STAFF USE ONLY
Intake Date:_____
By:_____
Fee Paid:_____
Receipt:_____
Petition #_____

City of Parkland

Planning and Zoning Department

6600 University Drive, Parkland, FL 33067 Phone (954) 753-5040 Fax (954) 341-5161

MASTER PLAN AMENDMENT APPLICATION

INSTRUCTIONS TO APPLICANTS:

1. Please complete all sections of this application. If not applicable, indicate with N/A.

2. Provide required attachments as shown on the attached checklist

3. Pay filing fee in the amount of three thousand dollars ($3,000.00), advertising fees in the amount of four hundred dollars ($400.00) and one escrow in the amount of one thousand dollars ($1,000) for professional fees and one escrow in the amount of one thousand dollars ($1,000) for engineering fees. (Please note that each escrow must maintain a minimum balance of $500.00 at all times.) Since advertising and professional costs vary, the final amount will be reconciled upon receipt of invoices from the newspaper and professional contractors.

I. PROPERTY OWNER AND AGENT INFORMATION

Property Owner(s) of Record:_____

Address:_____ City:_____ ST:_____ Zip:_____

Phone:_____ E. Mail Address:_____

Applicant (if other than owner):_____

Address:_____ City:_____ ST:_____ Zip:_____

Phone:_____ E. Mail Address:_____

Agent & Company Name:_____

Address:_____ City:_____ ST:_____ Zip:_____

Phone:_____ E. Mail Address:_____

Consultants: If applicable to your request, please attach a separate list of all consultants that will provide information on this request. You should include the name, address, telephone number, and fax number as well as the type of professional service provided.

II. PROPERTY LOCATION

A. Is the subject property located within one mile of another municipality? [ ] yes [ ] no

If 'yes' please specify: _____

B. Property Control Number (PCN): If additional PCNs, list on a separate sheet and attach to the application.

PCN: [ ][ ]--[ ][ ]--[ ][ ]--[ ][ ]–[ ][ ]–[ ][ ][ ]–[ ][ ][ ][ ]

C. Section:_____ Township:_____ Range:_____ Total Acreage of Subject Property :_____

D. Project Name:_____

E. Project Address: _____

F. General Location Description (proximity to closest major intersection in miles or fractions thereof):_____

_____

_____

III. PROJECT HISTORY

(List in sequence from first application to most recent – attach additional page if necessary):

Petition Number	Request	Action	Date	Resolution Number

IV. ADJACENT PROPERTIES

Adjacent Property to the:	Land Use Designation	Zoning Designation	Existing Use(s) of Property	Approved Use(s) of Property*	Petition & Resolution Number
SUBJECT SITE					
NORTH					
SOUTH					
EAST					
WEST					

- If adjacent land supports a previous approval by the City of Parkland, please include a brief description of the approved use(s) and the approved square footage or number of dwelling units.

V. TABULAR DATA

PROJECT DATA	LAST BCC OR CC APPROVAL	LAST DRC APPROVAL	REQUIRED PER CODE	PROPOSED	+/- CHANGE
Total Gross Acreage					
Lot Frontage (ROW feet)					
Lot depth (maximum)					
Lot Width (minimum)					
Setbacks: Front/Rear					
Side Interior/Side Corner					
Total Dwelling Units (du's)					
# of Single Family (SF)					
# of Zero Lot Line (ZLL)					
# of Townhouses (TH)					
# of Multi-Family (MF)					
# of PODs					
Total Gross Density					
Gross Density by POD					
# Dwelling Units by POD					
# of Single Family (SF)					
# of Zero Lot Line (ZLL)					

# of Townhouses (TH)					
# of Multi-Family (MF)					
Total Sq. Footage					
Commercial SF					
Industrial SF					
Other SF					
Total Acres & Percentage					
Lakes/Waterways					
Right of Way Area					
Open Space Area					
Recreation Area					
Preserve Area					
Civic Area					
# of Acres of Public					
# of Acres of Private					
Impervious Area					
Pervious Area					

Describe proposed modifications: _____

_____

_____

_____

VII. COMPLIANCE
(Attach additional sheets, if necessary)

A. Is property in compliance with all previous conditions of approval and/or applicable Code of Ordinances requirements? [ ] yes [ ] no List conditions and provide explanation.

_____

_____

_____

B. Report on the status of all previous conditions of approval:_____

_____

_____

_____

VIII. APPLICANT'S STATEMENT OF JUSTIFICATION
(Attach additional sheets if necessary)

The applicant is to explain how the request conforms to the following:

A. That the proposed request is consistent with the purposes, goals, objectives and policies of the Comprehensive Plan.

_____

_____

_____

_____

_____

B. That the proposed request is in provides adequate public facility facilities.

C. That the proposed request is in compliance with environmental standards and minimizes environmental impacts, including but not limited to water, air, storm water management, wildlife, vegetation, wetlands and the natural functioning of the environment.

D. That the proposed request is in compliance with Zoning District, Use, Property Development and/or Planned Development District as outlined in the Code of Ordinances.

E. Provide the overall design concept and show that the design of the proposed request minimizes adverse effects, including visual impact and intensity of the proposed use on adjacent lands.

F. That the proposed request will result in a logical, timely and orderly development pattern.

G. That the proposed request complies with City building standards and all other relevant and applicable provisions of the Code of Ordinances.

OWNER ACKNOWLEDGEMENT

I/We: _____, do hereby swear/affirm that I/we am/are the owner(s) of the property referenced in this application

I/We certify that the above statements and the statements or showings made in any paper or plans submitted herewith are true to the best of my/our knowledge and belief. Further, I/we understand that this application, attachments and fee become part of the official record of the Planning & Zoning Department of the City of Parkland and the fee is not refundable. I/We understand that any knowingly false information given by me/us will result in the denial, revocation or administrative withdrawal of the application or permit. I/We further acknowledge that additional information may be required by the City of Parkland in order to process this application.

I/We further consent to the City of Parkland to publish, copy or reproduce any copyrighted document for any third party submitted as part of this application.

Signature(s) of Owner(s)_____

Print Name(s)_____

CONSENT STATEMENT

Owner to complete if using agent/representative

I/We, the aforementioned owner(s), do hereby give consent to _____ to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the request(s) and property I/we own described in the attached application. Furthermore, as owner(s) of the subject property, I/we hereby give consent to the party designated above to agree to all terms or conditions that may arise as part of the approval of this application for the proposed use.

Signature(s) of Owner(s)_____

Print Name(s)_____

NOTARY

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____. He/She is personally known to me or has produced _____ as identification and did/did not take an oath.

_____ My Commission Expires: _____
(Signature of Notary)

_____ (NOTARY'S SEAL OR STAMP)
(Name – Must be typed, printed, or stamped

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MASTER PLAN AMENDMENT
SUBMITTAL CHECKLIST

I. GENERAL

PLEASE CHECK YES	NO	N/A		
☐	☐	☐	a.	One (1) original completed application and ten (10) copies of the completed application signed by owner, agent and/or applicant. Agent's authorization or power of attorney must be attached if applicant is other than owner.
☐	☐	☐	b.	Required application fees.
☐	☐	☐	c.	Ten (10) copies of a warranty deed including property control number or folio number and legal description of the property.
☐	☐	☐	d.	A recent aerial photograph of the site with a minimum scale of 1" =300.
☐	☐	☐	e.	Area location map.
☐	☐	☐	f.	Ten (10) copies of all Ordinances / Resolutions affecting the property.
☐	☐	☐	g.	Ten (10) copies of the previously approved and certified Master Plan.
☐	☐	☐	h.	Legal description of property (8.5' X 14' with 1' margins) on disc(word format).

II. CURRENT CONDITIONS MAP (Ten copies)

PLEASE CHECK YES	NO	N/A		
☐	☐	☐	a.	Provide number of acres, rounded to the nearest one-tenth (1/10) acre.
☐	☐	☐	b.	Comprehensive plan, existing land use and zoning designation of the site and of properties within 300' of the site.
☐	☐	☐	d.	Existing principal structures on the site and of properties within 300' of site.
☐	☐	☐	e.	Lakes or bodies of water on the site.
☐	☐	☐	f.	Principal vehicular access points.
☐	☐	☐	g.	Proposed alignment of State, County or City roads.

III. MASTER PLAN

(No larger than 24" x 36" with scale not smaller than 100' to an inch)

PLEASE CHECK YES	NO	N/A		
☐	☐	☐	a.	Scale (graphic and written), date, north arrow, vicinity sketch, project name, revision dates on each drawing, if multiple sheets provide page numbers and clearly identify match lines.
☐	☐	☐	b.	Ten (10) hard copies each of the regular and reduced size copies of the proposed Master Plan and a computerized copy on disc.
☐	☐	☐	c.	Location Map- clearly showing the location of the property in relation to existing roads and landmarks, including at least one north-south and one east-west thoroughfare plan road.
☐	☐	☐	d.	Name, address and telephone number of the developer, along with the name and address of the engineer, surveyor, planner and/or other professional consultant(s) responsible for the plan, plat and supporting documents.
☐	☐	☐	e.	Written legal description, including Section, Township, Range and parcel, tract, plat name or number.
☐	☐	☐	f.	Tabular Project Data (total number acres, gross density for the entire project and for each separate pod, number of individual development pods, number and type of dwelling units (total and by each pod), civic sites by number of acres and whether private/public, percentage and number of acres of open space, percentage and number of total and minimum acres of common space required for the entire site and for each pod developed, percentage and number of acres of lakes and waterways, percentage and number of acres of preserves, percentage and number of acres of recreation, percentage and number of acres of public right-of-way and whether private/public, Parkland zoning case number, existing and proposed zoning and land use designation, and type of use and ownership.)
☐	☐	☐	g.	Provide proposed individual development pods.
☐	☐	☐	h.	Proposed vehicular and non-vehicular circulation including but not limited to major roadways, principal vehicular access points, and location (generalized) pedestrian and bicycle path detail, and signage , if applicable.
☐	☐	☐	i.	Location of sites to be dedicated for public use including but not limited to schools, parks, or other public facility.
☐	☐	☐	j.	Location of major private recreational amenities including but not limited to golf courses, tennis courts, private parks, club houses, swimming pools, and similar features.

PLEASE CHECK YES	NO	N/A		
☐	☐	☐	k.	Provide major easements, or right-of-way for public utilities, canals, and similar improvements, and any easements or rights-of-way proposed to be abandoned.
☐	☐	☐	l.	Location, size and orientation of development signs.
☐	☐	☐	m.	Provide estimated square footage of commercial or non-residential uses and dimensions and acreage of out parcels.
☐	☐	☐	n.	Location of lots including dimensions (size, width and depth), maximum building coverage, minimum open space per lot, maximum buildable area, building setbacks and/or separation (front, side, side corner, rear, garage and second floor), maximum building height (feet and number of stories), and minimum accessory setbacks (pools, screen enclosures, sheds, detached garages)
☐	☐	☐	o.	Provide typical lake cross sections and slopes.
☐	☐	☐	p.	Location and acreage of institutional and other allowable nonresidential uses.

IV. LANDSCAPE PLANS (Ten Copies)

PLEASE CHECK YES	NO	N/A		
☐	☐	☐	a.	Provide typical landscape standards, signed, sealed and prepared by a Florida Registered Professional, for single-family and multiple-family dwellings; street tree Plantings; open space plantings; median plantings; arterial/collector plantings (including but not limited to grade and size of landscape materials); maintenance of median, open space and arterial/collector plantings; irrigation; standard planting details and use of xeriscape or similar materials.
☐	☐	☐	b.	Provide perimeter buffer detail, prepared by a Florida Registered Professional, including but not limited to: width, general details (berm, fencing, wall etc.), and proposed cross section (dimensions, typical trees and plant material, typical spacing, fencing, berms and similar information)

IV. OTHER (Ten Copies)

PLEASE CHECK YES	NO	N/A		
☐	☐	☐	a.	Provide environmental assessment.
☐	☐	☐	b.	Provide tree survey.
☐	☐	☐	c.	Provide proof of concurrency for all required services,
☐	☐	☐	d.	Provide conceptual architectural styles and conceptual colored building elevations, color palettes and typical materials to be utilized.
☐	☐	☐	e.	Provide elevations of common elements, including walls, clubhouses, entry features and similar features.
☐	☐	☐	f.	Provide master sign plan including but not limited to the following: location of signs, types of signs (entry feature, entrance and directional), architectural elevations (sign design, content, dimensions, materials and colors), statement of consistency with the City sign regulations, and typical landscaping (type of trees, shrubs and ground cover associated with the proposed sign.
☐	☐	☐	g.	A survey (not more than a year old) including any and all easements of record (reference by OR Book and page, prepared by a surveyor registered in the State of Florida) including major public or private canals, rights-of-way, and overhead or underground easements.
☐	☐	☐	h.	Overall phasing plan including residential and nonresidential parcels, number of dwelling units, and nonresidential uses and square feet.
☐	☐	☐	i.	Conceptual drainage plan signed and sealed by a Florida Registered engineer.

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MASTER PLAN AMENDMENT PROCESS

Total time approximately 3 to 4 months

Complete Application Submission
see schedule

3-5 days

Project Sufficiency
(Exact date of DRC Meeting determined by sufficiency date)

5 weeks

Development Review Committee (DRC)
2nd or 4th Tuesday of each month

Development Review Committee Certification

Public Hearing
10-15 days prior to public hearing

3 to 5 weeks

Planning and Zoning Board/Public Hearing
2nd Thursday of the month

Public Hearing
*Advertise
10-15 days prior to public hearing

3 to 5 weeks

City Commission Public Hearing
3rd Wednesday of the following month ***(If necessary)***