



## LAND USE PLAN AMENDMENT CHECK LIST

All items must be checked and addressed **BEFORE** submittal. This checklist is provided to assist in preparing a complete application which can be processed and reviewed more efficiently.

REQUIREMENT CHECKLIST		
	Checklist / Documents	File Name and Type SQ# - Sequential Numbers, see User Guide
<b>GENERAL PART 1</b>	<input type="checkbox"/> Pre-DRC meeting <i>prior</i> to submittal	
	<input type="checkbox"/> Gather Application information (Property info, agent info, etc.)	
<b>SUPPORTING DOCUMENTS PART 2</b>	<input type="checkbox"/> Letter of transmittal (list docs submitted) <b>INCLUDE</b> detail summary of request	Transmittal.pdf
	<input type="checkbox"/> Legal description (if current survey is not provided)	Legal Description.pdf
	<input type="checkbox"/> Proof of Ownership (BCPA, Bill of Sale, Warranty Deed)	Ownership.pdf
	<input type="checkbox"/> Agent authorization from property owner	Authorization.pdf
	<input type="checkbox"/> Justifications statement derailing the amendment	Justification.pdf
	<input type="checkbox"/> City's Land Development Code Section 13-31, proposed amendments to the land use plan shall conform to the requirements of F.S. Chapter 163 and Florida Administrative Code Chapter 9J-11: <a href="https://coconutcreek.net/docs/default-source/sddocs/epland/bc-land-use-plan-amendment-application.pdf?sfvrsn=8b25cd8a_4">https://coconutcreek.net/docs/default-source/sddocs/epland/bc-land-use-plan-amendment-application.pdf?sfvrsn=8b25cd8a_4</a>	LUPA Amendment.pdf
<b>PLAN DOCUMENTS PART 3</b>	<input type="checkbox"/> Site plan – <i>as needed</i>	SQ#-SP1.0-Project Name.pdf
	<input type="checkbox"/> Signed and sealed survey	SQ#-SURV-Project Name.pdf
	<input type="checkbox"/> Building elevations – <i>as needed</i>	SQ#-A3.0-Project Name.pdf
<b>*** Refer to User Guide for the complete description for the proper File Naming Convention ***</b>		
<b>FEES</b>		
\$5000 ..... Base Fee \$ 50 ..... per acre over 10 acres \$2000 ..... Flexibility Allocation requiring Recertification \$ 50 ..... per acre over 10 acres \$4000 ..... Comprehensive Plan Amendment – Land Development Regulation Changes \$1000 ..... Concurrency Developer Agreements, Local Action Plans		

