


DEVELOPMENT PERMIT APPLICATION

The type of development permit(s) for which this form is applicable and the corresponding fee schedule are described on Pages 5-7. Mandatory application documents and the required ancillary attachments for each type of request are on Pages 8-10. **Prior to the submission of an application, the applicant must contact the Planning and Zoning Division for pre-application meeting at 954-630-4423.**

ALL APPLICATIONS THAT ARE INACTIVE ON THE PART OF THE APPLICANT FOR SIX (6) MONTHS OR MORE CAN BE DEEMED WITHDRAWN BY THE DEVELOPMENT REVIEW COMMITTEE.

Project Name:	3557 N. DIXIE HWY, OAKLAND PARK, FL 33334
Folio number(s). of affected lots:	4942-23-05-6490

GENERAL DATA - COMPLETE ALL SECTIONS	
Address(s) of property: 3557 N. DIXIE HWY, OAKLAND PARK, FL 33334	
Legal Description: (or attach description)	
Gross Site Square Footage/Acres: 2,463 SF	Net Site Square Footage/Acres: 2,463 SF
Existing Number of Parking Spaces: 0	Proposed Number of Parking Spaces: 2
Title to this Property has been held since: 2-1-19	Existing Zoning: PARK PLACE
Existing Use of Property [include no. and sq. ft. of existing structure(s)]: VACANT LOT	
Proposed Use of Property (include no. and sq. ft. of proposed structure(s): 2-STORY, MIXED-USE - GROUND FL. REST/BAR, 2 ND FL - (2) APTS	
Type of Development Permit(s) requested: USE APPROVAL FOR RESTAURANT/BAR	

OWNER/APPLICANT INFORMATION		
(The undersigned has reviewed all instructions concerning the application and understands the application must be complete and accurate prior to staff review or Public Hearing(s). Attach proof of ownership and owner's authorization for representative.		
Name of Property Owners: WOOD-DWG, LLC	Title: OWNER	
Address: 4041 E. LAKES ESTATES DRIVE		
City: DAVIE	State: FL	Zip Code: 33365
Phone: 954-214-7574		
Signature:  GARY GRASS	Signature:	
Email Address: gary@ivydevelopmentcorp.net	Email Address:	
Name of Applicant's Representative: DEAN SIRULNIK		
Address: 1712 NE 17 AVE.		
City: FT. LAUDERDALE	State: FL	Zip Code: 33305
Office Phone: →	Cell Phone: 954-850-4774	
Email Address: dean31271@yahoo.com		
STAFF USE ONLY		
Date Submitted:	Case No.	

APPLICATION REQUIREMENTS KEY

Check the requirements for your application. All submittals shall include an electronic version in scalable .pdf format.

- ☒ 1. Two (2) copies of a **Current Survey** showing the location and dimensions of existing structures and easements as well as their use. Both hard copies must be signed and sealed. Surveys must provide flood zone information and use NAVD88 as the datum.
- ☐ 2. Two (2) original **Location Maps** for proposed site(s).
- ☐ 3. Two (2) **Elevation Sketches**. *in #15*
- ☒ 4. One (1) set of **Reduced Copies** (11" x 17") of simplified site development plans and colored renderings and one electronic (scalable .pdf format) version.
- ☐ 5. Two (2) copies of **Revocable License Agreements** for billboard special exception applications.
- ☐ 6. One (1) set of all **Required Documents** as identified in §24-248 of the City's Land Development Code.
- ☐ 7. One (1) statement explaining a Special Exception request for a **Billboard or Telecommunications Tower**.
- ☐ 8. One (1) statement indicating **Special Conditions or Justification for Telecommunications Tower** request per §24-251(b)(2)
- ☐ 9. One (1) **Detailed Description** of the Billboard's type, size, height, location and number of faces -or- the Tower's type, height, and location.
- ☐ 10. Two (2) copies of the precise description of the proposed **Comprehensive Plan Text Amendment** that clearly states the page(s), section(s), paragraph(s), and/or graphic(s) that are proposed to change.
- ☐ 11. Two (2) copies of the proposed **Future Land Use Map Amendment** that states the exact change(s) proposed, including the present City land use designation(s) as well as the proposed City land use designation(s). If more than one land use is proposed, include separate acreage calculations for each.
- ☐ 12. One (1) summary statement sufficiently explaining the **Reasons for the Amendment**. This may include statements relating to any or all of the following:
 - ✓ The need to correct an error
 - ✓ The need to reflect changing circumstances or conditions in the community
 - ✓ The need to improve the ability of the plan to fulfill the objectives and policy statements listed in the plan.
 - ✓ The applicant is advised that the proposed amendment may conflict with some of the objectives and policy statements. If so, the applicant might also request changes in the objectives or policy statements in order to render the requested change consistent with the objectives or policy statements.
- ☐ 13. One (1) summary statement addressing how the proposed amendment will benefit the **Public Interest** of the community.
- ☐ 14. Six (6) 24" x 36" copies (folded down to an 8½" x 11" size) of the **Recorded Plat and Current Survey**, dated within the last year, and showing the location and dimensions of existing structures and easements as well as their use. Two (2) copies must be signed and sealed.
- ☒ 15. Six (6) 24" x 36" copies (folded down to an 8½" x 11" size) of the **Site Development Plans** to include:
 - ✓ Site plan
 - ✓ Landscape plan.
 - All landscape plans must be signed and sealed by a registered landscape architect.
 - ✓ Floor plan
 - ✓ Site lighting plan
 - ✓ Building elevation plan (all four sides)
 - ✓ Construction fencing plan
 - ✓ Schematic engineering plan (where applicable) including all items listed in **Section 24-164(B)(3)** of the City's Code of Ordinances.
 - ✓ For applications within the Downtown Mixed-Use District, Federal Highway Business District, or any Mixed-Use Development, refer to the applicable ordinances for site development plan requirements.

- ☒ 16. One (1) **Program Description or Summary** detailing the proposed use, architectural design, special conditions/justification for the request, the services/products to be offered, the hours of operation, and (if applicable) compliance with the conditional use criteria required by §24-165 of the Oakland Park Land Development Code.
- ☐ 17. One (1) set of **Traffic Generation Data** and/or **Impact Analysis**.
- ☐ 18. One (1) completed **Service Demand Analysis** and **PSIA (Public School Impact Application – Residential Only)**.
- ☐ 19. Request for **Rezoning**.
- ☐ 20. Two (2) copies of the **Master Development Plan/Agreement** for a Planned Urban Development (PUD) type development or the developer's agreement explicitly meeting the requirements of Florida State Statutes.
- ☐ 21. Two (2) copies of the **Declaration of Restrictive Covenants** for a Planned Commerce Center (PCC) type development.
- ☐ 22. Completed **Public Notice Sign Affidavit** forms signed by the applicant, indicating that the applicant has met his/her responsibilities to post public notice signs on the subject property.
- ☐ 23. Twelve (12) copies of the proposed **Plat or Replat** and twelve (12) copies of the **Conceptual Site Development Plan**.
- ☐ 24. One (1) executed and notarized **Unity of Title Agreement**.
- ☐ 25. One (1) **Opinion of Title** certified to the City of Oakland Park. This document must be from a lawyer licensed to practice in the State of Florida or certified by a title company showing that title is fully vested in the individual(s) or legal entity executing the Unity of Title Agreement.
- ☐ 26. Unity of Title documents require:
- If the Agreement is executed by a Corporation, provide **proof of corporate existence** and **proof that the corporation is in good standing with the State of Florida**. Should it be a foreign corporation, documentation must be provided showing that the corporation is authorized to do business in the State of Florida. Additionally, a **corporate resolution** must be provided indicating that the individual(s) signing on behalf of the corporation have the proper authority to execute the Unity of Title Agreement
 - If the Agreement is executed by a general or limited partnership, copies of the **partnership agreement** must be provided indicating the individual or individuals executing the Unity of Title Agreement on behalf of the partnership have the authority to do so.
- ☐ 27. One (1) statement for a **Delegation Request** that indicates what is currently on the plat that the applicant is proposing to amend. The Development Review Committee will review the application and advise the applicant of its approval, conditional approval, or denial by letter.
- ☐ 28. One (1) **Description of the Use** that is not contained in the Text Amendment requested. Cite the section of Code and the proposed language of the new text amendment.
- ☐ 29. One (1) description of any **Special Conditions** or justification which apply to the requested Text Amendment.
- ☐ 30. One (1) **Description of the Use** that is not contained in Master Business List. Cite the section of Code and the proposed language of the new use listing.
- ☐ 31. One (1) description of any **Special Conditions** or justification which apply to the requested Unlisted Use.
- ☐ 32. One (1) statement indicating **Existing Use of Public Way**.
- ☐ 33. One (1) statement indicating **Proposed Use of Public Way**.
- ☐ 34. One (1) statement indicating **Reason Public Way no Longer Needed** by utility service providers.

- ☐ **35.** One (1) set of copies of **Signed and Notarized Consent Forms** from all adjoining or affected property owners (you may file an application for vacation of a public way if your property abuts the property proposed for vacation. If you are not the only abutting property owner or if the property you are proposing for vacation serves another property owner in any way). A copy of this consent form is provided with the application.
- ☐ **36.** Two (2) copies of the **Signed and Sealed Sketch and Legal Description** depicting the area to be Vacated is to be provided to the City each Utility listed along with a **Utility Review** form for their completion. A copy of the Utility Review form is provided with the application.
- ☐ **37.** If the public way was given by plat, it will also be necessary to file a **Vacation application with Broward County** upon approval by the City.
- ☐ **38.** One (1) set of completed **Utility Review Forms** from area utility service providers (Florida Power & Light Company, BellSouth Telephone, Peoples Gas System or Teco, City of Oakland Park/Broward County Utilities/Fort Lauderdale, AT&T Broadband Cable Company and others if applicable. A copy of this form is provided with the application.
- ☒ **39.** One (1) copy of the **Recorded Deed** if public way was dedicated by deed.
- ☐ **40.** One (1) statement specifying the **Regulations From which you are seeking a Variance:** (cite section(s) of the land development code).
- ☐ **41.** Attach a **Zoning Variance Packet** including the Variance Application and Justification Letter. Forms and instructions provided by the Planning & Zoning Division. The basis for a variance is established by **§24-232(C)** of the Land Development Code.
- ☐ **42.** City Commission approval required - Public Hearing not required.
- ☐ **43.** **Planning and Zoning and City Commission** approval required - Public Hearings and Advertising not required.
- ☐ **44.** Executed and in recordable format cross parking and/or nonconcurrent parking agreement.

Rev.: 10/17/19

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Minimum Submission Requirements for Development Permit Applications

Applications will not be accepted without the minimum required plans, documents and appointments.

1. **Lobbyist Registration:** Proof of registration as a lobbyist per §2-16.5 – Register online:
<http://www.oaklandparkfl.gov/422/Lobbyist-Portal>
2. **Neighborhood Participation Meeting Report & Affidavit of Compliance:** Must be submitted with this application **within 6 months of the meeting date**. See Planning & Zoning staff for a list of HOA/individuals to contact and scheduling and location information. For applications that are to be heard before the City Commission, an additional Neighborhood Participation Meeting would be required if more than six months have passed between the first Neighborhood Participation Meeting and the public hearing before the City Commission.
<http://www.oaklandparkfl.gov/DocumentCenter/View/486/Neighborhood-Participation-Meeting-Guide-PDF>
3. **Meeting (by appointment only) with a Planner** – Contact the Planning & Zoning Division at (954) 630-4423 or by email at melissaa@oaklandparkfl.gov to submit an application.
4. **Complete Application:** All required information and signatures.
5. **Proof of Ownership and Agent Authorization:** Attach property owner and/or agent authorization letters with proof of ownership documentation.
6. **Application Fees:** Make checks payable to the City of Oakland Park.
7. **Six Plan Sets:** Collated, bound, and stapled sets (24" x 36") plus. Two (2) plan sets must be signed and sealed. All must be folded into thirds and folded again into an 8½" x 11" size. All plan sets are to include the following:
 - a. Surveys
 - b. Site Development Plans must consist of the following:
 1. Site plan
 2. Landscape plan.
 - a. **All landscape plans must be signed and sealed by a registered landscape architect.**
 3. Floor plan
 4. Site lighting plan
 5. Building elevation plan
 6. Construction fencing plan
 7. Schematic engineering plan (where applicable) including all items listed in **Section 24-164(B)(3)** of the City's Code of Ordinances.
 8. For applications within the Downtown Mixed-Use District, Federal Highway Business District, or any Mixed-Use Development, refer to the applicable ordinances for site development plan requirements.
 - c. Each plan set must have a copy of all ancillary attachments i.e. color renderings, legal documents and exhibits, planning studies, data reports, pictures, etc.
8. **Service Demand Analysis Form (Concurrency Review):** Must be attached to every plan set.
<http://www.oaklandparkfl.gov/DocumentCenter/View/490/Service-Demand-Analysis-Form-PDF>
9. **Project Narrative:** Must be attached to every plan set (if required).
10. **Response Letter:** If this submission is subsequent to the first review, include any other items requested at the previous DRC meeting. The review comments must be attached to every plan set.

11. **Other:** Depending the on the type of application, additional plans, documents, surveys, studies, etc. may be required for the application. Please note your type of review and the applicable requirements on the following pages.