

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ALL APPLICATIONS THAT ARE INACTIVE ON THE PART OF THE APPLICANT FOR SIX (6) MONTHS OR MORE MAY BE DEEMED WITHDRAWN BY THE DEVELOPMENT REVIEW COMMITTEE.

Project Name: <u>Henza Development LLC</u>
Folio number(s) of affected lots: <u>494228 01 0220</u>

Date Submitted:

GENERAL DATA – COMPLETE ALL SECTIONS	
Address(s) of property: <u>2600 N W 19 Ave</u>	
Legal Description: (or attach description) <u>see Attached</u>	
Gross Site Square Footage/Acreage: 37,678 SF/.86Ac	Net Site Square Footage/Acreage: 37,678 SF/.86Ac
Existing one-site Parking Spaces: none	Proposed on-site Parking Spaces 8
Title to this Property has been held since: 4.27.21	Existing Zoning: R-1
Existing Use of Property [include no. and sq. ft. of existing structure(s)]: Vacant	
Proposed Use of Property [include no. and sq. ft. of proposed structure(s)]: 4 single family units @ 1,949 square feet each +/-	
Type of Development Permit(s) requested: site plan and plat	

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 Owner(s): <u>Henza Developers LLC</u>		
Address: <u>29080 NE 207 St Suite 505 Miami, Florida 33180</u>		
Name of Person Authorized to Sign as Owner: <u>Karyn Rivera</u>		
Signature:		
Owner's Phone: <u>305-206-2941</u>	Owner's Email: <u>Krexpert01@hotmail.com</u>	
Name of Developer/Applicant/Agent (if different from owner): <u>Karyn Rivera</u>		
Address: <u>5821 SW 162 Ave S.W. Ranches, Florida 33331</u>		
Developer/Applicant/Agent Authorized to Sign as Applicant/Developer: <u>Karyn Rivera</u>		
Signature:		
Phone: <u>305-206-2941</u>	Email: <u>Krexpert01@hotmail.com</u>	
Application Contact Person (name, title): <u>Karyn Rivera project manager</u>		
Application Contact Person's Company: <u>Expertditors, Inc</u>		
Office Phone: <u>3/206-2941</u>	Cell Phone: <u>3/206-2941</u>	Addl. Phone:
Email Address: <u>Krexpert01@hotmail.com</u>		

REVIEW TYPES, REQUIREMENTS AND FEES

- Indicate the type of review requested by checking the appropriate box and any applicable sub-categories listed after the review type.
- Applications for some development projects may require review under more than one category and therefore will require more than one fee.
- Applications may require other City or County Agency reviews, approvals and fees.
- **An additional Training and Certification Fee of 10% shall be applied** on all the below listed development permits/orders. Fees will not be returned if an application is withdrawn, nor shall the fees be applied to any future applications.
- **By resolution of the City Commission, this fee schedule will be adjusted annually based on the United States Department of Labor's Consumer Price Index (CPI-U, Miami – Fort Lauderdale, All Urban Consumers) of the previous year.**

Applications will not be processed until all required information is provided.			Staff Use Only	
√	Type of Review	APPLICATION REQUIREMENT KEY	FEE	
	Check the appropriate Review Type on the left		Initial Application	Revisions
	BILLBOARD SIGN ANNUAL CODE COMPLIANCE FEE	N/A	\$624.00 (Per year)	N/A
	BILLBOARD SIGN SPECIAL EXCEPTION (Planning and Zoning Board and City Commission approval required)	1-2-3-4-5-7-9	\$936.00 (Public Hearing fee only)	N/A
	COMPREHENSIVE PLAN AND LAND USE PLAN AMENDMENTS a. Comprehensive Plan Text Amendment b. Land Use Plan Map Amendment c. Small Scale Land Use Plan Map Amendment per Florida Statutes 163.3187(1)(c)	a. 10-12-13 b. & c. 1-11-13	a. \$3,380.00 b. \$3,380.00 c. \$2,132.00	N/A
	CONDITIONAL USE Revision to Approved Site Development Plan a. (1) Minor (2) Major b. Time Extension for Approved Site Plan (Public Hearing not required)	a. (1) 14-15 (2) 4-14-15-16-17-18-22 b. 42	\$936.00 + \$780.00 for each DRC submission. b. \$312.00	a. (1) \$374.00 1st item; \$187.00 each additional + (final sign off fees) (2) \$1,560.00 + (final sign off fees)
	CONSISTENCY & CONCURRENCY REVIEW	18	\$208.00 per review	N/A
	CROSS PARKING AND NONCONCURRENT PARKING AGREEMENT	44	\$416.00	
	DEVELOPMENT OF REGIONAL IMPACT (DRI) Revision to Approved DRI a. Minor b. Major	1-14-15-16-17-18-19-22	\$6,136.00 (A Cost Recovery Fee is assessed for any expenses incurred from additional and necessary reviews and/or analyses)	a. \$1,248.00 b. \$2,444.00
	DEVELOPER'S AGREEMENT	16-20	\$1,560.00	N/A

DOWNTOWN MIXED-USE DEVELOPMENT *Please review the Urban Design Requirements Memo* Revision to Approved Site Development Plan a. (1) Minor (2) Major	14-15-16-17	\$1,560.00 (up to 3 stories) \$3,120.00 (4 stories or more)	a. (1) N/A b. Same fee as new application
ENGINEERING & CONSTRUCTION PERMITS	N/A	8% of construction value	N/A
FLEXIBILITY ACRES Residential to permitted Commercial or Industrial to Commercial	1-18-19-22	\$1,872.00	N/A
FEDERAL HIGHWAY MIXED-USE BUSINESS AND ENTERTAINMENT OVERLAY DISTRICT Revision to Approved Site Development Plan a. (1) Minor (2) Major	14-15-16-17-18	\$1,560.00 (up to 3 stories) \$3,120.00 (over 4 stories) \$780.00 required for 4:00 A.M. beverage license DRC review	a. (1) N/A b. Same fee as new application
MIXED-USE LAND DEVELOPMENT Revision to Approved Site Development Plan a. (1) Minor (2) Major	14-15-16-17-18	\$1,560.00 (up to 3 stories) \$3,120.00 (over 4 stories)	a. (1) N/A b. Same fee as new application
OUTDOOR DISPLAY PERMIT (Annual)	N/A	\$ 125.00 per year	N/A
PLANNED UNIT DEVELOPMENT (PUD) & PLANNED COMMERCE CENTER (PCC) a. Master Dev. Plan or Declaration of Restrictive Covenants - Initial Review or Substantial Revision b. Site Development Plan Review c. Revision to Approved Site Development Plan (1) Minor (2) Intermediate (Public Hearing not required) (3) Major d. Time Extension for Approved Site Plan (Public Hearing not required)	a. & b. 4-14-15-16-17-18-19-20-21-22 c. (1) 14-15 c. (2) 14-15-42 c. (3) 4-14-15-16-17-18-19-20-21-22 d. 42	a. \$1,560.00 b. \$1,560.00 + \$50 per Gross Acre d. \$312.00	c. (1) \$364.00 First item, \$150.00 each additional item (2) \$624.00 + \$50 per gross acre (3) \$1,560.00 + \$50 per Gross Acre
PLANNING AND ZONING CODE INQUIRIES a. Planning and Zoning Verification Letters b. Planning and Zoning staff meetings with potential development permit applicants	N/A	a. \$52.00 per item to be verified b. \$52.00 per hour per staff member	N/A
PORTABLE STORAGE UNIT PERMIT FEE	N/A	\$ 52.00	N/A
PUBLIC HEARINGS – Planning & Zoning Board and City Commission	N/A	\$ 936.00	N/A
REZONING Existing Zoning: Requested Zoning:	1-16-18-22	\$1,040.00 + \$1,800 if over 10 acres (for advertising purposes)	N/A
RESERVE UNITS a. Increased Density on Residential Land b. Increased Density on Commercial Land or Commercial Land rezoned to Residential Land	4-14-15-16-18-22	a. \$1,560.00 + \$50 per Gross Acre b. \$1,560.00 + \$50 per Gross Acre	N/A
SITE DEVELOPMENT PLAN REVIEW a. Site Plan Review for Zoning Compliance (Major Development) b. Site Plan Review for Zoning Compliance (Minor Development / DRC Waivers - each item) c. Fire Plan Review d. Site Development Plan Approval Extension	14-15-17-18	a. \$780.00 each submission b. \$208.00 each submission c. \$57.00 each submission d. \$156.00	N/A
FINAL SIGN OFF REVIEW (Site Plan)	14-15-17-18	a. \$208.00 each submission	

PUBLIC HEARING RE-ADVERTISEMENT	N/A	Legal Notice: \$181.00 Display Ad: \$800.00	
SPECIAL EVENTS SIGN PERMIT (3 days)	N/A	\$ 31.00 per event	N/A
SUBDIVISION/RESUBDIVISION a. Recorded Plats/Re-plats b. Plats/Re-plats w/ Waiver of Rec. c. Unity of Title for crossing platted lot lines d. Broward County Delegation Request	a. 14-17-18-23 b. 14-17-18-23-43 c. 1-24-25-26 d. 27	a. \$2,028.00 b. \$915.00 c. \$229.00 d. \$156.00	N/A
TEMPORARY GRAND OPENING SIGN (30 days)	N/A	\$ 52.00	N/A
TEXT AMENDMENT TO LAND DEVELOPMENT CODE	28-29	\$2,340.00	N/A
TELECOMMUNICATION TOWER, SPECIAL EXCEPTION (Planning and Zoning Board and City Commission approval required)	1-2-3-4-6-7-8-9	\$2,132.00	N/A
TELECOMMUNICATION TOWER ANNUAL STRUCTURAL & ELECTRICAL INTEGRITY REPORT a. Towers b. Antennas	N/A	a. \$125.00 b. \$62.00	N/A
TEMPORARY STRUCTURE FOR BUSINESS USE (6 months)	N/A	\$ 312.00	N/A
TREE REMOVAL PERMIT a. Initial Application Fee (After the fact fees are doubled per tree)	N/A	\$31.00 application fee + \$15.00 per tree under 18" dbh and/or \$50 per tree over 18" dbh.	N/A
UNLISTED CONDITIONAL USE	4-14-15-17-18-22-30-31	\$936.00 + \$780.00 for each DRC submission.	N/A
USE APPROVAL FOR A RESTAURANT/BAR	4-14-15-16-18-22	\$884.00 (Public Hearing fee only, see Site Development Plan Review Fees for additional fees)	N/A
VACATION OF PUBLIC WAYS	32-33-34-35-36-37-38-39	\$1,248.00	N/A
VARIANCES TO THE CODE a. Single Family or Duplex b. Other than above c. Re-advertisement required by Applicants actions d. Variance Expiration Extension	41	a. \$520.00 b. \$936.00 (2 items: \$100.00 each item over 2) d. Single Family or Duplex: \$260.00 All others: \$468.00	c. \$200.00 each hearing

COST RECOVERY

Each Development Permit request listed above is subject to cost recovery. This process is utilized when an application requires special studies and/or reports such as traffic reports, environmental assessments, legal services, etc. that the City deems as necessary. The direct cost of the review of any report or study by one of the City's professional consultants or performed by the City shall be paid by the applicant.

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 application, no exceptions. See Planning & Zoning staff for a list of HOA/individuals to contact. (<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. One (1) plan set must be an 11" x 17" set. 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 & screening 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 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.