

## **APPENDIX 2**

### **LOCAL GOVERNMENT CERTIFICATION AND RECERTIFICATION**

#### **Certification of Local Land Use Plans**

All local governments within Broward County must submit their land use plans to the Broward County Planning Council for certification review concurrent with their submission to the Florida Department of Economic Opportunity for compliance review. The following checklist has been prepared to facilitate the certification review process and is required to be completed and submitted with a request for certification. The checklist, which is based upon the requirements contained within the Broward County Land Use Plan, identifies all items which must be submitted to the Planning Council for certification review.

#### **Exhibit A**      “Checklist for Local Government Certification”

#### **Local Land Use Plan Amendment Procedures**

Local land use plan amendments require recertification by the Planning Council at a public hearing and may be submitted to the Planning Council at any time consistent with the requirements of Chapter 163, Florida Statutes. Article 2.5 of the *Administrative Rules Document: BrowardNext* details the procedures local governments must follow to submit recertification requests. Exhibit B attached identifies the materials which must be submitted to satisfy the Planning Council’s application requirements for recertification. Broward County Planning Council staff should be consulted to determine whether or not a local land use plan amendment is within the rules of flexibility and would not require amending the Broward County Land Use Plan.

#### **Exhibit B**      “Application Requirements for Recertification of Local Land Use Plans”

## EXHIBIT A

### CHECKLIST FOR LOCAL GOVERNMENT CERTIFICATION

TWO COPIES OF THE FOLLOWING INFORMATION IS REQUIRED TO BE PROVIDED WITH ALL REQUESTS TO (RE)CERTIFY LOCAL LAND USE PLANS.

REQUIRED ITEM	PAGE OR EXHIBIT #
1. SUBMITTAL LETTER FROM CHIEF ELECTED OFFICIAL/CITY MANAGER/PLANNING DIRECTOR (COPY CHIEF ELECTED OFFICIAL OR CITY MANAGER)	<hr/>
2. COPY OF ORDINANCE ADOPTING THE LAND USE ELEMENT OR COMPREHENSIVE PLAN (Note: Local Land Use Elements should be adopted conditionally, to become effective upon their (re)certification by the Broward County Planning Council.)	<hr/>
3. FUTURE LAND USE PLAN MAP	
A. Minimum Scale of 1" = 1000'	<hr/>
B. North Arrow	<hr/>
C. Legend identifying land use categories and permitted densities/intensities which are consistent with the Broward County Land Use Plan. (Note: The Broward County Land Use Plan map identifies conservation areas which are natural reservations or mitigation areas within State and County owned lands or parks. These areas must be designated for conservation use on the local land use plan.)	<hr/>
D. Depiction of all applicable Broward County Trafficways on the Land Use Plan map. Alternately, Trafficways may be depicted on a separate map with a note on the Land Use Plan map indicating conformity with the Broward County Trafficways Plan.	<hr/>
E. The Land Use Plan map must reflect conceptually or at specific locations existing and proposed park and recreation facility sites of sufficient size and quantity to meet the community parks standard within the Broward County Land Use Plan of three (3) acres per thousand existing and projected population.	<hr/>

4. TABLES INDICATING PLANNED ACREAGE BY LAND USE CATEGORY AND NUMBER OF PERMITTED DWELLING UNITS. 

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5. A DETAILED LISTING OF PERMITTED LAND USES AND DENSITIES ALLOWED WITHIN EACH LOCAL LAND USE CLASSIFICATION CONSISTENT WITH THE BROWARD COUNTY LAND USE PLAN. 

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6. DEMONSTRATION OF COMPLIANCE WITH THE COMMUNITY PARKS AND RECREATION STANDARD OF THREE (3) ACRES PER THOUSAND POPULATION CONSISTENT WITH THE BROWARD COUNTY LAND USE PLAN. THE FOLLOWING INFORMATION MUST BE PROVIDED TO DEMONSTRATE COMPLIANCE:
  - A. Current and projected build-out populations 

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  - B. Current and projected community parks requirements utilizing the three (3) acres per thousand population standard 

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  - C. Inventory of all existing park and recreation acreage used to satisfy the above standard relative to current population 

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  - D. Inventory of projected park and recreation acreage used to satisfy the above standard for the build-out population 

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7. IMPLEMENTATION REGULATIONS AND PROCEDURES CONSISTENT WITH THE BROWARD COUNTY LAND USE PLAN INCLUDING:
  - A. Development Review Requirements 

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  - B. Local Land Development Regulations and Procedures 

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  - C. Other Land Development Regulations and Procedures for Implementation of Local Land Use Plans 

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8. MONITORING AND ENFORCEMENT PROCEDURES CONSISTENT WITH THE BROWARD COUNTY LAND USE PLAN. 

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9. DEFINITIONS CONSISTENT WITH THE BROWARD COUNTY LAND USE PLAN. (Note: Local plans are not required to contain all those definitions included within the County Plan, but local definitions must not conflict with the County Land Use Plan definitions.) 

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## 10. POLICIES CONSISTENT WITH THE BROWARD COUNTY LAND USE PLAN

Local governments are encouraged to review and address within their land use plans all policies contained within the Broward County Land Use Plan. The plan's policies will be a primary consideration in the Council's review of local certification and recertification requests and future County Land Use Plan amendment requests.

Local land use plans, however, are required to address those policies contained within the Broward County Land Use Plan identified below which establish specific requirements for local plans. Local policies do not have to contain the exact language of the Broward County Land Use Plan, but must provide the same general direction. Local policies may be more restrictive than the Broward County Land Use Plan. Please indicate where within the local land use plan the following policies are addressed. If a specific policy is not addressed within the local plan, the justification or rationale for such an omission must be provided.

	PAGE # OF LOCAL PLAN
<b>RESIDENTIAL</b>	
POLICY 2.2.3	_____
POLICY 2.2.4 (if applicable)	_____
POLICY 2.2.7	_____
POLICY 2.2.8	_____
<b>COMMERCE</b>	
POLICY 2.3.1	_____
POLICY 2.3.2	_____
POLICY 2.3.3	_____
POLICY 2.3.4	_____

**ACTIVITY CENTERS (if applicable)**

POLICY 2.4.5

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POLICY 2.4.6

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POLICY 2.4.7

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POLICY 2.4.9

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POLICY 2.4.10

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POLICY 2.4.11

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POLICY 2.4.12

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**PARKS/CONSERVATION**

POLICY 2.5.1

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POLICY 2.5.4

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POLICY 2.5.5

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**PORT (if applicable)**

POLICY 2.7.2

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**AIRPORT (if applicable)**

POLICY 2.8.2

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POLICY 2.8.3

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POLICY 2.8.4

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**MINING**

POLICY 2.9.2

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**COMPATIBILITY**

POLICY 2.10.1

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POLICY 2.10.2

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POLICY 2.10.3

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**PUBLIC FACILITIES AND SERVICES**

POLICY 2.11.3

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POLICY 2.11.4

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POLICY 2.11.5

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POLICY 2.11.6

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POLICY 2.11.7

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POLICY 2.11.8

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**DISASTER PLANNING AND POST-DISASTER REDEVELOPMENT**

POLICY 2.12.2

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POLICY 2.12.8

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**PLATTING AND LAND DEVELOPMENT CODE**

POLICY 2.13.1

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POLICY 2.13.2

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POLICY 2.13.3

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**TRANSPORTATION CONCURRENCY AND IMPACT FEES**

POLICY 2.14.3

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POLICY 2.14.5

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POLICY 2.14.6

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POLICY 2.14.7

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POLICY 2.14.8

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**PUBLIC SCHOOL CONCURRENCY**

POLICY 2.15.1

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POLICY 2.15.2

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POLICY 2.15.3

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POLICY 2.15.4

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**AFFORDABLE HOUSING**

POLICY 2.16.1

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POLICY 2.16.2

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**TRANSPORTATION RIGHTS-OF-WAY/TRAFFICWAYS PLAN**

POLICY 2.17.1

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POLICY 2.17.4

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POLICY 2.17.5

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POLICY 2.17.6

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**CLIMATE RESILIENCY, ADAPTATION ACTION AREAS  
AND PRIORITY PLANNING AREAS (if applicable)**

POLICY 2.21.7

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**WETLANDS**

POLICY 2.22.2 \_\_\_\_\_

**ENVIRONMENTALLY SENSITIVE LANDS**

POLICY 2.23.2 \_\_\_\_\_

**WATER RESOURCES MANAGEMENT**

POLICY 2.24.1 \_\_\_\_\_

POLICY 2.24.2 \_\_\_\_\_

POLICY 2.24.4 \_\_\_\_\_

**AIR QUALITY**

POLICY 2.25.1 \_\_\_\_\_

**BEACHES AND RIVERS**

POLICY 2.27.1 \_\_\_\_\_

POLICY 2.27.2 \_\_\_\_\_

POLICY 2.27.3 \_\_\_\_\_

POLICY 2.27.4 \_\_\_\_\_

**SEA TURTLE LIGHTING (if applicable)**

POLICY 2.28.1 \_\_\_\_\_

**HISTORIC AND ARCHAEOLOGICAL RESOURCES**

POLICY 2.30.1 \_\_\_\_\_

POLICY 2.30.2 \_\_\_\_\_

**PLANNING COUNCIL RECERTIFICATION REQUIREMENTS**

POLICY 2.33.3 \_\_\_\_\_



**Planning Council encourages local governments to adopt policies in their local land use plans, if appropriate, which address the following subject areas:**

Studio/Efficiency Dwelling Units  
Smart Growth  
Climate Resiliency  
Fracturing  
Affordable Housing Bonus Density

Complete Streets  
Urban Agriculture  
Transfer of Development Rights  
Redevelopment Units  
Environmental Justice

## **EXHIBIT B**

### **APPLICATION REQUIREMENTS FOR RECERTIFICATION OF LOCAL LAND USE PLANS**

TWO COPIES OF THE FOLLOWING INFORMATION IS REQUIRED TO BE PROVIDED WITH ALL REQUESTS TO RECERTIFY LOCAL LAND USE PLANS.

1. Submittal letter from the chief elected official/city manager/planning director (copy chief elected official/city manager) indicating the local governing body has acted to transmit the recertification request by motion or resolution.
2. The information below must be provided for local land use plan map amendments which do not require amending the Broward County Land Use Plan. A separate application must be completed for amendments to the Broward County Land Use Plan in accordance with the "Application for Amendments to the Broward County Land Use Plan: Broward County Planning Council." Planning Council staff should be consulted regarding the determination of when an amendment to the Broward County Land Use Plan is required.
  - a. Local amendment name, case number and resolution or ordinance number.
  - b. Applicant Information
    1. Name, address, telephone number and email address of the applicant.
    2. Name, address, telephone number and email address of the agent.
    3. Name, address, telephone number and email address of the property owner(s).
  - c. Sealed survey for each amendment site indicating the area proposed for change.
  - d. Written description of the size and boundaries of the area proposed for change.
  - e. Existing and proposed land use designation(s).
  - f. Rationale for the amendment.
  - g. Fee for processing the amendment in accordance with Appendix 5, "Fee Schedule" of the *Administrative Rules Document: BrowardNext*.
  - h. Copy of adoption ordinance upon final action by local government. (Note: If the ordinance is adopted prior to Planning Council recertification, it must be adopted conditionally upon Planning Council recertification.)
3. The future local land use plan map reflecting the proposed change.
4. If the recertification request includes text amendments, the relevant revised pages of the text in underline/strike-through format, as well as a clean copy.

## EXHIBIT B (continued)

5. Updated flexibility tables indicating planned acreage by land use category and number of permitted dwelling units.
6. If the recertification request includes amendments changing residential densities, the following information must be provided to demonstrate compliance with the Broward County Land Use Plan.
  - a. Current and projected build-out populations.
  - b. Existing and projected community parks requirements utilizing the three (3) acres per 1,000 persons standard.
  - c. Inventory of all existing park and recreation acreage used to satisfy the above standard relative to existing population.
  - d. Inventory of all projected park acreage used to satisfy the above standard for the projected build-out population.
  - e. Demonstration of compliance with Article 2.3 of the *Administrative Rules Document: BrowardNext*.
  - f. For local amendments which were not the subject of a Broward County Land Use Plan amendment and which will result in an increased demand for “community parks” acreage, documentation, consistent with the requirements of the Land Use Plan, must be submitted demonstrating adequate public access and conspicuous signage for all additional acreage/sites used to meet the requirement of three (3) acres per 1,000 existing residents.
7. The recertification request must demonstrate compliance with Broward County Land Use Plan Policy 2.10.1 regarding compatibility with adjacent land uses and impacts on public school facilities.
8. Demonstrate that the local government plan amendment has completed the Chapter 163, Florida Statutes, review process, including any appeal period.
9. If the municipal amendment was the subject of a Broward County Land Use Plan amendment and subject to any interlocal agreements and/or voluntary commitments (i.e. activity center monitoring agreements, school mitigation, affordable housing, restriction of number and/or type of units), please include appropriately reviewed, executed, and recorded documents (to the satisfaction of the appropriate agencies) in this regard.

Please note that the recertification will not be scheduled for a Planning Council meeting until the applicable interlocal agreements and/or voluntary commitments are fulfilled, with the exception of a request for a “conditional recertification” per Article 2.5.1 of this document.

## **APPENDIX 3**

### **APPLICATION FOR BROWARD COUNTY LAND USE PLAN REDEVELOPMENT UNITS AND RELEASE OF FLEXIBILITY UNITS**

#### **A. REDEVELOPMENT UNITS**

TWO COPIES OF THE FOLLOWING INFORMATION MUST BE PROVIDED TO THE BROWARD COUNTY PLANNING COUNCIL BEFORE A REQUEST FOR ALLOCATION OF REDEVELOPMENT UNITS WILL BE ACCEPTED FOR PROCESSING:

1. Submittal letter from the chief elected official/city manager/planning director (copy chief elected official/city manager) indicating the local governing body has acted to transmit the request for redevelopment units by motion or resolution. The motion or resolution must include the number of redevelopment units being requested.
2. Updated flexibility table demonstrating that fewer than 250 combined “flexibility units” or “redevelopment units,” or 10% of the number of dwelling units permitted by the certified municipal land use plan, whichever is less, are available within the municipality.
3. Indicate support documents that describe how the municipality has identified appropriate areas for allocations of “redevelopment units,” such as adopted municipal plans, comprehensive plans, redevelopment plans, master plans or similar plans that have been the subject of municipal public participation and input.
4. Map identifying areas, as well as main transit corridors, which are appropriate for allocations of “redevelopment units” (i.e. receiving areas) consistent with an adopted municipal plan or plans, such as comprehensive plans, redevelopment plans, master plans, or similar plans that have been the subject of municipal public participation and input.
5. Describe how the municipality will comply with Broward County Land Use Plan policies regarding affordable housing.
6. Describe how the municipality shall ensure compatibility of land uses.
7. Demonstrate sufficient capacity for impacts to public facilities and services, including public schools, as follows:
  - a. Indicate the facility serving the area, current plant(s) capacity, current and committed demand and planned capacity expansions for potable water, sanitary sewer and solid waste.
  - b. Provide correspondence of public facilities and service providers verifying the information above.
  - c. Provide an updated table of community parks and open space and demonstration that the parks requirement of 3 acres per 1,000 persons is met.