



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

100 W. Atlantic Blvd Pompano Beach, FL 33060

Phone: 954.786.4634 Fax: 954.786.4666

## Text Amendment Checklist

### Text Amendment

#### DEADLINE:

- 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's website for submission deadlines.
- To ensure quality submittal, this project will only be added to the DRC 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	Step 5
<b>Text Amendment Application</b>	Pre-Application Meeting with Principal Planner	DRC Review	Recommendation from the Development Services Director	Recommendation by the Planning & Zoning Board	Final Decision by the City Commission

**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 ePlan section (see below) shall be uploaded.

**DIGITAL SUBMISSION:** The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

<b>ePLAN</b>	<input type="checkbox"/>	The fee and application pages shall be submitted via Camino.
	<input type="checkbox"/>	Written Narrative with original Zoning Code language, explanation of need for proposed revision, and a point-by-point response to each Review Standard (pg. 2). Narratives must be on letterhead, dated, and with author indicated. <b>(Digital copy in PDF)</b>
	<input type="checkbox"/>	Proposed text change in an underlined/strikethrough format showing the changes from the currently adopted code section.
	<input type="checkbox"/>	Legal Description <b>(Digital copy in WORD)</b>



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### 155.2402. TEXT AMENDMENT

*(Below is a summary of Section 155.2402. For the complete language, please refer to the Zoning Code)*

#### REVIEW STANDARDS

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

In determining whether to adopt or deny the proposed amendment, the City Commission shall weigh the relevance of and consider whether and the extent to which the proposed amendment:

1. Is consistent with the comprehensive plan;
2. Does not conflict with any provision of this Code or the Code of Ordinances;
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
5. Is consistent with the purpose and intent of the zoning districts in this Code, or would improve compatibility among uses and would ensure efficient development within the city;
6. Would result in a logical and orderly development pattern; and
7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, storm water management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

#### **PROCEDURE**

1. Pre-Application Meeting with a Planner.
2. Review and comment by the Development Review Committee.
3. Recommendation by the Development Service Director.
4. Recommendation by the Planning and Zoning Board, following a quasi-judicial hearing.
5. Final decision by the City Commission, following a quasi-judicial public hearing.