



**DEPARTMENT OF SUSTAINABLE DEVELOPMENT
Planned MainStreet Development District (PMDD)
Rezoning Application**

PROJECT NAME: _____
PROJECT LOCATION: _____
PLAT NAME: _____
CURRENT ZONING: _____ ACREAGE: _____ FOLIO NO.: _____
EXISTING USE: _____ FUTURE LAND USE DESIGNATION: _____
PLAT RESTRICTION: _____

DESCRIBE IN DETAIL APPLICATION REQUEST

AGENT/CONTACT: _____ PHONE NO. _____ FAX NO. _____
ADDRESS: _____
E-MAIL ADDRESS: _____

NOTE: ATTACH COPY OF AGENT LETTER

OWNER'S NAME _____ PHONE NO. _____
ADDRESS: _____

ADDITIONAL INVOLVED PARTIES: SEE ATTACHED SHEET

DEVELOPMENT ACTION:

PMDD REZONING PMDD MODIFICATION OTHER _____

FEES:

PMDD FIRST 10 ACRES: \$5,000.00 (PLUS \$100.00 FOR EACH ACRE OVER 10)

NOTE: ADDITIONAL FEES MAY BE ASSIGNED AS COST RECOVERY FOR CONSULTANT REVIEW

PLEASE ENSURE APPLICATION IS COMPLETED IN ITS ENTIRETY PRIOR TO SUBMISSION



ADDITIONAL INVOLVED PARTIES:
(include name, address, phone number, fax number & email)

OWNER:

APPLICANT/AGENT:

DEVELOPER:

LANDSCAPE ARCHITECT:

ENGINEER:

PLANNER:

SURVEYOR:

ATTORNEY:

TRAFFIC ENGINEER:

OTHER:

DRC MEMBERS

PLANNING & ZONING:

W. Scott Stoudenmire, Deputy Director of Sustainable Development 954-973-6756
Lizet Aguiar, Development Review Supervisor 954-973-6756
Jim Hetzel, Sustainable City Coordinator 954-973-6756

BUILDING:

Sean Flanagan, Chief Structural Inspector 954-973-6750

LANDSCAPE ARCHITECTURE:

Pamela Stanton, Landscape Architect 954-973-6756

UTILITIES & ENGINEERING:

Raj Verma, Director of Engineering & Utilities 954-973-6786
Osama Elshami, Senior Engineer 954-973-6786

FIRE:

Steve Pollio, Fire Rescue Administrator 954-956-1534
Rodney Zancanata, Deputy Fire Marshal 954-956-1563

POLICE:

Anthony Avello, Public Information Officer 954-973-6721

FAX No. 954-956-1424

DRC SCHEDULE*

1. Application Submittal Deadline: 4th Tuesday of each month
2. DRC Meeting: 2nd Thursday of each month
3. Resubmit: As indicated on DRC comments
4. Planning & Zoning Board Meeting: 2nd Wednesday of each month
5. City Commission Meetings (if applicable): 2nd & 4th Thursday of each month

* Please contact Marianne Bowers at 954-973-6756 to confirm dates and times.

NOTE: ALL SUBMITTALS AND RE-SUBMITTALS MUST BE RECEIVED NO LATER THAN 5:00 PM ON THE SUBMITTAL DAY. ANY SUBMITTAL RECEIVED AFTER 5:00 PM WILL BE CONSIDERED A SUBMITTAL FOR THE NEXT MONTH'S DEADLINE DATE.



OWNERSHIP CERTIFICATION /AGENT LETTERS

All applicants must provide proof of ownership of the subject property for development or modification at the time of submittal. If an applicant is other than the owner, the applicant must also provide an agent letter authorizing the agent to represent the property owner at the time of submittal. The following is a list of requirements that must be included with proof of ownership/agent letters:

1. Legal description of property.
2. Property tax folio number.
3. Effective date of ownership of property.
4. Copy of Warranty Deed.
5. Description of developer interest, if different than owner.
6. Copy of executed contract of sale and purchase.
7. Owner's name, address, telephone number, fax number, and email.
8. Agent's name, address, telephone number, fax number, and email.
9. Agent's authorization from owner to submit specific action (site plan, plat, etc.)
10. Names, addresses, telephone numbers and fax numbers of all firms involved in the application process including attorneys, engineers, architects, etc.

NOTE: Owner must attest to ownership and his/her notarized signature must be included on ownership certification/agent letters.

The application may not proceed to the Planning and Zoning Board meeting if the above information is not provided to the Department of Sustainable Development one week prior to the scheduled meeting date.



GUIDELINES FOR PLANNED MAINSTREET DEVELOPMENT DISTRICT ZONING MAP AMENDMENTS (REZONING):

1. The applicant is required to schedule a pre-application conference with staff no later than one week prior to the DRC submittal date. The purpose of the meeting shall be to advise the applicant of filing requirements, filing fees, the City's development review process, and other issues which may affect the application. Please call 954-973-6756 to schedule an appointment.
2. In addition to the attached application, a letter detailing the proposed use and a justification statement addressing each of the following standards, as established in the City's Land Development Code, Section 13-36 "Zoning map amendments," are required:

Sec. 13-36. Zoning map amendments.

- (e) *Standards for decision. Prior to approving any zoning map amendment, the planning zoning board and city commission shall find, based on competent and substantial evidence, that the proposed change:*
- (1) *Is not contrary to the Comprehensive Plan;*
 - (2) *Will not create an isolated zoning district, which would be unrelated and incompatible with adjacent districts;*
 - (3) *Will not substantially impact public facilities such as schools, utilities and streets;*
 - (4) *Will be justified by external land use conditions;*
 - (5) *Will not create or excessively increase automobile and vehicular traffic congestion;*
 - (6) *Will not create a storm drainage problem for other properties;*
 - (7) *Will not adversely affect surrounding living conditions;*
 - (8) *Will not adversely affect environmental quality;*
 - (9) *Will not adversely affect other property values;*
 - (10) *Will not be a deterrent to improvement or development of other property;*
 - (11) *Will not constitute a special privilege to an individual owner.*

3. **MainStreet Design Standards:** An application for rezoning to Planned MainStreet Development District (PMMD) shall be processed consistent with the MainStreet Design Standards, Section 3: Implementation and Using the Standards. The MainStreet Design Standards document is available upon request or on the City's website at www.coconutcreek.net/mainstreet. City staff may present additional information to the applicant, when applicable.
4. **Rezoning consistent with MainStreet Design Standards:** An application for rezoning to Planned MainStreet Development District (PMMD) must address each item listed in the MainStreet Design Standards, Section 3.1.3: Required Elements for PMDD. In addition, the following items must be addressed in the application:
 - a. Residential program (if applicable) including housing type, unit sizes, density, projected population, and recreation amenities.
 - b. Legal documents, covenants and restrictions applicable to each piece of property within the PMDD that demonstrate unified control.
 - c. An analysis of traffic impact of the PMDD.
 - d. An analysis of fiscal impact of PMDD on the City.
5. **Rezoning with alternate solutions to MainStreet Design Standards:** An application for rezoning to Planned MainStreet Development District (PMMD) must address each item listed in the MainStreet Design Standards, Section 3.1.3: Required Elements for PMDD. Applications with alternate solutions must provide reasons why standards cannot be achieved and must provide solutions that maintain the intent and overall concept of MainStreet. In addition, the following items must be addressed in the application:
 - a. Residential program (if applicable) including housing type, unit sizes, density, projected population, and recreation amenities.
 - b. Legal documents, covenants and restrictions applicable to each piece of property within the PMDD that demonstrate unified control.
 - c. An analysis of traffic impact of the PMDD.
 - d. An analysis of fiscal impact of PMDD on the City.
6. The application shall be accompanied by a legal description of the subject property with a current signed and sealed survey prepared by a registered land surveyor. The person who files the application must be the property owner or agent of the owner or the city commission that has instructed the city manager to process a rezoning.
7. Applicants shall be required to prepare and post a 4' x 4' sign on the property proposed for amendment (The required format for the public hearing signage shall be provided to the applicant by staff.) The sign shall be installed **14 DAYS PRIOR TO PUBLIC HEARING** and shall be posted on the property proposed for amendment facing all road frontages setback 10 feet from property line. The applicant shall submit a dated photograph of all signs to the Department of Sustainable Development. The date on the photograph shall be 14 days prior to the public meeting. The applicant shall remove the sign once the City Commission passes the rezoning ordinance.

8. The applicant is required to obtain a list of all property owners within five hundred (500) feet of the boundary lines of the property under consideration. Two (2) sets of mailing labels must be provided for all adjacent property owners. The list shall be certified by the county property appraiser, an abstract or title company or an attorney.
9. DRC re-submittals are due one week after the DRC meeting or as directed by staff. DRC comments will be emailed to applicant. The applicant is required to address each comment in the format emailed to them and revise plans accordingly by the re-submittal date.
10. Once all DRC comments are addressed, 20 copies of the PMDD rezoning package must also be provided for Planning and Zoning Board and City Commission review. The rezoning application shall be considered by the Planning and Zoning Board and then forwarded to the City Commission for final action.



SUBMITTAL REQUIREMENTS

The PMDD Rezoning Application must include **6 digital sets** of the submittal and **1 hard copy of the PMDD document**. The hard copy should be organized in a three ring binder with tabs delineating the sections and exhibits. Each digital set of the submittal must be saved onto a compact disc.

Each disc must be identical and include required application materials in pdf format. Pdf files should be organized in two folders with the titles as described below:

Folder #1: Project Name and Application Type (e.g. *'Creek Homes PMDD Rezoning'*)

Pdf files located in Folder #1:

Completed Application

Involved Parties List

Ownership Certification Documents

Agent Letters

Letter Detailing Proposed Rezoning

Justification Statement addressing Standards as established in the City's Land Development Code, Section 13-36 (see page 5 of application instructions)

Survey and Legal Description of Property to be Rezoned

Certified List of all Property Owners within 500 feet of the Boundary Lines of the Property being Rezoned (2 corresponding sets of hard copy mailing labels will also be required)

Folder #2: Project Name and PMDD Rezoning Document and Plans (e.g. *'Creek Homes PMDD Rezoning Document and Plans'*)

Pdf files located in Folder #2:

PMDD document addressing MainStreet Design Standards or Alternate Solutions (see page 6 of application instructions)

Note: The entire PMDD document, including exhibits, should be provided as one pdf file.

Re-submittals: City staff will advise applicant on re-submittal procedures and deadlines as needed.