



# City of Hollywood

## Technical Advisory Committee Submittal Checklist

### QUICK FACTS:

*EACH PACKAGE MUST BE STAPLED AND FOLDED.*

*THE OFFICE OF PLANNING WILL PROVIDE (1) ORIGINAL NOTIFICATION LETTER, ENVELOPES AND SIGNS FOR PUBLIC NOTICE. MAILING NOTIFICATION AND PROPERTY POSTING MUST BE COMPLETED BY THE APPLICANT AT LEAST 10 DAYS PRIOR TO FINAL TAC MEETING.*

### FEE CALCULATION:

*RESIDENTIAL: \$2,025 + \$50 PER UNIT*

*ALL OTHERS: \$2,025 + \$60 PER 1,000 SQ FT*

*FEE WILL BE PAID TWICE (PRELIMINARY AND FINAL)*

*TAC MEETS ON THE 1ST AND 3RD MONDAY OF EACH MONTH.*

*1/5 & 1/20*

*2/2 & 2/17*

*3/2 & 3/16*

*4/6 & 4/20*

*5/4 & 5/18*

*6/1 & 6/15*

*7/6 & 7/20*

*8/3 & 8/17*

*9/8 & 9/21*

*10/5 & 10/19*

*11/2 & 11/16*

*12/7 & 12/21*

*SUBMITTALS ARE ACCEPTED BEFORE 11 A.M ON MEETING DATES FOR THE NEXT MEETING.*

Provide 16 copies (unless otherwise specified) of complete 24"X36" packages containing the items below and one package signed and sealed with all original documents.

### Requirements for Preliminary Site Plan Review:

- General Application
- Application Fee
- Ownership and Encumbrance Report (O&E)
- Cover Sheet
- Certified ALTA Survey
- Site Plan
- Building Elevations

### Requirements for Final Site Plan Review: (in addition to above items)

- Typical Floor Plan (all levels must be included for parking garages)
- Landscape Plans
- Wildlife Protection (if applicable)
- Schematic Drainage Plan
- Street Profile
- Color Renderings
- Color Chips
- Additional Information may be required by TAC when applicable (i.e. driveway connection permit, traffic study, etc.)
- Written Responses to Final TAC comments
- CD containing package information listed above in PDF/JPG format
- Public Notice: Mailing Notification and Property Posting

Please refer to Chapter 162 of the City of Hollywood Code of Ordinances for a detailed description of each item listed above or review the Guide to TAC Submittal Checklist by visiting our website at [www.hollywoodfl.com/planning/index.htm](http://www.hollywoodfl.com/planning/index.htm)