



City of Margate
DEVELOPMENT REVIEW COMMITTEE
Application for SPECIAL EXCEPTION

5790 Margate Blvd., Margate, FL 33063
 For Planning & Zoning Questions: 954-979-6213

Submittal Date (official use):
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Project Name	
Address	
Acreage	Folio Number

DRC #
Paid:

Proposed Use
Previous/Existing Use
Legal Description

Describe proposal/request in detail, including occupant capacity (if applicable)

Applicant Name	
Business/Corporate Name	
Address	
Phone Number	Fax Number
Email Address	

Agent/Contact Name	
Business/Corporate Name	
Address	
Phone Number	Fax Number
Email Address	

Property Owner's Signature

Date

CITY OF MARGATE SPECIAL EXCEPTION APPROVAL PROCEDURES

Consult with the Development Services Department for applications (954-979-6213).



Submit to the City of Margate via Development Services Department (954-979-6213) the required documentation in hard copy (3 paper sets) and digital copy (1 compact disc in pdf format) and the required fee at least 30 days prior to the meeting*.



Development Review Committee.



Consult with Development Services Department to confirm dates for Planning and Zoning Board and City Commission hearing. City staff provides public notice information for required mailing and signs. Submit updated application based on DRC comments, if any.



Public notice must be mailed and signs posted no less than 14 days prior to the first scheduled hearing. Proof of mailing must be submitted to staff no less than 10 days prior to first scheduled hearing.



Planning and Zoning Board.



Submit updated application based on Planning & Zoning Board conditions, if any.



City Commission

To access the Margate Code of Ordinances online:

1. Go to www.municode.com
2. Click on “Library”
3. Where it directs, select “Florida”.
4. Scroll down to “Margate” and click on it.
5. From this page, you have the following options:
 - a. Enter a word search at the top of the page and Municode will bring up appropriate sections of the Code (it will search the entire 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. When viewing one of the selections, you can exit the search by clicking the “home” icon to the left and then clicking the red “X” at the top of the page.
 - 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 (\$500 + site plan fee, if applicable).
3. Ownership affidavit and consent.
4. Public hearing sign bond agreement.
5. Preliminary site plan, see checklist below.
(Required per Section 31-54(b) of the Margate Code of Ordinances.)
6. Written and graphic summary of the proposed project and its relationship to the general standards of review in Section 31-54(c) of the Margate Code of Ordinances.
7. Any other documentation as may be required to permit the necessary findings.

NOTES:

1. 3 paper sets of backup material (1 original, stamped/sealed + 2 copies*) and 1 compact disc in pdf format must be submitted with 1 original application cover sheet (p.1) to the Economic Development Department at least 30 days prior to DRC meeting.
* Copies can use a copy of the original stamp/seal.
2. The applicant or authorized 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. Backup material must be collated and bound into 3 distinct sets.

PROPERTY OWNER CERTIFICATION AND PERMISSION TO PROCEED



I hereby certify that I am the owner of the property located at _____,

being the subject property for this DRC application for a SPECIAL EXCEPTION USE, and I give authorization to _____ 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 31 of the Margate City Code.

Print owner's name

Signature of owner

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this ____ day of _____, __ (year), by _____ (name of person making statement).

Print or type name of Notary

Signature of Notary

_____ Personally known to me

_____ Produced identification _____

SITE PLAN CHECKLIST:

A. A survey meeting the technical standards of the Florida Department of Professional Regulation, Board of Land Surveyors.

B. An accurate tree location plan, superimposed over the basic site plan, showing the species and size of all trees of three (3) inches or greater caliper, d.b.h.

C. Site data, including floor areas, aggregate building coverage, green space, vehicular use areas, retention areas and parking ratio.

D. Each site plan presented herewith shall be drawn to a scale of no less than one (1) inch equals fifty (50) feet, and shall include the complete dimensioning and location of:

1. Plot lines.
2. Existing and proposed buildings and all other proposed improvements.
3. Off-street parking, curbing, wheel stops and interior landscape area.
4. Street paving, drainage structures, sidewalks, driveways, intersections, medians, existing and proposed deceleration and turning lanes.
5. Setbacks.
6. Floor plans, and exterior sales, storage or service areas.
7. Internal walks and pedestrian ways.
8. Typical building exterior elevation view.
9. Signs and exterior lighting.
10. Water mains and fire hydrants; sewer laterals.
11. Buffering and fencing or decorative masonry walls.
12. Solid waste disposal containers and enclosures.
13. Proposed finished floor and pavement elevations.
14. Landscaping and irrigation plans.
15. Parking lot lighting (photometric) plan.
16. Any other architectural, engineering or other data as may be required to permit the necessary findings.

E. A traffic impact statement is required for all developments which will generate in excess of 500 trips per day.



PUBLIC HEARING SIGN REMOVAL BOND AGREEMENT

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 or Property 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 (601-0000-220.18-00)	
If NO, inform Finance to deposit Bond (001-0000-369.90-01)	

Copy to Petitioner, Finance Department
Original to File