



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 Special Exception Application**

#### **Please Note:**

A pre-application meeting is required prior to submittal. To schedule an appointment, call the Community Development Department at (954) 746-3286. 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 Special Exception (1 original and 11 copies) executed by owner. All original documents should be signed in blue.
2. Check or money order made payable to the City of Sunrise, in the amount indicated by the City of Sunrise Fee Schedule.
3. Check or money order made payable to the City of Sunrise for \$1,000.00 for consultant review. (If necessary)
4. 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 provided.
5. Twelve (12), copies of building elevations (façades) located on the property.
6. Letter from the applicant describing the request and, if the applicant is not the property owner, a notarized letter from the property owner consenting to the request (1 original and 11 copies).
7. Twelve (12), copies of photographs of each compass direction of the site.
8. Twelve (12), copies of the proposed building elevations (façades) for all buildings on the site.
9. Twelve (12), signed and sealed copies of the proposed site plan which depicts the location of building(s) on the site, the internal traffic circulation system, ingress and egress from major roadways, parking areas which meet the requirements of the City Code, and if necessary, the proposed landscaping of the project. All plans are to be folded to their maximum ability, with the title block facing outwards.

10. Letter by applicant relative to the necessity for special exception use requested and, as required by Sec. 16-36(d) of the Land Development Code, the applicant must address the following:

(1) *Impact on surrounding properties:* An otherwise lawful activity may, because of its location, interfere with the property rights of adjacent landowners by creating an unreasonable disruption to the area by way of increased noise, light, storage and use of dangerous materials, intensity of development and other reasons. It is the intent of this section that each application for approval of a special exception use be evaluated in light of the unique characteristics of the neighborhood in which it is to be located and the positive and negative effects that it will have on that neighborhood and the community in general. Special consideration is to be given to the effect that the proposed special exception use will have on the safety and welfare of the minor residents of the area.

(2) *Traffic:* Consideration will be given to the volume and type of vehicular traffic associated with such use, particularly its impact on residential streets.

(3) *Comprehensive Plan: Conformity to goals, objectives and policies of the Sunrise Comprehensive Plan.*

(4) *Other factors:* Any additional factors or considerations which may be reasonably calculated to materially affect public health, safety and welfare; these must be explicitly stated in the motion to approve or deny.

\* (5) *B-6 District intensity and density:* As set forth in subsection 16-79(f), certain intensities and densities for B-6 uses shall be determined pursuant to the special exception process. In determining conformance with the intent of section 16-79(f) entitled "Use, intensity, site design and procedural regulations for the B-6 District," consideration shall be given to the language contained in that section. These intensity and density regulations are not intended to limit any rights which may exist under existing development orders.

\* Use, intensity, site design and procedural regulations for the B-6 District is now discussed in section 16-79(g) of the City Code of Ordinances.

11. Twelve (12) copies of any other information and/or plans deemed necessary by the City for presentation to the Board of Adjustment and/or City Commission to assist in their deliberations relative to the granting of approval for the special exception use requested such as a description of the major facilities to be located on-site along with hours of operation.

**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 Special Exception**

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

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

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. Folio Number \_\_\_\_\_ Current Zoning \_\_\_\_\_
5. Address or General Location of Site \_\_\_\_\_
6. Size of Property: Overall Acres of Site \_\_\_\_\_ Sq. Ft. of use \_\_\_\_\_
7. Does property owner own contiguous property to the subject property? If so, give complete legal description of entire contiguous property. \_\_\_\_\_  
 \_\_\_\_\_
8. 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? \_\_\_\_\_

**For Office Use Only:**

Staff Reviewer \_\_\_\_\_

- Application (1 original, 11 copies)
- Survey (11)
- Elevations (11)
- Photographs from all directions (11)
- Site Plan (11) Signed and sealed \_\_\_ Folded \_\_\_
- Site Plan (1) 11x17
- Applicant Request Letter (1 original, 11 copies)
- Property Owner Consent Letter (1 original, 11 copies)
- Additional Information Required by Staff (11) \_\_\_\_\_  
 \_\_\_\_\_
- Total Fee \_\_\_\_\_
- Cost Recovery Deposit \_\_\_\_\_

**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

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Property Address/Legal Description

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\_\_\_\_\_  
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 \_\_\_\_\_