



City of Margate
 DEVELOPMENT REVIEW COMMITTEE
Application for Plat Amendment

5790 Margate Blvd., Margate, FL 33063
 954-972-6454

Submittal Date (official use):

Project Name		
Address		
Acreage	Folio Number	DRC #
Existing Use		
Legal Description		

Describe proposal/request in detail, including non-residential square footage and/or number of dwelling units

Agent/Contact Name	
Address	
Phone Number	Fax Number
Email Address	

Property Owner Name	
Address	
Phone Number	Fax Number
Email Address	

OWNER'S AFFIDAVIT: I certify that I am the owner of record for the above referenced property and give authorization to file this petition. I understand that I, or a representative on my behalf, must be present at the DRC meeting. I further understand that my petition will be subject to the regulations of Chapter 16 ½ of the Margate City Code.

Property Owner's Signature

Date

CITY OF MARGATE PLAT AMENDMENT APPROVAL PROCEDURES

Contact Broward County Engineering Division, Plat Section (954-577-4555) for County applications and approval process.



Submit to the City of Margate via Department of Economic Development (954-972-6454) 3 paper sets and 1 compact disc in pdf format of the required documentation and **\$500** fee at least 30 days prior to scheduled DRC meeting. Petitioners may apply to Broward County for a concurrent review.



Development Review Committee



Apply to City Commission via City Clerk (954-972-6454). Submit 10 packages of required documentation. Petitioner(s) are required to pay for advertising costs, if any. Petitioner(s) must post public hearing announcement sign on subject property at least 7 days prior to Commission meeting, and pay **\$150** sign bond.



City Commission (Resolution)



County approval process and recordation

To access the Margate Code of Ordinances on-line:

1. Go to www.municode.com
2. Click on “Code Library”
3. Where it directs, “Select State,” select Florida.
4. Scroll down to “Margate” and click on it.
5. Click on “Margate Code of Ordinances”
6. From this page, you have the following options:
 - a. Enter a word to search for in the Code (will search entire code). If you enter a search word, municode will bring up appropriate sections of the Code. If you click on one of those sections and wait for it to fully load, it will take you to the first instance of your search word and your search word will always be highlighted.
 - b. Use the menu on the left to find a specific chapter of the Code
 - c. If you want only the ZONING CODE, go to the menu on the left-hand side of the page and scroll down until you see “Appendix A Zoning” and click on it.

Application submissions will be considered incomplete without all of the following required materials:

1. Completed DRC application form.
2. Application fee.
3. Survey of subject property depicting current conditions and that is no more than five years old.
4. Existing plat.
5. Proposed changes.

NOTES:

1. 3 paper sets of back up material (1 original + 2 copies) and 1 compact disc in pdf format must be submitted to the Department of Economic Development by appropriate deadline with application forms and required fee. Late submissions may be subject to Expedited Review Fee.
2. The applicant or a representative must be present in order for a submission to be reviewed by the committee.
3. All required forms/materials must be typewritten or printed neatly. Illegible documents will not be accepted.
4. Large (24" x 36") surveys and/or plans must be folded into quarters, and then in half with the application visible.
5. Completed "PUBLIC HEARING SIGN REMOVAL BOND" (p.6) and **\$150** must be submitted to the City Clerk's Office.
6. Eleven (11) sets of required back-up material must be submitted to the City Clerk's Office. Applicants are also responsible for cost of required advertisements/mailings.

DRC APPLICATION FEE(S):

1. \$500
2. Expedited review: fees doubled



PUBLIC HEARING SIGN REMOVAL BOND AGREEMENT
In accordance with Ordinance #1500.485

I, _____, petitioner of record and on behalf of the property owner, hereby agree that the subject public hearing sign shall be removed within two (2) business days following a final determination by the governing body. Further, it is understood that by complying with this section, the \$150 cash bond will be returned to the petitioner of record.

If said public hearing sign is not removed in two (2) business days, I hereby authorize the administration of the City of Margate to remove said sign, billing the costs of the removal of the sign to the owner of the property.

I understand that the \$150 (one hundred fifty dollar) cash bond shall be forfeited and applied against the cost of removal to the City of Margate if said public hearing sign is not removed in two (2) business days.

Business Name
Address
Signature
Date

OFFICE USE ONLY
Date of Decision:
Tabled to date certain?
Two Business Days (after decision)
COMPLIED? Y N
If YES, initiate check request to Finance (603-0000-220.18-00)
If NO, inform Finance to deposit Bond (001-0000-369.90-01)



A PUBLIC HEARING CONCERNING THE
VARIANCE FOR DESIGN
STANDARDS OF THIS PROPERTY
WILL BE HELD BY THE BOARD OF
ADJUSTMENT OF THE CITY OF MARGATE
AT CITY HALL 5790 MARGATE
BOULEVARD, MARGATE
JANUARY 6th, 2015 AT 7:00 P.M.
CALL **954-972-6454** FOR FURTHER
INFORMATION.

4 feet

4 feet

IMPORTANT INFORMATION

- ALL ***bold*** words must be a minimum of 6 inch letters
- Use black letters on a white background
- Professionally prepared, single-faced sign

Install 5 feet from property line

SAMPLE

**Not drawn to scale.*

- Sign shall face road frontage (If corner property, there must be a sign on each main road frontage.)
- Install sign on property 7 days prior to scheduled public hearing and remove within 48 hours after the hearing or \$150 bond will be forfeited to the City.

Petitioners are required to erect a Public Hearing Advertising Sign when applying for:

- Zoning map amendments
- Special exception uses
- Variances
- Waivers
- Appeals
- Conditional use permits
- Or Other matters that require public hearings

Petitioners are required to submit to the City Clerk's Office:

- Dated photo of sign
- \$150.00 (refundable) bond
- Completed Sign Removal Bond Agreement

Sign(s) must be taken down within 48 hours after public hearing or \$150.00 bond will be forfeited to the City.

Please use the following language as written for your public hearing sign(s):

A PUBLIC HEARING CONCERNING THE
_____ OF THIS
PROPERTY WILL BE HELD BY THE
_____ OF THE
CITY OF MARGATE AT CITY HALL 5790 MARGATE
BOULEVARD, MARGATE _____ at
_____. CALL 954-972-6454 FOR
FURTHER INFORMATION.