CITY OF HALLANDALE BEACH
CONDITIONAL USE
SUBMISSION CHECKLIST

Date: _____ **Folio # (required)** _____
Location/Subject property: _____
Applicant's Name: _____ Phone: _____
Agent's Name (if applicable): _____ Phone: _____

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 32-964 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 conference with staff. ____Yes ____No

		APP	CITY
1.	Fees: Proof of payment (full fee)	____	____
2.	Application has been fully completed, including full address, location, folio number and legal description of the subject property. Application must be notarized.	____	____
3.	A certified plat of survey, prepared within one (1) year from date of application, which includes:	____	____
	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.	____	____
4.	A cover letter which clearly identifies what the variance request is and why it is necessary.	____	____
5.	A COMPLETE response to the review standards noted in Section 32-964.		
6.	Proof of ownership of the property with signature of all owners of record.	____	____
7.	Written consent (notarized) of owner of record, if applicant is not the owner of the subject property; if joint and several owners, the written consent of all owners of record.	____	____
8.	A site plan or plot plan which accurately represents the proposal, including specifying all applicable dimensions. (Scale no smaller than 1" = 20ft.)	____	____
9.	Copy of Lobbyist/Developer's Representative Registration Form/Oath filed with the City Clerks office.	____	____

		APP	CITY
10.	A mailing list of all property owners located within 1000 feet of the subject property, measured from the perimeter boundaries of the property:	____	____
	a. Mailing List	_____	____
	b. Map of 1000ft radius area	_____	____
	c. Letter certifying the accuracy and completeness of the mailing list, prepared by a professional as listed in the notice requirement handout.	_____	____
11.	Fifteen copies are provided of documents larger 8-1/2 x 11 inches. - All copies larger than 8-1/2 x 11 inches are Folded to a size no larger than 8-1/2 x 11inches with title block folded out. - Sheets are no smaller than 8” x 11”, nor larger than 24” x 36” (Exceptions must be approved by the Director.)	____	____
12.	Electronic (PDF) copy of complete submittal package.	____	____

Section 32-964 Conditional Uses: Applications for conditional uses shall be reviewed with consideration given to the following:

1. That the use is compatible with the existing natural environment and other properties within the neighborhood.

2. That the use will create no substantial detrimental effects on property values in the neighborhood.

3. That there are adequate public facilities such as schools, roads, parks, and utilities within the service areas involved.

4. That there will be adequate provisions for the traffic movement, both vehicular and pedestrian, both internal to the use and the area which will serve the use.

5. That there will be adequate drainage systems to service the use with particular attention to the necessity for on-site retention systems to alleviate drainage and pollution problems.

6. That there are adequate setbacks, buffering, and general amenities in order to control any adverse effects of noise, light, dust, and other nuisances.

7. That the land area is sufficient, appropriate and adequate for the use and any reasonably anticipated expansion thereof.

8. Any other conditions as may be stipulated and made a requirement in granting any application for a conditional use, when it is considered necessary to further the intent and general welfare, including, but not limited to.