



**CITY OF HOMESTEAD  
DEVELOPMENT SERVICES  
PLANNING & ZONING DIVISION**

**REZONING CHECKLIST – COMMERCIAL**

**FEES / PAYMENT\*** *Accepting Online Payment (6-Digit Account Number)*

**Hearing (Nonrefundable):** \$600.00 plus ten cents (\$0.10) for every ten (10) square feet of total land area **Cost Recovery: \$8,000.00**

**REVIEW PROCESS**

**STAFF COMMENT**

Development Review Committee (DRC), Local Planning Agency (LPA), and two (2) City Council (CC) hearings are required. Multiple zoning applications will need to be processed and run concurrently together through the public hearing process.

**REQUIRED DOCUMENTS**

<p>Zoning Application          Cost Recovery Affidavit (signed by property owner/notarized)          Articles of Incorporation          Certified Mailing Labels, Cover Letter, &amp; Radius Map – 500 feet (signed/sealed)          Joinder &amp; Consent (city template) *if applicable          Legal Description on Word format          Letter of Consent (to process Application on behalf of Applicant)          Letter of Intent (signed/notarized)          Lobbyist Registration (Filing &amp; payment with City Clerk’s Office)          Opinion of Title (city template)          Property Deed(s)</p>	<p>Previously Approved Entitlements</p> <p><u>PRIOR TO PUBLIC HEARING:</u>          Property Posting – 10 days prior to Public Hearing          Courtesy Notices – 500 feet          Affidavit Letter with color photos certifying property posting &amp; completion of mailed courtesy notices. City to provide template for each upon drafting newspaper advertisement.</p> <p><i>**Additional documents may be required. **</i></p>
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**REQUIRED PLANS / SURVEYS / TECHNICAL REPORTS\*\*Additional documents may be required\***

<p>Boundary Survey (identifying net and gross acreages)</p> <p><i>**Additional documents may be required. **</i></p>
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**\*GENERAL NOTES:** All required documents, technical plans, and technical reports shall be submitted electronically (PDF File). Refer to the *Planning and Zoning Application – Electronic Submittal Instructions* on our City’s website. **Incomplete applications, supporting documents, technical plans, and technical reports will not be accepted nor will the application proceed past Completeness Review to DRC.** Additional documentation may be required during review. Please contact (305) 224-4523 or [planning@homesteadfl.gov](mailto:planning@homesteadfl.gov) to schedule an appointment for a complete application package submittal.