



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

CHECKLIST FOR REZONING APPLICATION

PLEASE NOTE:

You are required to have a pre-application meeting prior to submittal. Call Community Development Department 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. All submissions must include a raised/wet seal and signature. Electronic or digitally sealed submissions are not accepted.

Note: All plans submitted shall be Americans with Disabilities Act (ADA) compliant.

Items required for submittal:

1. Application for Rezoning Approval (1 original and 11 copies) – please note all company names should be specified exactly as registered with the State of Florida’s Division of Corporations (www.sunbiz.org). All original documents should be signed in blue ink.
2. Location map.
3. Check or money order made payable to the City of Sunrise, in the amount indicated by the City of Sunrise - Fee Schedule
4. Check or money order made payable to the City of Sunrise for \$1,000.00 for consultant review. (If Necessary)
5. Letter from the applicant describing the request and the reasoning for the request pursuant to subsection 16-38(c) (1 original and 11 copies).
6. Notarized letter from the property owner consenting to the request and authorizing an agent to represent the application, if the applicant is not the property owner (1 original and 11 copies).
7. Twelve (12), copies of a signed and sealed survey, not more than one year old from date of first submittal that accurately depicts all on-site improvements and existing structures including existing natural features such as topography, vegetation, water bodies and any existing structures and paved areas. Location of all easements and dedicated rights of way with O.R. Books and Page numbers /Instrument numbers provided.

Items required for re-submittal:

1. When submitting revisions, the applicant is required to provide a list of responses to all Staff comments. This list must be attached to the front of all submitted sets of plans.
2. The applicant must submit new plans. If page numbers have been changed or added, this must be noted in the list of responses.



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APPLICATION FOR REZONING

1. Name of Project (Development) _____
Name of Applicant _____
Company Name _____
Company Address _____
Telephone No. _____ Fax No. _____
Email Address _____

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

2. Name of Property Owner _____
Company Name _____
Company Address _____
Telephone No. _____ Fax No. _____
Email Address _____

3. Legal Description of Property Covered by this Application:

4. Address or General Location of Site: _____
5. Folio Number: _____
6. Current Zoning: _____
7. Proposed Zoning: _____
(If rezoning to PUD, a document outlining the applicant's proposed Development Program Standards – inclusive of design guidelines and a conceptual plan, among other requirements pursuant to Section 16-101 of the City of Sunrise Land Development Code – is required to be submitted along with the application for rezoning. See last page for a guide on structure and minimum contents for the Development Program Standards document)
8. Size of Property: Gross Acreage _____ Net Acreage _____

<u>For Office Use Only:</u>	
Staff Reviewer _____	
<input type="checkbox"/> Application (1 original, 11 copies)	
<input type="checkbox"/> Location Map (12)	
<input type="checkbox"/> Fee _____	
<input type="checkbox"/> Cost Recovery Deposit	
<input type="checkbox"/> Applicant Request Letter (1 original, 11 copies)	
<input type="checkbox"/> Property Owner Consent Letter (1 original, 11 copies)	
<input type="checkbox"/> Survey (12)	

DISCLOSURE OF OWNERSHIP AFFIDAVIT

All owners, must separately complete this affidavit and list their name, business address and percentage of ownership of any owner of the real property that is the subject matter of this application. All parties who have a financial interest, either directly or indirectly, in the subject real property, including but not limited to, all shareholders, beneficiaries to a trust, partners to any partnership agreement, and members of an investment group involving local participation must provide a separate affidavit.

The undersigned hereby represents that he/she is an owner of the subject property and that the names, addresses, and ownership percentages of each owner are set forth below:

Property Owner Name, Business Address and Ownership Percentage

Property Address/Legal Description

Signature

Print Name

State of Florida

County of Broward

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 202__, by _____ (name of person) as _____ (type of authority . . . e.g., officer, trustee, attorney in fact) for _____ (name of corporation/LLC).

Signature of Notary Public

Print, type or stamp commissioned name of Notary Public

Personally Known ___ OR Produced Identification ___

Type of Identification Produced _____

Development Program Standards for Rezoning Application Guide

If the proposed zoning for the rezoning application is PUD, submittal of a document outlining the applicant's proposed Development Program Standards is required to be submitted along with the application for rezoning.

The design guidelines shall be presented in a concise manner, and include text, tables and graphics as necessary to demonstrate compliance. Present the proposed design guidelines point by point in the same order in which PUD standards are specified in Subsections 16-101(c) through 16-101(e), using those Land Development Code subsections as a checklist of the minimum standards that should be specified in the Design Guidelines of the Development Program Standards.

At a minimum, the Development Program Standards should contain the following in its Table of Contents:

1) General Description

- a. Property Description
- b. Property Ownership Information
- c. Project Description
- d. Required and/or Voluntary Commitments
- e. Purpose [Section 16-101(a)]
- f. Conceptual Plan [Section 16-101(f)(1)]
- g. Development Procedures [Section 16-101(f)(1)]

2) Unified Control

Provide a draft of the unified control document including all requirements as outlined on Land Development Code Section 16-101(b). The unified control document is required as part of the rezoning application. [Section 16-101(f)(3)]

3) Design Guidelines

The following statement should be included prior to items a – d below: “The design guidelines contained herein are not intended as a complete summary of all project code requirements. The applicable City of Sunrise code requirements shall apply to any criteria not included in these requirements.”

- a. Permitted Uses [Section 16-101(c)]
- b. Development Standards [Section 16-101(d)]
- c. Design Standards [Section 16-101(e)]
- d. Alternative Standards [Section 16-101(d), Section 16-101(f)(3)]