



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

**Special Exception Checklist**

**Zoning Board of Appeals: Special Exception**

**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
Special Exceptions	Pre-Application Meeting (Required**)	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 requested Special Exception.
	<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.)*



**155.2406. SPECIAL EXCEPTION**

*(Below is a summary of Section 155.2406. For the complete language, please refer to the Zoning Code)*

**REVIEW STANDARDS**

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

Except for community residences and recovery communities, a Special Exception application shall be approved only on a finding that there is competent substantial evidence in the record that the Special Exception, as proposed:

- a. Is consistent with the comprehensive plan;
- b. Complies with all applicable zoning district standards;
- c. Complies with all applicable use-specific standards in Article 4: Use Standards;
- d. Avoids overburdening the available capacity of existing public facilities and services, including, but not limited to, streets and other transportation facilities, schools, potable water facilities, sewage disposal, stormwater management, and police and fire protection;
- e. Is appropriate for its location and is compatible with the general character of neighboring lands and the uses permitted in the zoning district(s) of neighboring lands. Evidence for this standard shall include, but not be limited to, population density, intensity, character of activity, traffic and parking conditions and the number of similar uses or special exception uses in the neighborhood;
- f. Avoids significant adverse odor, noise, glare, and vibration impacts on surrounding lands regarding refuse collection, service delivery, parking and loading, signs, lighting, and other site elements;
- g. Adequately screens, buffers, or otherwise minimizes adverse visual impacts on neighboring lands;
- h. Avoids significant deterioration of water and air resources, scenic resources, and other natural resources;
- i. Maintains safe and convenient ingress and egress and traffic flow onto and through the site by vehicles and pedestrians, and safe road conditions around the site and neighborhood;
- j. Allows for the protection of property values and the ability of neighboring lands to develop uses permitted in the zoning district;
- k. Fulfills a demonstrated need for the public convenience and service of the population of the neighborhood for the special exception use with consideration given to the present availability of such uses;
- l. Complies with all other relevant city, state and federal laws and regulations.; and
- m. For purposes of determining impacts on neighboring properties and/or the neighborhood, the terms neighboring properties and neighborhood shall include the area affected by the requested special exception, which is typically an area of 500 ft to a one-half mile radius from the subject site.

**Special Exception Uses also have Use-Specific Standards set forth in [Article 4: Use Standards](#).**

**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.