

Application No. \_\_\_\_\_ -CU- \_\_\_\_\_



**APPLICATION FOR CONDITIONAL USE**

**PLANNING AND ZONING DIVISION**

SUBMIT ALL

Section 1: **General Application Requirements**

HELPFUL INFORMATION

Section 2: **Submittal Requirements**

Section 3: **Development Review Committee (DRC) Information**

*City of*  
**Miramar**

**Community Development Department**  
2200 Civic Center Place  
Miramar, Florida 33025  
(954) 602-3264  
[www.ci.miramar.fl.us](http://www.ci.miramar.fl.us)

## **SECTION 1: GENERAL REQUIREMENTS**

**INSTRUCTIONS:** Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable). Please include the items listed in Section 2 of the application.

**DEVELOPMENT REQUEST** – Check one type **ONLY** (Use separate applications if applicable)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Abandonment/Vacation of Right-of-Way or Easement | <input type="checkbox"/> Land Development Code Amendment | <input type="checkbox"/> Plat Waiver   |
| <input type="checkbox"/> Appeal of decision/determination                 | <input type="checkbox"/> Land Use Plan Map Amendment     | <input type="checkbox"/> Rezoning      |
| <input type="checkbox"/> Community Appearance Board                       | <input type="checkbox"/> Master Development Plan (PUD)   | <input type="checkbox"/> Site Plan     |
| <input type="checkbox"/> Comprehensive Plan Text Amendment                | <input type="checkbox"/> Master Zoning Plan              | <input type="checkbox"/> Temporary Use |
| <input type="checkbox"/> Conditional Use                                  | <input type="checkbox"/> Plat                            | <input type="checkbox"/> Variance      |
| <input type="checkbox"/> Developer’s Agreement                            | <input type="checkbox"/> Plat Delegation Request         | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Development of Regional Impact (DRI)             | <input type="checkbox"/> Plat Exemption                  |  |

**DEVELOPMENT/PROJECT NAME:** \_\_\_\_\_

**DEVELOPMENT / PROJECT ADDRESS OR LOCATION:** \_\_\_\_\_

Legal Description (*attach separate sheet if necessary*): \_\_\_\_\_

All Tax ID Folio Numbers: \_\_\_\_\_

**Project Narrative** (*Please attach as a separate sheet*)

Residential Use(s)/Unit Type(s): \_\_\_\_\_

Number of Residential Units: \_\_\_\_\_

Non-Residential Use(s) (Type & sq. ft.): \_\_\_\_\_

Current Use(s) of Property: \_\_\_\_\_

Proposed Use(s) of Property: \_\_\_\_\_

Is the property platted?      Yes      No  
 OR Book & Page: \_\_\_\_\_  
 Plat Name: \_\_\_\_\_

Is the property an existing legal lot of record?      Yes      No  
 If no, please explain on a separate sheet.

Site Area (sq. ft. & acres): \_\_\_\_\_

**Existing** Zoning Designation(s): \_\_\_\_\_

**Proposed** Zoning Designation(s): \_\_\_\_\_

**Existing** Land Use Designation(s): \_\_\_\_\_

**Proposed** Land Use Designation(s): \_\_\_\_\_

Will the plat be affected by this application?      Yes      No  
 If yes, please explain on a separate sheet.

Is the property the subject of code enforcement action?  
 Yes      No  
 If yes, code enforcement case no.: \_\_\_\_\_

<b>PROPERTY OWNER NAME:</b>		<b>SIGNATURE:</b>	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
<b>NOTARIZATION</b>			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

<b>CONTRACT PURCHASER NAME:</b>		<b>SIGNATURE:</b>	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
<b>NOTARIZATION</b>			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

<b>TENANT NAME:</b>		<b>SIGNATURE:</b>	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
<b>NOTARIZATION</b>			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

<b>AGENT NAME:</b>		<b>SIGNATURE:</b>	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
<b>NOTARIZATION</b>			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

**APPLICATION FOR PLAN REVIEW SERVICES  
(Cost Recovery Review)**

**APPLICANT:** \_\_\_\_\_

**PROJECT:** \_\_\_\_\_

APPLICANT hereby requests CITY to utilize the cost recovery plan/permit review services provided by Ordinance No. 97-39 of the City of Miramar, Florida. In electing the cost recovery procedure, the APPLICANT will benefit from an expedited review of the project application. The APPLICANT understands and agrees that APPLICANT will be responsible for all costs and expenses incurred by the CITY's consultant(s) in reviewing such project, plus a 10% administration fee and a 7% surcharge. A minimum initial deposit is required. APPLICANT has deposited with the CITY the sum of \$\_\_\_\_\_, which shall be applied to the review cost and expenses incurred and which shall be replaced upon notice from CITY that such funds have been expended.

APPLICANT understands and agrees that any decision concerning compliance with any applicable codes and regulations is solely within and reserved to the authority of CITY employees and the City Commission, as provided by law. CITY reserves the right to review, modify and/or revise, in its sole discretion, any work performed by cost recovery consultants. APPLICANT understands and agrees that the above-referenced consultant shall work solely under the supervision and direction of CITY staff.

This document shall be executed by the owner and/or the agent that has signed the application on pages 3 or 4.

<b>APPLICANT SIGNATURE</b>	
<b>Sign Name:</b>	_____
<b>Print Name:</b>	_____
<b>Title:</b>	_____
<b>Date:</b>	_____

**SECTION 2: SUBMITTAL REQUIREMENTS**  
**CONDITIONAL USE**  
**(Land Development Code Section 503)**

1. A pre-application conference with staff is required prior to submittal
2. Completed application form with all signatures notarized. If applicant is the contract purchaser, include copy of contract. *(Privileged information, such as the sale price, may be covered up)*
3. Narrative (explanation of project, justification, historical background (if known))
4. Proof of Ownership Documents (Warranty Deed)
5. Survey dated within one year of date of submittal that accurately reflects current site conditions

**At least one survey must be signed and sealed, the others may be copies.**

6. For the Conditional Use of *alcoholic beverage sales*, a special survey must be provided specifying the distance to any established place of worship or school property within 1,500 feet and to any other licensed business within 300 feet of the main entrance of the proposed sales location.
7. Record Plat
8. Conceptual site plan (see attachment on page 9)
9. Criteria for Granting Conditional Use Approval per LDC Section 503.3 addressed in writing – for the Conditional Use for a *Gasoline Service Station*, also address criteria of LDC Section 713.19 in writing

10. Application Filing Fee:	<b>\$3,210</b>	(\$3000 + \$210 (7% surcharge))
	<b>PLUS</b>	
Legal Cost Recovery:	<b>\$300</b>	
<b>Total:</b>	<b>\$3,510</b>	

**Refer to Schedule of Engineering Fees Document to see if any fees apply**

10. Cost Recovery deposit **\$1,000**, if applicable

**A minimum of 5 sets of the foregoing information must be submitted;  
7 if you choose the Cost Recovery review option**

## CRITERIA FOR GRANTING CONDITIONAL USE

The City's Land Development Code (*LDC Section 503*) provides that before a Conditional Use is granted the findings contained herein must be met. **Please provide a letter justifying the need for this Conditional Use that addresses the purpose as defined below.**

### PURPOSE

*(LDC Section 503.1)*

Conditional uses are generally not compatible with the other land uses permitted in a zoning district, but may be permitted following individual review as to their number, location, design, configuration, and/or methods and hours of operation, with careful consideration of the **public need for the particular use at the particular location proposed**, as well as the need for the imposition of individualized conditions, in order to ensure that the use is compatible with the surrounding neighborhoods and appropriate at a particular location.

**The applicant must address each of the following standards (*LDC Section 503.3*) by explaining how they are satisfied on an item-by-item basis.**

- (a) The proposed use shall be consistent with the Comprehensive Plan.
- (b) The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety, comfort, or general welfare.
- (c) The proposed use shall be consistent with the existing natural environment and community character of the immediate neighborhood of the proposed use.
- (d) Utilities, roadway capacity, drainage, and other necessary public facilities, including police, fire, emergency services, shall exist at the City's adopted level of service, or will be available prior to the issuance of any certificate of occupancy.
- (e) Adequate measures exist or shall be taken to provide ingress and egress to the proposed use, for both vehicles and pedestrians, in a manner that minimizes traffic congestion in the public streets, and the use may not result in a significantly greater amount of traffic on local streets than would result from a development permitted by right.
- (f) The establishment of the conditional use shall not impede the development and improvement of surrounding properties for uses permitted in the zoning district nor have a negative impact on the value of those properties.
- (g) The design of the proposed use shall minimize adverse effects, including noise, light, dust or other potential nuisances, of the proposed use on adjacent property through the use of building orientation, setbacks, buffers, landscaping and other design criteria.
- (h) The use shall not have an adverse impact on the economic stability of the neighborhood.
- (i) The land area must be sufficient, appropriate and adequate for the proposed use.

## **REQUIREMENTS FOR CONCEPTUAL SITE PLAN**

**(All site plans must be in 24" x 36" format)**

1. Proposed name(s)
2. North point, scale and date
3. Name of person(s) responsible for the preparation of the plan(s) and their registration number(s) and seal(s)
4. Legal description
5. Schematic representation of proposed use:
  - Location, dimensions and type of all proposed uses and building footprints
  - Maximum building heights
6. Schematic representation of major vehicular circulation within the site:
  - Number of required parking spaces
  - Number and location of all proposed parking spaces and loading areas
  - Location and dimensioning of all access ways and drive aisles
  - Schematic representation of points of connection to the public and private right-of-way(s)
7. Schematic representation of open space:
  - Location and dimensioning of all required buffers
  - Location of all required landscaped areas, including pedestrian areas and parking lot islands
8. Preliminary site calculations:
  - Percent of pervious area, percent of impervious area, and percent of lot coverage shown

**SECTION 3: DEVELOPMENT REVIEW COMMITTEE (DRC)**

1. **Pre-application meeting:** Contact the Community Development Department at (954) 602-3264 to schedule a pre-application meeting.
2. **Application Intake:** DRC meetings occur bi-monthly, usually on a Thursday morning. New submittals will only be accepted by appointments on the Monday prior to the DRC meeting. Resubmittals are accepted by appointments on the Tuesday prior to the DRC meeting in the **morning only**. Please contact the DRC Plans Coordinator at (954) 602-3269 to schedule an appointment. See our Meeting Calendar: <http://www.commdev.miramar-fl.gov/calendar.htm>
3. **Review by DRC members:** The following Departments / Divisions review DRC applications:

<b>PLANNING DIVISION</b>		
(954) 602-3264		
<b>BUILDING</b> (954) 602-3201	<b>FIRE</b> (954) 602-4600	<b>PUBLIC WORKS</b> (954) 538-6814
<b>COMMUNITY SERVICES</b> (954) 538-6804	<b>LANDSCAPING</b> (954) 602-3260	<b>TRAFFIC</b> (954) 602-3319
<b>ENGINEERING</b> (954) 602-3320	<b>POLICE</b> (954) 602-4000	<b>UTILITIES</b> (954) 538-6828
<b>EXTERNAL AGENCIES</b>		
<b>BROWARD COUNTY MASS TRANSIT</b> (954) 357-8351	<b>SOUTH BROWARD DRAINAGE DISTRICT</b> (954) 680-3337	

4. **DRC Approval Meetings:** The DRC generally meets twice a month on Thursday mornings, excluding holidays. A project may be postponed a maximum of six (6) months. Additional postponements require the approval of the Assistant Director. *Note: DRC Approval is required at least 4 weeks prior to City Commission Hearing.*
5. **Resubmissions:** Applications that are not approved may require submittal of new or revised materials to resolve outstanding issues. These applications will then be considered at the next DRC meeting, or at a subsequent DRC meeting as determined by Staff or as requested by the applicant.

# HELPFUL CONTACTS

UTILITY COMPANIES	SITE PLAN & PLAT REVIEWS
<p>The Utility companies listed below should be contacted for <b>easement and right-of-way issues.</b></p>	<p>The agencies and companies listed below should be contacted for <b>site plan and/or plat review.</b></p>
<p><b>Comcast</b>                  2501 S.W. 145<sup>th</sup> Avenue                  Miramar, FL 33027                  Charlene Reagan - Phone: (954) 534-7440</p>	<p><b>All Service Refuse</b>                  751 Northwest 31<sup>st</sup> Avenue                  Fort Lauderdale, FL 33311                  Ralph Trapani - Phone: (954) 583-1830                  email: <a href="mailto:Trapanir@repsrvsouth.com">Trapanir@repsrvsouth.com</a></p>
<p><b>Bell South</b>                  8601 West Sunrise Boulevard                  Plantation, Florida 33322                  Evan Bewry                  Phone: (954) 423-6296                  Fax: (954) 423-6533</p>	<p><b>Broward County Mass Transit</b>                  Broward County Mass Transit Division (BCT)                  3201 W. Copans Road                  Pompano Beach, FL 33069                  David Daniels - E-mail: <a href="mailto:dadaniels@broward.org">dadaniels@broward.org</a>                  Phone: (954) 357-8351 - Fax: (954) 357-8342</p>
<p><b>NUI – Florida City Gas</b>                  9555 E. 25<sup>th</sup> Street                  Hialeah, FL 33013                  Ramiro Sicre                  Phone: (305) 835-3610                  E-mail: <a href="mailto:rsicre@agl.resources.com">rsicre@agl.resources.com</a></p>	<p><b>South Broward Drainage District (SBDD)</b>                  6591 S.W. 160<sup>th</sup> Avenue (Dykes Road)                  Davie, FL 33331                  Leo Schwartzberg, Director                  Phone: (954) 680-3337 Cell: (954) 658-1989                  Fax: (954) 680-3339</p>
<p><b>FPL - Florida Power and Light Company</b>                  4000 Davie Road Extension                  Hollywood, Florida 33024                  Phone: (954) 442-6350                  Fax. (954) 442-6340</p>	<p><b>U.S. Post Office</b> (per site location)</p> <ul style="list-style-type: none"> <li>▪ <b>Between U.S. 441 and Utopia Drive:</b>                      810 S. State Road 7, Hollywood, FL 33023                      Barbara Moore - Phone: (954) 894-6691</li> <li>▪ <b>Between Utopia Drive and Flamingo Road</b>                      Pines Annex:                      12277 Pembroke Rd, Pembroke Pines FL 33025                      Ida Jauregui - Phone: (954) 441-7729</li> <li>▪ <b>Vicky Coceano Miramar Branch:</b>  <b>Between Flamingo Rd and S.W. 172<sup>nd</sup> Ave.</b>                      14900 S.W. 30<sup>th</sup> Street, Miramar, FL 33027                      Carol Lima - Phone: (954) 704-8993</li> <li>▪ <b>Chapel Lakes Branch: West of S.W. 172 Ave</b>                      21001 Pines Boulevard, Pembroke Pines, FL 33029                      Jeanie Brown - Phone: (954) 433-1644</li> </ul>
<p style="text-align: center;">THIS IS A COMPREHENSIVE LIST OF EXTERNAL AGENCIES THAT REVIEW AND APPROVE SPECIFIC APPLICATIONS.                  CONTACT INFORMATION IS SUBJECT TO CHANGE.</p>	