



# City of Hollywood

## Planning and Zoning 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 WHICH IS AVAILABLE IN OUR OFFICE OR ONLINE AT [HTTP://WWW.HOLLYWOODFL.ORG/COMM\\_PLANNING/APPFORMS.HTM](http://WWW.HOLLYWOODFL.ORG/COMM_PLANNING/APPFORMS.HTM)*
- *P&Z MEETS ON THE FOLLOWING DAYS:*  
  
*JANUARY 24, 2011*  
*FEBRUARY 28, 2011*  
*MARCH 28, 2011*  
*APRIL 25, 2011*  
*MAY 23, 2011*  
*JUNE 27, 2011*  
*JULY 18, 2011*  
*AUGUST-RECESS*  
*SEPTEMBER 26, 2011*  
*OCTOBER 24, 2011*  
*NOVEMBER 28, 2011*  
*DECEMBER 19, 2011*
- *SUBMITTALS ARE ACCEPTED BEFORE 11 A.M. APPROXIMATELY 45 DAYS PRIOR TO MEETING.*

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. (Additional sets will be required for City Commission)

### Submittal Requirements for Board Consideration:

- General Application
- Application Fee
- TAC Report signed by Committee members with outstanding comments
- Ownership and Encumbrance Report (O&E)
- Cover Sheet
- Certified ALTA Survey
- Dimensioned Site Plan
- Dimensioned Building Elevations
- Dimensioned Landscape Plans
- Dimensioned Schematic Drainage Plan
- Street Profile (To appropriate scale)
- Color Renderings
- Proposed Signage Details
- Color Site Plan
- Dimensioned Typical Floor Plan (include all levels for parking garages)
- Color photographs of all structure elevations and adjacent structures
- 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 (view online at [WWW.AMLEGAL.COM](http://WWW.AMLEGAL.COM)), which may include the following: Sign Variance, Variance, Design Review, Rezoning and in Section 3.12 for Special Exceptions.