



## SPECIAL EXCEPTION APPLICATION CHECKLIST EXISTING CONSTRUCTION

- Pre-application Meeting: A pre-application meeting with a planner is required prior to submission.
- Application Processing: Applications and payments are only accepted online through [ProjectDox](#)
- Complete Application: Incomplete applications cannot be accepted.
- Application Fee: See the [Fee Schedule](#)
- Public Hearing Sign Bond: \$150
- Proof of Ownership: Warranty Deed or property appraiser's information from [www.bcpa.net](http://www.bcpa.net)
- Owner's Authorization Affidavit: If owned by a corporation an authorized agent registered with the State of Florida as listed on [www.sunbiz.org](http://www.sunbiz.org) must be the person that signs and the record from [www.sunbiz.org](http://www.sunbiz.org) must be provided. If the person signing is not listed as an authorized signatory, then a corporate resolution showing that person is authorized to sign on behalf of the corporation may be provided.
- Survey: Signed and sealed Boundary Survey meeting the technical standards of the Florida Department of Professional Regulation, Board of Land Surveyors, no older than five (5) years, in pdf format that is a minimum 300 dpi that shows the following:
  1. The location of all existing structures, paved areas, and recorded easements on the property.
  2. Existing roadway details adjacent to the property including, but not limited to, rights-of-way, pavement widths, lane widths, markings, sidewalks, driveways (curb cuts), curbs and gutters, turn lanes, bus bays, medians, median openings, traffic signals and signal equipment, street lights, pull boxes, utility poles and utility equipment, drainage structures, and fire hydrants.
- Preliminary Site Plan: A plan that provides all the requirements of [§40.306\(B\)](#) of the Code of Ordinances of the City of Margate; maximum page size of 24" x 36" in pdf format that is a minimum 300 dpi.
- General Standards of Review: A document that is a written and graphic summary of the proposed project and its relationship to the general standards of review in [§40.306\(C\)](#) of the Code of Ordinances of the City of Margate in pdf format that is a minimum 300 dpi.
- Concurrency Analysis: A document that provides all of the application requirements for concurrency determination stated in [Division 5 Concurrency Management System](#) of the Code of Ordinances of the City of Margate in pdf format that is a minimum 300 dpi.



- SCAD Letter:** If an application has a residential component, a Public School Impact Application (PSIA) must be submitted to the School Board. Within 45 days of accepting the PSIA, the School Board will issue a School Capacity Availability Determination (SCAD) letter confirming if the project is exempt, vested or if student capacity is available. Provide an electronic copy in pdf format that is a minimum of 300 dpi.
- Traffic Impact Statement:** Any application for a development which generates 500 or more trips per day shall include a Traffic Impact Statement that is prepared by a professional engineer licensed in the State of Florida. The Traffic Impact Statement shall assess the impact of the proposed development on all public streets and intersections within a one-mile radius of the perimeter of the development. The document is to be in pdf format that is a minimum 300 dpi.
- Master Parking Plan:** Required for any application that involves a new parking area, new or change of use, or substantial modification to an existing parking area such as an alteration to vehicle circulation and/or an expansion of the parking area. The document is to provide all of the information stated in [§40.705\(H\)](#) of the Code of Ordinances of the City of Margate in pdf format that is a minimum 300 dpi.

## PRELIMINARY SITE PLAN CHECKLIST

### THE FOLLOWING APPLY ONLY TO THE AFFECTED AREAS OF THE SUBJECT PROPERTY

- Site Data:** To include floor areas, aggregate building coverage, green space, vehicular use areas, retention areas and parking ratio.
- Site Plan 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. Lot 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. Color elevations of all sides of every building
  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. Landscape plan with site data, tree replacement data, and irrigation plans (100% coverage, source of water, pumps, valves, pipe sizes, rain sensors, head types, locations and spray patterns)
15. Parking lot lighting (photometric) plan
16. Copies of any and all agreements that run with or affect the property, such as cross access agreements, shared parking agreements, restrictive covenants, plat note amendments, or FDOT agreements.
17. Any other architectural, engineering or other data as may be required to permit the necessary findings

## AFTER SUBMISSION

- Public Hearing Notices:** At least 14 days prior to a scheduled hearing, the applicant is responsible for mailing public notice to all property owners within 1,500 feet and posting public hearing signs on the property. (see Public Hearing Notice requirements for details)
- Proof of mailing and an affidavit:** Evidence the mailing took place including postage receipts, sample letter and an affidavit attesting to the information must be submitted a minimum of 10 days prior to the scheduled hearing.



## SPECIAL EXCEPTION APPLICATION EXISTING CONSTRUCTION

Subject Property Address: \_\_\_\_\_

Subject Folio Number(s): \_\_\_\_\_

Description of Request:

### AUTHORIZED AGENT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### APPLICANT INFORMATION (IF DIFFERENT THAN THE PROPERTY OWNER)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



## OWNER'S AUTHORIZATION AFFIDAVIT

I hereby certify that I am the owner or authorized signatory of the property located at

\_\_\_\_\_ ,  
being the subject property for this Special Exception application, and I hereby grant authorization to

\_\_\_\_\_ to file an application with the City of Margate for approval of the same.

Print owner's or authorized signatory name

Signature of owner or authorized signatory

Owner/Agent Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner/Agent Address: \_\_\_\_\_

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

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

\_\_\_\_\_ (Signature of Notary Public - State of Florida)

\_\_\_\_\_ (Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known  OR Produced Identification

Type of Identification Produced \_\_\_\_\_



## PUBLIC HEARING SIGN AGREEMENT

Subject Property Address: \_\_\_\_\_

Subject Folio Number(s): \_\_\_\_\_

Pursuant to the requirements set forth in §40.310 of the Code of the City of Margate, Florida, the applicants(s) for the public hearing for the application described above do(es) hereby agree that failure to remove the sign(s) within two (2) business days following a final determination in the matter will result in the forfeiture of the \$150 collected by the City of Margate.

Print applicant's name \_\_\_\_\_

Signature of applicant \_\_\_\_\_

Print applicant's title \_\_\_\_\_

Print applicant's organization/company \_\_\_\_\_

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

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

(Signature of Notary Public - State of Florida) \_\_\_\_\_

(Print, Type, or Stamp Commissioned Name of Notary Public) \_\_\_\_\_

Personally Known OR  Produced Identification

Type of Identification Produced \_\_\_\_\_



## SPECIAL EXCEPTION APPLICATION PROCESS EXISTING CONSTRUCTION

- Minimum 90 day process
- All timeframes are approximate and dependent on the meeting schedule
- No waiver of F.S. 166.033 will impact timeline

