



100 W. Atlantic Blvd Pompano Beach, FL 33060  
 Phone: 954.786.4679 Fax: 954.786.4666

## Administrative Adjustment Checklist

### Minor or Major Administrative Adjustment

**DEADLINE:**

Major Administrative Adjustments:

- Initial submission and fee must be received by 5:00 PM on the day of the deadline.
- Electronic file submission must be uploaded into the ePlan system within 24 hours of this deadline.
- Refer to the "Meeting Schedules and Deadlines" document provided on the City website for DRC submission dates.

Minor Administrative Adjustments do not have a deadline and may be submitted at the discretion of the applicant.

**Application Review Process:**

Application Type	Step 1	Step 2	Step 3	Step 4
<b>Minor Administrative Adjustment (Pg. 2-3)</b>	Pre-Application Meeting (Optional)	Staff Review	Development Order from the DSD	-
<b>Major Administrative Adjustment (Pg. 4-5)</b>	Pre-Application Meeting (Optional)	DRC Review	P&Z Review	Development Order from the P&Z

**MAJOR APPLICATION SUBMISSION PROCESS:** Upon reception of the electronic Camino submission, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the *DIGITAL SUBMISSION* section (see below) shall be uploaded.

**MINOR APPLICATION SUBMISSION PROCESS:** The application submittal documents (see below) will be reviewed upon reception of the electronic Camino submission. Minor Administrative Adjustments do not require review by a public board and therefore will not be placed on the DRC agenda.

**Initial Application Checklist:**

DIGITAL	<input type="checkbox"/>	The fee and application signature pages* shall be submitted via Camino.
	<input type="checkbox"/>	Written Narrative with list of each requested Administrative Adjustment and point-by-point response to each Review Standards/ Narratives (pgs. 3-5) must be on letterhead, dated, and with author indicated. <b>(Digital copy in WORD)</b>
	<input type="checkbox"/>	Legal Description <b>(Digital copy in WORD)</b>
	<input type="checkbox"/>	Current survey. <i>Surveys to be recent and must show all improvements on the property.</i>
	<input type="checkbox"/>	Conceptual Site Plan demonstrating requested Administrative Adjustment.

*\*Updated copies of the application, proof of ownership, or narrative may be required if information has changed (i.e.: if the property ownership changes, the owner's certificate and application will need to be revised with the City's file.)*



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## Administrative Adjustment Checklist

### 155.2421. Administrative Adjustment (Minor)

*(Below is a summary of Section 155.2421. For the complete language, please refer to the Zoning Code)*

#### APPLICABILITY

Developments located within any Zoning District are eligible to apply for a Minor Administrative Adjustment as listed in the below table:

STANDARD	ADJUSTMENT		STANDARD	ADJUSTMENT	
	AOD or Brownfield	Other Development		AOD or Brownfield	Other Development
Minimum yard setback or minimum lot width	30%	20%	Minimum vehicular use area landscaped median width	20%	10%
Maximum lot coverage	n/a	20%	Minimum landscaping area width between vehicular use areas and buildings	20%	10%
Minimum pervious area of lot or minimum pervious area of required front yard	30%	20%	Minimum spacing of building base shrubs	20%	10%
Maximum yard encroachment	30%	20%	Minimum perimeter buffer width or planting rate	20%	10%
Minimum stacking lane distance	20%	10%	Minimum street tree planting rate or spacing	20%	10%
Minimum or maximum number of off-street parking or loading spaces	20%	10%	Minimum screening height	1 Ft.	1 Ft.
Maximum percentage of shared or valet or tandem off-street parking spaces	20%	10%	Maximum fence or wall height	1 Ft.	1 Ft.
Minimum walking distance between shared or off-site parking spaces and pedestrian entrances of buildings they serve	20%	10%	Maximum lighting height	10%	5%
Minimum number of off-street bicycle spaces	20%	10%	Minimum or maximum illumination level	10%	5%
Minimum height of vegetation at planting	20%	10%	Maximum multifamily building size	10%	5%
Minimum number of site landscaping plantings	20%	10%	Maximum percentage of street frontage occupied by off-street parking beside a building	10%	5%
Minimum vehicular use area perimeter landscaping strip width, plant height, or plant spacing	20%	10%	Maximum percentage of large retail establishment off-street parking located between building and street it faces	10%	5%
TO: Maximum building length of 300 feet	10%	10%	TO: Ground floor active use liner minimum depth (20-feet)	10%	10%
TO: Front property line access: 1 per 250 feet	10%	10%	TO: Minimum lot depth and width	n/a	n/a
TO: Floor plate size above 5 <sup>th</sup> floor	10%	10%			
TO: Maximum block length and perimeter	n/a	n/a	TO: Active use required on tertiary streets in the Core and Center	20%	20%
TO/EOD: Minimum open space size of 4,800 SF (not applicable to density bonus provision)	n/a	n/a	TO: Active use required on secondary streets in the Core and Center	10%	10%



## Administrative Adjustment Checklist

### **REVIEW STANDARDS**

**(Each standard MUST be addressed in writing.)**

An application for a Minor Administrative Adjustment shall be approved only on a finding that the Adjustment:

- a. The requested Administrative Adjustment is not inconsistent with the character of development in the surrounding area, and will not result in incompatible uses.
- b. Any adverse impacts resulting from the Administrative Adjustment will be mitigated to the maximum extent practicable.
- c. The Administrative Adjustment is of a technical nature (i.e., relief from a dimensional or design standard), and is either:
  - 1. Required to compensate for some unusual aspect of the development site or the proposed development that is not shared by landowners generally;
  - 2. The proposed adjustment will provide an alternative which will achieve the purposes of the requirement through clearly superior design; or
  - 3. Proposed to protect sensitive natural resources or save healthy existing trees.
- d. The Administrative Adjustment will not substantially interfere with the convenient and enjoyable use of adjacent lands, and will not pose a danger to the public health or safety.
- e. The Administrative Adjustment is supporting an objective from the General Purpose statements of the base zoning districts where located, as specified in Sections 155.3201, 155.3301, 155.3401, or within a Purpose statement of a Special Base Zoning District, a Planned Development Zoning District, or an Overlay Zoning District.
- f. The Administrative Adjustment is consistent with the comprehensive plan.

### **PROCEDURE**

- 1. Pre-Application Meeting with Principal Planner (optional).
- 2. Final decision by the Development Service Director.



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## Administrative Adjustment Checklist

### 155.2421. Administrative Adjustment (Major)

*(Below is a summary of Section 155.2421. For the complete language, please refer to the Zoning Code)*

#### APPLICABILITY

Developments located within the Atlantic Boulevard Overlay district (AOD), Transit-Oriented (TO) district, Community Redevelopment Area Overlay (CRAO) district, and any Non-Residential District, are eligible to apply for a Major Administrative Adjustment as listed in the below table:

STANDARD	ADJUSTMENT	STANDARD	ADJUSTMENT
Minimum yard setback or minimum lot width	40%	Minimum vehicular use area landscaped median width	30%
Maximum lot coverage	40%	Minimum landscaping area width between vehicular use areas and buildings	30%
Minimum pervious area of lot or minimum pervious area of required front yard	40%	Minimum spacing of building base shrubs	30%
Maximum yard encroachment	40%	Minimum perimeter buffer width or planting rate	30%
Minimum stacking lane distance	30%	Minimum street tree planting rate or spacing	30%
Minimum or maximum number of off-street parking or loading spaces	40%	Minimum screening height	3 Ft.
Maximum percentage of shared or valet or tandem off-street parking spaces	30%	Maximum fence or wall height	3 Ft.
Minimum walking distance between shared or off-site parking spaces and pedestrian entrances of buildings they serve	30%	Maximum lighting height	20%
Minimum number of off-street bicycle spaces	30%	Minimum or maximum illumination level	20%
Minimum height of vegetation at planting	30%	Maximum multifamily building size	20%
Minimum number of site landscaping plantings	30%	Maximum percentage of street frontage occupied by off-street parking beside a building	20%
Minimum vehicular use area perimeter landscaping strip width, plant height, or plant spacing	30%	Maximum percentage of large retail establishment off-street parking located between building and street it faces	20%
<b>TO:</b> Maximum building length of 300 feet	20%	<b>TO:</b> Ground floor active use liner minimum depth (20-feet)	20%
<b>TO:</b> Front property line access: 1 per 250 feet	15%	<b>TO:</b> Minimum lot depth and width	10%
<b>TO:</b> Floor plate size above 5 <sup>th</sup> floor	15%		
<b>TO:</b> Maximum block length and perimeter	10%	<b>TO:</b> Active use required on tertiary streets in the Core and Center	30%
<b>TO/EOD:</b> Minimum open space size of 4,800 SF (not applicable to density bonus provision)	20%	<b>TO:</b> Active use required on secondary streets in the Core and Center	20%



## Administrative Adjustment Checklist

### **REVIEW STANDARDS**

**(Each standard MUST be addressed in writing.)**

An application for a Major Administrative Adjustment shall be approved only on a finding that the Adjustment:

- a. Achieves the intent of the subject standard to the same or a higher degree than the subject standard;
- b. Is consistent with the comprehensive plan and advances the goals of this Code to the same or a higher degree than the subject standard;
- c. Imposes no greater impacts on adjacent lands than would occur through compliance with the specific requirements of this Code; and
- d. Provides one or more of the following public benefits to an extent sufficient to compensate for the requested modification of standards:
  - 1. Deed-restricted workforce and/or affordable housing;
  - 2. Permanent conservation of natural areas or lands;
  - 3. Preservation of protected trees in addition to that required by this Code's tree preservation standards;
  - 4. Protection against flood damage in addition to that required by the floodplain management requirements in Chapter 152 (Buildings) of the Code of Ordinances;
  - 5. Permanent protection of scenic views;
  - 6. Public parks and recreational facilities;
  - 7. Public trails and trail linkages;
  - 8. Public art;
  - 9. Cultural or historic facilities deeded to the city or qualified not-for-profit agencies; or
  - 10. Other benefits approved by the P&Z.

### **PROCEDURE**

- 1. Pre-Application Meeting with Principal Planner.
- 2. DRC review and comment.
- 3. Recommendation by the Development Service Director.
- 4. Final decision by the P&Z, following a quasi-judicial public hearing.