

“This is the first we’ve heard of this!” **“Nobody told me.”**
“Did I fail to notice their notice?”

A summary on the Notice Process related to City Development.

Lately, in community conversations questions regarding the Notice Process which applies to development in our City have been raised. This piece is an attempt to create a more informed public. A special thanks to Commissioner Ben Sorensen and Anthony Fajardo, Director of Development Services Department in our City for being willing to put this information together.

RVCA encourages all residents to visit FortLauderdale.gov and sign up to receive e-updates from this City so that you can be the most well-informed version of yourself!

Below is a summary of each Development Services Department Application type and a breakdown of the notification requirements for each level of approval. Please note, where you see references to 300-feet please note that the 300-feet is regardless of boundaries. It crosses water bodies (New River, Intracoastal, etc.) as well as other boundaries.

Site Plan Level II – Development Review Committee (DRC): *new residential development greater than 5,000 square feet, non-residential use within 100 feet of residentially zoned and used properties, other redevelopment proposals (if threshold met), change in use (if greater impact)*

- A courtesy email is sent to all city-recognized and registered civic and homeowners’ associations
- DRC agenda is posted on-line
- 10-days prior to the DRC meeting a sign notice shall be placed on the project site indicating a summary of the request, date, time and location of the DRC meeting for projects in the South Regional Activity Center (SRAC) only.

Site Plan Level III – Planning and Zoning Board (PZB): *conditional use; parking reductions (w/exceptions); flex allocation; cluster development; modification of yards; waterway use (w/exceptions)*

- PZB agenda is sent via a courtesy email to all registered civic and homeowners’ associations.
- A minimum 21-days prior to the DRC meeting a notice from the applicant via letter or email shall be provided to any officially city-recognized and registered civic or homeowner's associations within 300-feet of the proposed project, notifying date, time

and location of the DRC meeting (applicant shall provide an affidavit attesting to the notification within 10-days of the DRC meeting)

- DRC agenda is posted on-line
- Minimum 30-days prior to the PZB meeting the applicant shall conduct a public participation meeting for any property owner within 300-feet of the project location. This notification of the public participation meeting will be sent via regular mail notice and shall include the date, time, and location of the public participation meeting (the applicant has the choice to attend HOA meetings or set up a separate meeting time and location as long as the notice goes out to the property owners as indicated herein).
- 15-days prior to the PZB meeting a sign notice shall be placed on the project site indicating a summary of the request, date, time and location of the PZB meeting.
- Within a week of the Public Participation Meeting the applicant shall provide a written report to the Development Services Department summarizing the date, time, location, number of participants, presentation material, and general summary of the meeting and comments.
- PZB agenda is published on-line and posted at City Hall.

Site Plan Level IV - City Commission (and PZB Review): *rezoning; right of way vacation; plat approval; public purpose use; land use amendment; other specified development; yard modifications in some beach districts.*

- A minimum 21-days prior to the DRC meeting a notice from the applicant via letter or email shall be provided to any officially city-recognized and registered civic or homeowners' associations within 300-feet of the proposed project, notifying date, time and location of the DRC meeting (applicant shall provide an affidavit attesting to the notification within 10-days of the DRC meeting)
- DRC agenda is posted on-line
- Minimum 30-days prior to the PZB meeting the applicant shall conduct a public participation meeting for any property owner within 300-feet of the project location. This notification of the public participation meeting will be sent via regular mail notice and shall include the date, time, and location of the public participation meeting (the applicant has the choice to attend HOA meetings or set up a separate meeting time and location as long as the notice goes out the property owners as indicated herein).
- Within a week of the Public Participation Meeting the applicant shall provide a written report to the department summarizing the date, time, location, number of participants, presentation material, and general summary of the meeting and comments.
- The City Commission agenda is published on-line and at City Hall.

Rezoning Requests, Vacations of Rights-of-way, and Board of Adjustment:

- Mail notice to residents within 300-feet of the subject site
- Sign notice on the subject site
- Publication in the news paper (vacation of right-of-way and rezoning only)

Historic Designation: *district; landmark site; structure; building*

- 30-days prior to the HPB meeting mail notice sent to the property owner of the designation request.
- Newspaper notice 12-days prior to the first public meeting.
- 15-days prior to the City Commission meeting sign notice is required on the subject site.
- 12-days prior to the City Commission meeting newspaper notice is required.

The City of Fort Lauderdale DRC has a designated webpage which contains all meeting dates, materials, and instructions for easy public comment.