



Community Development Department – Planning Division
10770 West Oakland Park Boulevard, Sunrise, FL 33351
P: 954.746.3270 F: 954.746.3287
AskZoning@sunrisefl.gov

ALLOCATION OF RESERVE UNITS APPLICATION

- 1. Name of Development _____
Name of Applicant _____
Address _____
Contact _____
Telephone No. _____ Fax No. _____
Email Address _____

Contact Person/Agent _____
Company Name _____
Address _____
Telephone No. _____ Cell No. _____ Fax No. _____
Email Address _____
(IF AGENT, SUBMIT LETTER OF AUTHORIZATION)

- 2. Name of Property Owner _____
Address _____
Telephone No. _____
Email Address _____

3. Legal Description of Property Covered by this Application:

4. Address, Location of Subject Property _____

5. Folio Number (with copy of recent tax bill) _____

6. Current Zoning _____

7. Current Future Land Use Map designation(s):
City _____ County _____

8. Size of Property _____ Sq. Ft. Acres _____

9. Does property owner own contiguous property to the subject property? If so, give complete legal description of entire contiguous property.

10. Is there an option to purchase or lease subject property or property contiguous thereto, predicated on the approval of this application? Yes ___ No ___ If yes, who are the affected parties? _____

11. Number of requested Reserve Units _____ applicable Flexibility Zone # _____

12. Are there any other pending development review applications related to the subject property? Yes ___ No ___ If yes, identify the project(s) _____

For Office Use Only:

Staff Reviewer _____

Amendment to a Plat Note Fee _____ Technology Fee: _____

Applicant Request Letter (12)

Property Owner Consent Letter (12)

Copy of Broward County Plat Amendment Application

Copy of PSIA receipt from the School Board, if applicable



Checklist for Allocation of Reserve Units Application

PLEASE NOTE:

You are required to have a Pre-application meeting prior to submittal. Call the Community Development Department – Planning Division at (954) 746-3286 to schedule an appointment. Submittals are not allowed on the same day as the Pre-application meeting. Application fees, excluding notification fees, must be paid in full at time of submittal.

Items required for submittal:

1. Check or money order made payable to the City of Sunrise, in the amount indicated by the City of Sunrise Fee schedule, [FEE SCHEDULE](#)
2. Twelve (12) copies, of written justification in accordance with Section 16-116(b), in support of the requested allocation.
3. Letter from the applicant describing the request and, if the applicant is not the property owner, a letter from the property owner consenting to the request (1 original and 11 copies).
4. Twelve (12) copies, of the Broward County Application to Amend or Revise Level of Approved Development.
5. **RESIDENTIAL APPLICATIONS ONLY: Provide a receipt from the School Board documenting that a Public School Impact Application (PSIA) and fee have been accepted by the School Board** for residential projects subject to school concurrency, exempt from school concurrency (exemptions include projects that generate less than one student, age restricted communities, and projects contained within Developments of Regional Impact), or subject to an approved Declaration of Restrictive Covenant or Tri-Party Agreement.