



**CITY OF PARKLAND**  
6600 University Drive  
Parkland, Florida 33067  
Office (954) 753-5040 • Fax: (954) 341-5161  
[www.cityofparkland.org](http://www.cityofparkland.org)

RE: NOTIFICATION OF PUBLIC HEARING CHECKLIST

Dear Applicant,

As required under Section 22-199 of the City of Parkland's Code of Ordinances, it is the responsibility of the applicant for the development application to produce a 500-foot mail notification radius map and mailing list of all property owners within the required radius. The applicant is also responsible for providing timely notification of the public hearing to all property owners within the 500-foot radius.

When staff has determined that a public hearing can be scheduled, the applicant is required to do the following:

- Provide to the City one (1) 500-foot radius map that illustrates the subject property and parcels within the required radius.
- Provide to the City one (1) individual list of names and addresses of all property owners located within the 500-foot radius of the exterior boundary of the subject property.
- Mail public hearing notices no later than ten (10) days prior to each public hearing. The applicant must complete and notarize the City of Parkland's Certification of Mail Notice form for each mailing, and provide the executed form to the Planning & Zoning Department upon mailing.

Within five (5) days prior to the required date of the public hearing mail notice, the City of Parkland will provide the applicant with the notice that will be used. If you have any questions or need assistance, please contact the Planning & Zoning Department at (954) 753 – 5040.

**FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL DELAY  
THE PUBLIC HEARING PROCESS.**



**City of Parkland  
Planning and Zoning Department**

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

**CERTIFICATION OF MAIL NOTICE**

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Application Number: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

Date of Mailing: \_\_\_\_\_

Number of  
Notices Mailed: \_\_\_\_\_

Place of Mailing: \_\_\_\_\_

Type of Mail  
Delivery Used: \_\_\_\_\_

Name of Person Who Personally Mailed the Notices: \_\_\_\_\_

On behalf of \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by \_\_\_\_\_, who is personally known to me, or produced \_\_\_\_\_ as identification, and he/she did/did not take an oath. If no type of identification is indicated, the above-named person is personally known by me.

\_\_\_\_\_  
Notary Public

SEAL: