

Individual Projects: include only one (1) application

The Development Review Committee

The Development Review Committee (DRC) reviews Site Plans, Special Exceptions, Variances and other applications to ensure compliance with the City Code of Ordinances.

Members

The DRC Committee is made up of the following departments and outside agencies. A contact list of all reviewers is available as a separate document.

Building	Engineering	FP&L	Fire
Landscaping	Leisure Services	Planning	Police
Utilities	Trash Services	Traffic Consultant	

Process

Prior to the submittal of any application, a pre-application meeting is required to review the request and ensure that the applicant has all the necessary materials for submittal. At this time, a project coordinator will be assigned to your application and will be your main contact throughout the process.

Subsequently, the applicant must make an appointment with the project coordinator for submittal of the application. Staff will review the application and provide comments. The DRC Committee will meet with the applicant to discuss any questions that the applicant has related to these comments. The applicant is then required to re-submit amended plans for review. Staff will review applications for sufficiency to determine that all aspects of the Code of Ordinances have been met. The applicant will then be able to submit for public hearing. See Public Hearing Schedule.

Schedule

Initial review time is based on the number of applications included in the project. Projects that include only one (1) application type have a review time of twenty-eight (28) calendar days for the initial submittal, and twenty-one (21) calendar days for resubmittals. DRC Meetings occur every first, second and fourth Wednesday of the month between the hours of 9am and 11am. (Review time may be longer depending on DRC schedule.) When an applicant is ready to submit/re-submit to the DRC Committee for review, they must schedule a meeting. Applicants are required to provide a written response to all comments and must attach the response to all sets of re-submitted plans.

Submittals accepted after 2pm will be processed the next business day.

	Application Submittal Deadline		DRC Comment's Returned to Applicant Friday	DRC MEETING with Applicant Wednesday
	Initial Submittals	Resubmittals		
1	10/18/24	10/25/24	11/15/24	11/27/24
2	10/25/24	11/1/24	11/22/24	11/27/24
3	11/1/24	11/8/24	11/27/24*	12/4/24
4	11/8/24	11/15/24	12/6/24	12/11/24
5	11/15/24	11/22/24	12/13/24	12/24/24*
6	11/22/24	11/27/24*	12/20/24	12/24/24
7	11/27/24*	12/6/24	12/27/24	12/31/24*
8	12/6/24	12/13/24	1/3/25	1/8/25
9	12/13/24	12/20/24	1/10/25	1/22/25
10	12/20/24	12/27/24	1/17/25	1/22/25
11	12/27/24	1/3/25	1/24/25	1/29/25
12	1/3/25	1/10/25	1/31/25	2/5/25
13	1/10/25	1/17/25	2/7/25	2/12/25
14	1/17/25	1/24/25	2/14/25	2/26/25
15	1/24/25	1/31/25	2/21/25	2/26/25
16	1/31/25	2/7/25	2/28/25	3/5/25
17	2/7/25	2/14/25	3/7/25	3/12/25
18	2/14/25	2/21/25	3/14/25	3/26/25

* Rescheduled for Holiday

Multiple Projects: include more than one (1) application

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Process

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Subsequently, the applicant must make an appointment with the project coordinator for submittal of the application. Staff will review the application and provide comments. The DRC Committee will meet with the applicant to discuss any questions that the applicant has related to these comments. The applicant is then required to re-submit amended plans for review. Staff will review applications for sufficiency to determine that all aspects of the Code of Ordinances have been met. The applicant will then be able to submit for public hearing. See Public Hearing Schedule.

Schedule

Initial review time is based on the number of applications included in the project. Projects that include more than one (1) application type have a review time of thirty-five (35) calendar days for the initial submittal, and twenty-eight (28) calendar days for resubmittals. DRC Meetings occur every first, second and fourth Wednesday of the month between the hours of 9am and 11am. (Review time may be longer depending on DRC schedule.) When an applicant is ready to submit/re-submit to the DRC Committee for review, they must schedule a meeting. Applicants are required to provide a written response to all comments and must attach the response to all sets of re-submitted plans.

Submittals accepted after 2pm will be processed the next business day.

	Application Submittal Deadline		DRC Comment's Returned to Applicant Friday	DRC MEETING with Applicant Wednesday
	Initial Submittals	Resubmittals		
1	10/11/24	10/18/24	11/15/24	11/27/24
2	10/18/24	10/25/24	11/22/24	11/27/24
3	10/25/24	11/1/24	11/27/24	12/4/24
4	11/1/24	11/8/24	12/6/24	12/11/24
5	11/8/24	11/15/24	12/13/24	12/24/24*
6	11/15/24	11/22/24	12/20/24	12/24/24
7	11/22/24	11/27/24	12/27/24	12/31/24*
8	11/27/24	12/6/24	1/3/25	12/31/24
9	12/6/24	12/13/24	1/10/25	1/22/25
10	12/13/24	12/20/24	1/17/25	1/22/25
11	12/20/24	12/27/24	1/24/25	1/29/25
12	12/27/24	1/3/25	1/31/25	2/5/25
13	1/3/25	1/10/25	2/7/25	2/12/25
14	1/10/25	1/17/25	2/14/25	2/26/25
15	1/17/25	1/24/25	2/21/25	2/26/25
16	1/24/25	1/31/25	2/28/25	3/5/25
17	1/31/25	2/7/25	3/7/25	3/12/25
18	2/7/25	2/14/25	3/14/25	3/26/25

* Rescheduled for Holiday

Public Hearings and Notifications

Purpose

The City of Sunrise requires that approval for applications be made by the City Commission. Furthermore, the City Commission has created a Planning and Zoning Board as well as a Board of Adjustment. These advisory boards must hear the petition and provide their findings to staff prior to a City Commission hearing. The Planning and Zoning Board and the Board of Adjustment are typically held in the same month as the City Commission meeting, offering the applicant a prompt public hearing review time.

Notification

Applications brought forward to a public hearing require notification. This can be in the form of mailings, newspaper advertising and/or signs placed on the subject property. Failure to properly notify the public for a hearing in the designated amount of time, will suspend the application until the next public hearing. It is important to read the notification checklist and communicate with your project coordinator to ensure that your application is heard in a timely manner. All items and fees that are within the notification checklist must be submitted prior to the scheduling of hearing dates. See the Public Hearing and Notification Schedule below for more information.

Schedule and Location

City Commission meetings take place in the Commission Chambers at City Hall located at 10770 West Oakland Park Boulevard.

Board of Adjustment and Planning and Zoning Board meetings take place at the City Hall Annex located at 1601 N.W. 136th Avenue, Building A.

All dates are tentative and subject to change. Applicants are encouraged to submit well in advance of the deadline. Meetings are typically held on the following days:

City Commission:

5:00 pm on the 2nd and 4th Tuesday of every month

Board of Adjustment:

6:00pm on the 1st Tuesday of every month

Planning and Zoning Board:

6:00 pm on the 1st Thursday of every month

CCM Notification Items Due (Labels, sign posting map etc.) (Minimum 14 days prior to Notification, also by Monday prior to BOA/P&Z)	BOA Meeting Dates	P&Z Meeting Dates	15-Day Notifications by Mail and On-Site Posting For 1st CCM Meeting	City Commission 1st Reading Meeting Dates	City Commission 2nd Reading Meeting Dates
1	12/2/24	12/3/24	12/30/24	1/14/25	1/28/25
2	12/30/24	1/7/25	1/2/25	1/28/25	2/11/25
3	1/27/24	2/4/25	2/6/25	2/25/25	3/11/25
4	2/24/24	3/4/25	3/6/25	3/25/25	4/8/25
5	3/24/24	4/1/25	4/3/25	4/22/25	5/13/25
6	4/28/25	5/6/25	5/1/25	5/27/25	6/10/25
7	5/23/25*	6/3/25	6/5/25	6/24/25	7/8/25
8	6/30/24	7/1/25	7/3/25	8/12/25	9/9/25
9	8/4/25*	8/5/25	8/7/25	9/9/25	9/23/25
10	8/25/25	9/2/25	9/4/25	9/23/25	10/14/25
11	9/29/25	10/7/25	10/2/25	10/28/25	11/11/25
12	11/3/25*	11/4/25	11/6/25	12/9/25	1/13/26

* Dates adjusted for Holiday