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400 South Federal Highway  
Hallandale Beach, FL 33009  
Phone: (954) 458-1375  
Fax: (954) 457-1488

**Memorandum**

Dear Applicant/Property Owner,

Applications submitted to the Planning and Zoning Division are generally required to obtain approval through at least 1 public hearing at a Planning and Zoning Board and/or a City Commission meeting. State and municipal laws require that notification be given to surrounding property owners of any upcoming public hearing within a certain proximity to their property. In Hallandale Beach, the applicant is responsible for mailing courtesy notices to surrounding property owners and posting the subject property.

*Posting of Property*

The subject property of any application requiring a public hearing must be posted, by the applicant, with a sign 10 days prior to the hearing stating the date, time, place of the hearing, property location and the application number(s). Applications for Major Development, Land Use Plan Amendment, and Rezoning shall require a double-sided, 4'x4' sign. All other applications require a sign to be provided by the City. In addition:

- The sign shall be posted perpendicular to the property line, and visible and legible from adjacent rights-of-way, including waterways, but except alleys. If the subject property is on more than one (1) right-of-way, a sign shall be posted facing each right-of-way.
- If the sign is destroyed or removed from the property, the applicant is responsible for obtaining another sign and posting the sign on the property.
- At least 5 days prior to the public hearing, the applicant shall submit photographs and an affidavit of proof of the posting to the Planning and Zoning Division. If the applicant fails to submit the affidavit, the public hearing will be postponed until the next public hearing after the affidavit has been supplied.

*Mailing Notices*

A courtesy notice shall be prepared by the Planning and Zoning Division and state the date, time, place of the hearing, property location and general nature of the application. This notice is to be mailed by the applicant to the surrounding property owners within 1,000 feet of the subject property 10 days prior to the date of the public hearing. The mailing list

and following information shall be provided to the Planning and Zoning Division with the application submittal:

- Copy of mailing address labels of all property owners (including individual condominium owners) within 1,000 feet of the subject property (or as directed by staff) as known by reference to the latest ad valorem tax records (This notification requirement is measured in feet from the perimeter boundaries of the subject property);
- Map of the subject area;
- A letter certifying as to the accuracy and completeness of the list by a Licensed Professional Engineer, Licensed Architect, Licensed Landscape Architect, Licensed Real Estate Broker, Licensed Real Estate Appraiser, Attorney, Licensed Land Surveyor or Urban Planner;

Within 5 days of the scheduled public hearing, the applicant shall provide to the Planning and Zoning Division:

- An Affidavit affirming the mailing was sent 10 days prior to the scheduled hearing in accordance with the City of Hallandale Beach Zoning Code and bearing written verification by the U.S. Postal Service on the date of mailing for each required public hearing.

The following companies are familiar with the City of Hallandale Beach's requirements for preparing a mailing list. They are provided solely as a courtesy and are NOT endorsed by the City. The City does not claim responsibility for the accuracy or timely acquisition of the information provided by these companies. You are NOT required to use these companies. Any of the above mentioned professionals can prepare the required documentation.

The Zoning Specialist Group, Inc.  
7900 N.W. 155th Street, Suite 104  
Miami Lakes, FL  
(305) 828-1210

Florida Real Estate Decisions I  
1500 West Cypress Creek Road  
Fort Lauderdale, FL  
(954) 761-9003

Alldata Real Estate Systems, Inc.  
290 NE 51 Street  
Fort Lauderdale, FL  
(954) 772-1800

Blue Ribbon Appraisals, Inc.  
Paula Giordano  
619 E. Sheridan Street, Suite 207  
Dania Beach, FL  
(954) 467-4148  
(954) 445-8168

Curto & Associates  
Christina Mathews  
1025 Yale Drive  
Hollywood, FL  
(954) 920-2205

If you have any further questions, please contact the Planning and Zoning Division at (954) 457-1378.