

CONDITIONAL USE APPLICATION PACKAGE

This package includes:

- General Submittal Procedures
- Submittal Checklist
- Application
- Authorized Agent Affidavit
- Permission to Reproduce Drawings and Documents

GENERAL PROCEDURES FOR FILING A SITE PLAN SUBMITTAL APPLICATION:

- Conditional Use submittal applications may be obtained at the Community Services Department and may be initiated by the owner of the property involved or his legally designated representative.
- Applicants for Conditional Use approval are required to arrange a pre-application conference prior to submittal to discuss their requests with a member of the Community Services Department staff. You may arrange an appointment by calling 954-390-2180.
- An application for Conditional Use review together with the appropriate fee, as established by resolution of City Commission, shall be submitted with forms provided by the Community Services Department following the pre-application conference.
- The Community Services Department shall review the application and all support documents for completeness and notify the applicant of any deficiencies in the application or support documents and specify what additional requirements are to be met. Once the Community Services Department has determined that the application and support documents are complete, the application and support documents shall be distributed to the Development Review Committee (DRC). The DRC consists of staff from several different City Departments who review plans for compliance within their areas of expertise.
- For purposes of expediting the review process the DRC shall simultaneously review Conditional Use plans for concurrency management and compliance with City codes, rules and regulations.
- The DRC shall forward their recommendations and findings to the Planning and Zoning Board.
- The Community Services Department shall place the Conditional Use application upon the next most appropriate Planning and Zoning Board agenda for public hearing. Planning and Zoning Board meetings are held regularly on the first Monday after the first Tuesday of each month, beginning at 7:00 p.m. A schedule of meeting dates and deadlines is available at the Community Services Department. The applicant will receive an agenda and staff report concerning the proposed site plan and staff recommendations prior to the Planning and Zoning Board meeting.

CONDITIONAL USE APPLICATION

Submittal Checklist

(Please refer to Unified Land Development Regulations Articles 150 for more information)

The initial application submittal shall be accompanied by twelve (12) copies of the site plan and other required plans and documents for review by the DRC. Additional copies will be required for the Planning and Zoning Board in a quantity determined by Staff. All plans shall be folded and bound together in separate plan sets with a cover sheet indicating plan sheet numbers. The overall size of plans shall be twenty-four (24) by thirty six (36) inches drawn at a scale no smaller than one (1) inch equals twenty (20) feet except when a smaller scale is approved by the Community Services Department. All plans shall be prepared by professional land surveyors, engineers, architects, landscape architects, or other appropriate professionals as applicable. At least one set must be signed and sealed by the professional(s) preparing the documents. Such professionals shall be licensed and registered in the State of Florida. All plans shall be prepared by the proper professionals as determined by applicable laws.

Staff Use – √ for each item	Required Items (This list may be modified after the pre-application with Staff)	
submitted		
	 A written statement demonstrating the following: a. The proposed use is 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 not diminish the use or enjoyment of other property in the immediate neighborhood for the purposes permitted in the district; d. The establishment of the conditional use shall not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the zoning district; e. The proposed use shall not diminish property values in the neighborhood. f. Adequate utilities, road access, drainage, and other necessary facilities already exist, shall be provided by the applicant, or are programmed to serve the proposed use; g. Adequate measures already exist or shall be taken to provide ingress and egress to the proposed use in a manner that minimizes traffic congestion in the public streets, and to provide safe and adequate pedestrian and vehicular circulation; h. The proposed use shall be consistent with the community character of the immediate neighborhood of the proposed development; i. Development of the proposed use shall not adversely affect a known archaeological, historical, or cultural resource located on or off the parcel proposed for development; j. The design of the proposed use shall minimize adverse effects, including visual impacts, of the proposed use on adjacent property; k. The applicant has the financial and technical capacity to complete, operate, and maintain the conditional use as proposed and has made adequate legal provisions to guarantee the provision, development and 	
	maintenance of any buffers, landscaping, public open space, and other improvements associated with the proposed use; and	
	I. The proposed use shall meet all other standards or requirements set forth in the ULDR that apply to that use in the zoning district in which it	

is located.
Boundary survey
One (1) tree survey, if applicable.
One (1) copy of a recorded plat, if the property has been platted.
• Existing features (trees, water, structures) including topography, roadways,
and use areas
Photometric plan
• Site plan showing total square footage, ingress and egress, parking area, computation of required parking, required setbacks, pervious area, etc.
 Separate landscape plan prepared in accordance with Sec.150-190
Proposed signage
 Proposed building floor plans and architectural elevations, including building height and finished floor elevations, if applicable.
 Color site plan elevations and renderings OR color photographs for meeting presentation purposes
• If necessary, written authorization to reproduce any documents accompanying site plan submittals from the applicant, agent, architect, landscape architect, engineer, attorney, etc.
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Other Items as determined during by Staff:
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CONDITIONAL USE APPLICATION

Address/Location of Subject Property:				
Owner (Applicant):				
Address:				
Telephone #:	Fax #:	E-mail:		
Agent for Applicant:				
Telephone #:	Fax #:	E-mail:		
		ap designation		
Associated Applications (i.e	., Rezoning, Plat, Comprehe	ensive Plan amendment, etc.):		
Current Use of Land				
Description of Proposed De	velopment			

l,	certify that I am the owner or authorized				
representative of the property described herein, and that all answers to the questions in this application and any sketches, data or other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief.					
Signature of Property Owner	Print or type name	Date			
Signature of Agent (if applicable)	Print or type name	Date			
STATE OF FLORIDA)		·····			
COUNTY OF BROWARD)					
The foregoing instrument was acknument was acknument,, by known to me or who has produced			s personally as		
identification and who did not take a	an oath.				
Notary Public					
Print or type name My Commission Expires:					

Authorized Agent Affidavit

NOTE: IF THE APPLICANT IS REPRESENTED BY AN AGENT, THE FOLLOWING POWER OF ATTORNEY <u>MUST</u> BE PROPERLY EXECUTED.

const to exe	V ALL MEN THAT I,itute and appointecute the foregoing instrument in my name, place and stead this	_ my true and lawful agent,
Date:_	Signature of owner or authorized ag	ent
	Print or type name	
etc.	Name of owner/agent entity if a corporation, L.L.C., partnership,	trust,
	Representative capacity of person signing Affidavit: President or Vice President of Corporation Managing Member of L.L.C. General Partner Trustee Etc.	
STAT	E OF FLORIDA))	
COUN	ITY OF BROWARD)	
	regoing instrument was acknowledged before me this d	
knowr	to me or who has producedication and who did not take an oath.	as
Notary	/ Public	
	or type name ommission Expires:	

Permission to Reproduce Drawings and Documents

IF DRAWINGS PREPARED BY AN ARCHITECTURAL, ENGINEERING OR OTHER FIRM ARE SUBMITTED, THE FIRM <u>MUST</u> EXECUTE THE PERMISSION TO REPRODUCE ON THE FOLLOWING PAGE.

AFFIDAVIT	
KNOW ALL MEN THAT I,, do hereby grant the reproduce all or a portion of all plans, drawings, etc., submitted in co	(Title), of the firm of City of Wilton Manors permission to
application.	onnoction with the follogoling
Signature	
Print or type name	
Title:Date:	
STATE OF FLORIDA)	
COUNTY OF BROWARD)	
The foregoing instrument was acknowledged before me this, by, by	
known to me or who has produced	
not take an oath.	
Notary Public	
Print or type name My Commission Expires:	