



City of Hollywood

Development Review Board Submittal Checklist

QUICK FACTS:

- *EACH PACKAGE MUST BE COMPLETE AND STAPLED.*
- *PLANNING AND DEVELOPMENT SERVICES WILL PROVIDE ONE (1) ORIGINAL NOTIFICATION LETTER, ENVELOPES, AND SIGNS FOR PUBLIC NOTIFICATION. MAILING NOTIFICATION AND PROPERTY POSTING MUST BE COMPLETED BY THE APPLICANT AT LEAST TEN (10) DAYS PRIOR TO MEETING DATE.*
- *FOR FEE CALCULATION PLEASE REFER TO OUR FEE SCHEDULE AVAILABLE IN OUR OFFICE OR ONLINE AT WWW.HOLLYWOODFL.ORG/COMM_PLANNING/APPFORMS.HTM*
- *DRB MEETS ON THE FOLLOWING DAYS:*

JANUARY 13, 2011
FEBRUARY 10, 2011
MARCH 10, 2011
APRIL 14, 2011
MAY 12, 2011
JUNE 9, 2011
JULY 14, 2011
AUGUST-RECESS
SEPTEMBER 8, 2011
OCTOBER 13, 2011
NOVEMBER 10, 2011
DECEMBER 8, 2011

**THE ABOVE MEETING DATES ARE SUBJECT TO CHANGES*
- *SUBMITTALS ARE ACCEPTED ON MEETING DATES BEFORE 12 NOON.*

Provide 20 copies (unless otherwise specified) of complete 11"X17" packages containing the items below and one 24"x36" package signed and sealed with all original documents. Prior to a formal Board submittal, be sure to meet with a planner to review applicability of the below requirements.

Submittal Requirements for Board Consideration:

- General Application
- Application Fee
- Ownership and Encumbrance Report (O&E)
- Cover Sheet
- Certified ALTA Survey
- Dimensioned Site Plan
- Dimensioned Building Elevations
- Dimensioned Landscape Plans
- Dimensioned Schematic Paving, Grading and Drainage Plan
- Dimensioned Typical Floor Plan (include all levels for parking garages)
- Street Profile (to appropriate scale)
- Color Renderings
- Signage Details (If applicable)
- Color Site Plan
- TAC Report signed by Committee members
- Color photographs of existing property and adjacent structures
- Proposed paint chips and/ or color materials
- CD containing package information listed above in PDF/JPG format
- Public Notice: Mailing Notification and Property Posting Requirements
- Criteria Statement – A written statement identifying how the request is consistent with all of the applicable criteria found in Article 5 of the Zoning and Land Development Regulations which may include the following: Variances, Design and Special Exceptions. (View online at WWW.AMLEGAL.COM)