



City of Pompano Beach
 Department of Development Services
 Planning & Zoning Division

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

Interim Use Permit Checklist

Zoning Board of Appeals: Interim Use

DEADLINE:

- Initial submission and fee must be received by 5:00 PM on the day of the deadline.
- Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines.
- To ensure quality submittal, this project will only be added to the ZBA Agenda when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the deadline, the application will be rejected via email.

Application Review Process:

Application Type	Step 1	Step 2	Step 3	Step 4
Interim Use Permit	Pre-Application Meeting (Required**)	Planning & Zoning Board Recommendation	Zoning Board of Appeals Review	Development Order from the ZBA

***Applicant must make an appointment with a Senior Planner to submit application at least 48 hours (2 business days) prior to deadline for filing by calling (954) 786-4667.*

DIGITAL SUBMISSION: The following digital documents are to be submitted in Camino:

DIGITAL	<input type="checkbox"/>	The fee and application pages*.
	<input type="checkbox"/>	Written Narrative with list of each Review Standard and a point-by-point response to each (pg. 2). Narratives must be on letterhead, dated, and with author signature.
	<input type="checkbox"/>	Current survey. (<i>Surveys to be recent and must show all improvements on the property and legal description</i>)
	<input type="checkbox"/>	Legal Description of property (in Word/text format).
	<input type="checkbox"/>	Conceptual Site Plan demonstrating the request.
	<input type="checkbox"/>	(Optional) Documents, photographs, and other evidence.

**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.)*



155.2415. INTERIM USE PERMIT

(Below is a summary of Section 155.2415. For the complete language, please refer to the Zoning Code)

REVIEW STANDARDS

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

An Interim Use Permit application shall be approved only on a finding that there is competent substantial evidence in the record that the Interim Use, as proposed:

- a. Complies with the standards in Section 155.4403.E Interim Commercial Use or Section 155.4403.F Interim Industrial Use, as applicable;
- b. Is consistent with the comprehensive plan;
- c. Is consistent with any adopted Master Plan;
- d. Will not create a traffic hazard or nuisance with consideration given to, but not limited to, location of existing uses, turning movements in relation to the access to public roads and intersections or its location in relation to other buildings or proposed buildings on adjacent properties;
- e. Will not be detrimental to the use, peaceful enjoyment, economic value, or development of surrounding property or the neighborhood, with consideration given to, but not limited to, noise, vibration, fumes, odors, dust, glare, other environmental hazards, or physical activity that will be generated and is otherwise present in the area; and
- f. Will not adversely affect the health, safety, security, morals, or general welfare of the neighborhood;
- g. Will not, with consideration given to the existing development in the area and development permitted under the current zoning provisions, overburden existing public services and facilities, including police and fire protection, water, sanitary sewer, public road, storm drainage, and other public improvements, and will not create a hazard by virtue of its site and location to residents, visitors, or workers in the neighborhood;
- h. Will be in harmony with the general character of the neighborhood, with consideration given to, but not limited to, population density, intensity, character of activity, traffic and parking conditions, and the number of similar uses in the neighborhood; and
- i. Is consistent with CPTED standards for natural surveillance, natural access control, territorial reinforcement, and maintenance.
- j. Additionally, an Interim Commercial Use shall comply with the following standards:
 - i. Will benefit the neighborhood and will be open to the public;
 - ii. Is an outdoor use that would otherwise be allowed in the zoning district in which it is located as either a Permitted Use, Special Exception Use, or Accessory Use; and
 - iii. Is a community serving use.

See Section 155. 2415.D.2 for applicable Interim Commercial Use Waivers that may be granted by the Zoning Board of Appeals.

PROCEDURE

1. Pre-Application Meeting with Senior Planner.
2. Recommendation by the Development Service Director.
3. Final decision by the Zoning Board of Appeals, following a quasi-judicial public hearing.