



DEVELOPMENT ORDER EXTENSION APPLICATION CHECKLIST

- ☐ Application Processing: Applications and payments are only accepted online through [ProjectDox](#)
- ☐ Complete Application: Incomplete applications cannot be accepted.
- ☐ Application Fee: Use the Site Plan Extensions fee from the [Fee Schedule](#)
- ☐ Proof of Ownership: Warranty Deed or property appraiser's information from www.bcpa.net
- ☐ Owner's Authorization Affidavit: If there is more than one (1) owner then all owners must sign an affidavit. If owned by a corporation an authorized agent registered with the State of Florida as listed on www.sunbiz.org must be the person that signs and the record from 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.
- ☐ Letter: A letter explaining the reason for the request.
 - Requests for an administrative extension of a site plan require the criteria listed in §40.302 (C) be addressed
 - Requests for extensions under F.S. §252.363(b) *Tolling and extension of permits and other authorizations* must contain:
 - The exact dates of the tolling period and the extension timeframe added to it
 - Copy of each declaration of a state of emergency impacting the request
 - Complete history of each request made in table format



MARGATE UNIFIED LAND DEVELOPMENT CODE (ULDC)

§40.302 (C) *Time limitation on approvals.* Any recommendation of the Development Review Committee as to any application shall be reevaluated after a period of one (1) year if final action by the City Commission has not taken place on that recommendation. An approval of a site plan shall be valid for one (1) year from the date of approval by the Committee. The date of site plan approval shall be the date when the site plan was approved at an official Development Review Committee meeting. If a building permit has not been issued within eighteen (18) months from the date of site plan approval then another site plan review shall be required.

If a building permit or engineering permit has not been issued within eighteen (18) months of site plan approval, an extension of the one-year time limit for site plan approval may be issued by administrative approval by the Development Services Director, subject to the following conditions:

1. The applicant has submitted a completed application for extension of the time limit, and submitted the requisite fee, as adopted in the schedule of fees by the City Commission.
2. The land use or zoning designation of the subject parcel has not changed and both designations are appropriate for the approved site plan.
3. The governing regulations of the subject parcel have not been significantly changed since the site plan was reviewed by the Development Review Committee.
4. There have been no developments on adjacent or nearby properties that would create a conflict with the current zoning regulations.
5. The proposed development is consistent with the Margate Community Redevelopment Plan as amended.
6. The time limit extension for site plan approval shall not exceed an additional one (1) year.



DEVELOPMENT ORDER EXTENSION APPLICATION CHECKLIST

Development Order Type:

- ☐ Site Plan
- ☐ Variance / Sign Waiver
- ☐ Other _____

Type of Extension:

- ☐ Administrative
- ☐ F.S. §252.363(b) Tolling and extension of permits

Subject Property Address: _____

Subject Folio Number(s): _____

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 Development Order Extension 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 _____