



Life's Just Better Here

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 Development 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 Development 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 Development Services Department following the pre-application conference.
- ❖ The Community Development 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 Development 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 Development 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 Development 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 Development 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 submitted	Required Items (This list may be modified after the pre-application with Staff)
	<ul style="list-style-type: none"> • A written statement demonstrating the following: <ol style="list-style-type: none"> 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 l. 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.
	<ul style="list-style-type: none"> • Boundary survey
	<ul style="list-style-type: none"> • One (1) tree survey, if applicable.
	<ul style="list-style-type: none"> • One (1) copy of a recorded plat, if the property has been platted.
	<ul style="list-style-type: none"> • Existing features (trees, water, structures) including topography, roadways, and use areas
	<ul style="list-style-type: none"> • Photometric plan
	<ul style="list-style-type: none"> • Site plan showing total square footage, ingress and egress, parking area, computation of required parking, required setbacks, pervious area, etc.
	<ul style="list-style-type: none"> • Separate landscape plan prepared in accordance with Sec.150-190
	<ul style="list-style-type: none"> • Proposed signage
	<ul style="list-style-type: none"> • Proposed building floor plans and architectural elevations, including building height and finished floor elevations, if applicable.
	<ul style="list-style-type: none"> • Color site plan elevations and renderings OR color photographs for meeting presentation purposes
	<ul style="list-style-type: none"> • If necessary, written authorization to reproduce any documents accompanying site plan submittals from the applicant, agent, architect, landscape architect, engineer, attorney, etc.
	Other Items as determined during by Staff:
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •



WILTON MANORS, *Island City*

2020 WILTON DRIVE, WILTON MANORS, FLORIDA 33305

COMMUNITY DEVELOPMENT SERVICES

(954) 390-2180 FAX: (954) 567-6069

Life's Just Better Here

Conditional Use Application

Address/Location of Subject Property: _____

Owner (Applicant): _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Agent for Applicant: _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Relationship: _____

Legal Description of Property Involved: _____

Existing Zoning _____ Future Land Use Map designation _____

Total Acreage/Square Footage of Subject Property _____

Associated Applications (i.e., Rezoning, Plat, Comprehensive Plan amendment, etc.): _____

Current Use of Land _____

Description of Proposed Development _____

Authorized Agent Affidavit

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

KNOW ALL MEN THAT I, _____, do hereby constitute and appoint _____ my true and lawful agent, to execute the foregoing instrument in my name, place and stead this _____ day of _____, _____.

Signature of owner or authorized agent

Date

Print or type name

Name of owner/agent entity if a corporation, L.L.C., partnership, trust, etc.

Representative capacity of person signing Affidavit:
President or Vice President of Corporation
Managing Member of L.L.C.
General Partner
Trustee
Etc.

STATE OF FLORIDA)
)

COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ who is personally known to me or who has produced _____ as identification and who did not take an oath.

Notary Public

Print or type name
My Commission Expires: _____

Permission to Reproduce Drawings and Documents

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

AFFIDAVIT

KNOW ALL MEN THAT I, _____, _____ (Title), of the firm of _____, do hereby grant the City of Wilton Manors permission to reproduce all or a portion of all plans, drawings, etc., submitted in connection with the foregoing application.

Signature

Print or type name

Title: _____

Date: _____

STATE OF FLORIDA)
)
COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ who is personally known to me or who has produced _____ as identification and who did not take an oath.