



Text Amendment

Text Amendment

DEADLINE: Initial paper 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, DRC Meetings can only be scheduled 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
Text Amendment Application	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 **PAPER SUBMISSION** (see below) at the Zoning Inquires counter, 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.

PAPER SUBMISSION: The following paper documents are to be submitted to the Planning & Zoning Department:

PAPER	<input type="checkbox"/> One (1) completed application with original signatures. (pg. 3)
	<input type="checkbox"/> Proof of ownership (owner's certificate form must be completed by owner). (pg. 4)
	<input type="checkbox"/> Application Fee as established by resolution of the City Commission. See Appendix C - Fee Schedule in the Information section of the P&Z webpage.

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

ePLAN	<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 Standards/ Narratives must be on letterhead, dated, and with author indicated. (Digital copy in WORD)
	<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 (Digital copy in WORD)



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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.



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 Phone: 954.786.4634 Fax: 954.786.4666

Text Amendment Application

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Associated Site Data		
Street Address:	Folio Number:	Zoning District:
Subdivision:	Block:	Lot:

Applicant's interest in property (Owner, Lessee, Etc):	
Have any previous applications been filed? Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, give date of hearing and finding:
Code Section(s) Amended:	

Applicant	Landowner (Owner of Record)
Business Name (if applicable):	Business Name (if applicable):
Print Name and Title:	Print Name and Title:
Signature:	Signature:
Date:	Date:
Street Address:	Street Address:
Mailing Address City/ State/ Zip:	Mailing Address City/ State/ Zip:
Phone Number:	Phone Number:
Email:	Email:
Email of ePlan agent (if different):	



OWNER'S CERTIFICATE

This is to certify that I am the owner of the subject lands described in this application and that I have authorized the filing of the aforesaid application.

By signing below, I acknowledge that development applications must have a determination by the governing municipality of approved, approved with conditions, or denied within 120 days from a complete submittal for projects that do not require final action through a quasi-judicial hearing or a public meeting and within 180 days from a complete submittal for projects that do require final action through a quasi-judicial hearing or a public meeting per FL Stat § 166.033 and the Pompano Beach Code Section 155.2303.F.3. It is the responsibility of the applicant to receive all final Development Orders and receive this determination within the allotted timeframe. If the applicant fails to resubmit an application within 30 calendar days after being first notified of deficiencies of the submittal, the application shall be considered withdrawn and a \$100 non-refundable administrative fee will apply (155.2303.F.2.b). Additionally, if all required approvals are not received within the allotted timeframe the application will automatically be denied unless both the City and the applicant agree to an extension of time (155.2303.I).

Owner's Name: (Print or Type) _____

Address: _____

(Zip Code) _____

Phone: _____

Email address: _____

(Signature of Owner or Authorized Official) _____

SWORN AND SUBSCRIBED before me this ____ day of _____, _____ by means of
[] physical presence or [] online notarization.

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Notary Public: Print, stamp, or Type as Commissioned.)

[] Personally know to me, or
[] Produced identification: _____
(Type of Identification Produced)