search date within thirty (30) days of formal submittal. 5. A copy of the approved or recorded plat. 6. A check for the application fees (if applicable) made payable to: Broward County Board of County Commissioners. 7. Any other relevant documentation, as deemed necessary. For ROADWAY RELATED changes or waivers, the following additional documents are 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 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.

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 Municipality _____

Submittal Documents (select all that apply):

☐ Plats ☐ Site Plans ☐ City Letter ☐ FDOT Letter

☐ Other:

Additional Staff Comments _____

Received By _____