

CITY OF HALLANDALE BEACH

Planning & Zoning Division

MAJOR DEVELOPMENT REVIEW SUBMISSION CHECKLIST



PLEASE PRINT OR TYPE			
Date:		Folio # (required):	
Project Name:			
Location/Subject Property			
Applicant's name:		Phone:	
Agent's Name (if applicable)		Phone:	
Type of Application (check one):	<input type="checkbox"/> Residential # Units:		<input type="checkbox"/> Commercial Square ft.:

This checklist is for the convenience of applicants and the city to ensure basic submission information is provided. Applicants are responsible for submitting proposal in total compliance with all the requirements of Section 32-786 of the Zoning and Land Development Code. Failure to provide any listed items shall result in an incomplete application which will not be accepted by the City. The adequacy of the submittal will be determined by staff.

Section I – General Information

A. Applicant has had a pre-application meeting with staff. YES NO

CHECKLIST	APPLICANT	CITY
1. Fees: Proof of payment (full fee).	<input type="checkbox"/>	<input type="checkbox"/>
2. Application has been fully completed, including full address, location and legal description of the subject property. Application must be notarized.	<input type="checkbox"/>	<input type="checkbox"/>
3. A certified plat of survey, prepared of survey, prepared within one (1) year from date of Application, which includes: <ul style="list-style-type: none"> a) An accurate folio number and legal description of the subject property. b) Computation of the total area of property in square feet and to the nearest tenth of an acre. c) Zoning of the property. Note: Consult staff on the use of existing outdated surveys. Partial surveys may be allowed on oversized properties on certain requests.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Proof of ownership, which shall consist of at least one of the following: <ul style="list-style-type: none"> a) A fee simple title b) An option to acquire fee simple title within a specific period of time c) A leasehold interest in excess of 20 years d) A marketable title subject to certain conditions which will not substantially restrict development within a reasonable time 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Mailing list of all properties within 1,000 feet. <ul style="list-style-type: none"> A. Mailing list B. An option to acquire fee simple title within a specific period of time C. Letter certifying the accuracy and completeness of the mailing list, prepared by a professional (see the notice requirement handout). 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. For projects proposing residential units, provide a School Concurrency Availability.	<input type="checkbox"/>	<input type="checkbox"/>
7. Information pertaining to previous building and land development experience of the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
8. Determination (SCAD) letter from Broward County School Board.	<input type="checkbox"/>	<input type="checkbox"/>

