Development and Environmental Review Online Application Instructions

INSTRUCTIONS

If attached to Application, please separate before submitting Application and other required attachments for Development and Environmental Review.

For your application to be officially accepted for processing, you must complete this application in full. The owner/agent certification at the bottom of the application must be signed and notarized, and the applicable supplemental forms must be completed and attached. Do not leave any fields blank. If any information requested is not applicable, use **N/A**. This is a form fillable application and can be saved. This form uses digital signatures and online notarizations. If hand signatures are preferred, please type this application then print for signature. If forms are printed blank and hand filled, they must be legible to accurately process. Use **black ink**. All printed forms must be scanned and submitted as PDF for processing.

Project Information

Provide Plat/Site Plan Name and associated information in this area.

First address block listed is the address of the plat/site.

Second address block is the address of the associated agent or contact person for the plat/site, if applicable.

Location information should description location of the plat/site, if standing in front of the location. Example: *north side of SW 2nd Street, between SW 1st Avenue and South Andrews Avenue*; *corner north of West Broward Boulevard and west of North University Drive.*

Type of Application (APPLICABLE FORMS)

Application and **instructions** are used for all purposes. For **plats**, **site plans**, and **note amendments**, continue with the **questionnaire form**. For **vacations**, skip the questionnaire, use the **vacation continuation form** for additional petitioners and authenticity of ownership as needed. **Notary continuation form** is also required for vacations, specifically the affidavit. If business or government entity certification is needed, use this notary. Notary on the last page of the main application is always required no matter what additional forms are used.

Each application type uses its own checklists to highlight additional letters and information that will be required for submission with each application. Use these checklists as personal guides when filling out the application for submittal to the Development and Environmental Review Office.

Check these boxes appropriately for type of applications. Checkmarks will dually set PRINT button function, if used, and will identify below which additional forms you will need to fill out.

☐ **Plat** ☐ **Application *(Instructions NOT PRINTED)*** ☐ **Questionnaire Form** ☐ **Plat Checklist**	☐ **Site Plan** ☐ **Application *(Instructions NOT PRINTED)*** ☐ **Questionnaire Form** ☐ **Site Plan Checklist**
☐ **Note Amendment** ☐ **Application *(Instructions NOT PRINTED)*** ☐ **Questionnaire Form** ☐ **Note Amendment Checklist**	☐ **Vacation** ☐ **Application *(Instructions NOT PRINTED)*** ☐ **Vacation Continuation *(Instructions NOT PRINTED)*** ☐ **Vacation Checklist** ☐ **Notary Continuation Form** ☐ **Affidavit (REQUIRED)** ☐ **Business Entity Cert (if applicable)**

Application Status

Please check appropriate boxes as described.

If this project has been previously submitted through this office, provide associated project number and name, otherwise check box **N/A** if not applicable, or **Don't Know** if unknown.

Replat Status

Please answer questions and check appropriate boxes as described.

If you answered **YES** to the first question, provide Project Name and Number. If unknown, answer **UNKNOWN**. Answer **N/A** otherwise.

Answer underlying plat question.

If you answered **YES** to this question, please answer number and types of units approved, proposed, and difference. Answer **N/A** otherwise.

School Concurrency

Please check appropriate boxes as described.

If you answered **NO** to the first question, skip the remaining and continue to next section, Land Use and Zoning.

For residential applications only, if you answered **YES** to the first and any subsequent questions, read notes below for additional application requirements.

Land Use Zoning

The information provided will be used to determine the project's overall impact on urban service delivery facilities and programs. The **EXISTING** and **PROPOSED** sections will be used to calculate impact fees and Traffic Concurrency. A note will be placed on the plat restricting the property in accordance with the proposed use(s) specified below.

Please reference below **Land Use Types for Impact Assessment** section, **Residential Uses** and **Non-Residential Uses** tables, **Land Use** column, to answer associated land use questions.

Existing Land Use

Has this site been built upon? Are there any buildings, dwellings, or any type of manmade structure on this location?

Please reference below **Land Use Types for Impact Assessment** section, **Residential Uses** and **Non-Residential Uses** tables, **Land Use** column, to answer associated land use questions.

Provide square foot size of building or total number of dwelling units, if residential.

Provide date last occupied for use.

Please check or circle appropriate boxes for existing structure.

Proposed Use

Please specify the proposed use in accordance with the land use categories. Note: Residential uses must be expressed based upon DWELLING UNIT TYPES listed on this form. COMMERCIAL, OFFICE, and CHURCH USES must be expressed in terms of gross building square footage. If there are any unique factors which may affect traffic generation, attach a separate sheet(s) and describe fully.

Please reference below **Land Use Types for Impact Assessment** section, **Residential Uses** and **Non-Residential Uses** tables, **Land Use** and **Units of Measure** columns to fill in this section.

NOTARY PUBLIC

The owner/agent of the plat/site plan must sign this section before a notary public and then have the application notarized. This application will not be processed without notarization.

Land Use Types for Impact Assessment

Residential Uses

Land Use	Unit of Measure	Plat Restricted to Land Use and:
Single family (Must be detached structure, including zero-lot units)	Dwelling unit	Number of dwelling units
Duplex	Dwelling unit	Number of dwelling units
Townhouse	Dwelling unit	Number of dwelling units
Villa	Dwelling unit	Number of dwelling units
Garden Apartment	Dwelling unit	Number of dwelling units
Mobile Home Park	Dwelling unit	Number of dwelling units
Mid-Rise (4-8 residential stories)	Dwelling unit	Number of dwelling units
High Rise (9 or more residential stories)	Dwelling unit	Number of dwelling units
Retirement Community (Residents age 55 or older)	Dwelling unit	Number of dwelling units
Hotel/Motel	Room	Number of rooms

Non-Residential Uses

Land Use	Unit of Measure	Plat Restricted to Land Use and:
Office	Gross building sq. ft.	Number of square feet
Bank	Gross building sq. ft.	Number of square feet
General Industrial (up to 30% office use per tenant)	Gross building sq. ft.	Number of square feet
General Industrial	Acres	Number of acres
Industrial Mini-Warehouse	Gross building sq. ft.	Number of square feet
Flex Industrial (up to 30% commercial use per tenant)	Gross building sq. ft.	Number of square feet
Industrial/Office (up to 50% office use per tenant)	Gross building sq. ft.	Number of square feet
Commercial (unrestricted)	Gross building sq. ft.	Number of square feet
Hospital	Gross building sq. ft.	Number of square feet
Nursing Home	Beds	Number of beds
Park	Acres	Number of acres
Church	Gross building sq. ft.	Number of square feet
Marina	Boat berth	Number of berths
School	Type and gross building sq. ft.	Number of square feet
Day Care Center	Gross building sq. ft.	Number of square feet
Wholesale Nursery	Acres	Number of acres
Car Dealership	Gross building sq. ft.	Number of square feet
Community Center	Gross building sq. ft.	Number of square feet
Commercial Recreation	Acres	Number of acres
Other uses not listed -*please specify*		