



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

SMALL SCALE COMPREHENSIVE PLAN AMENDMENT CHECKLIST

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

Hearing (Nonrefundable): <u>\$3,900.00</u>	Cost Recovery: <u>\$8,000.00</u>
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REVIEW PROCESS

Development Review Committee (DRC), Local Planning Agency (LPA), and 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

Zoning Application Cost Recovery Affidavit (signed by property owner/notarized) Articles of Incorporation Letter of Intent (signed/notarized) Opinion of Title (City template to be used) Joinder & Consent (if applicable) Property Deed Cover Letter, Certified Mailing Labels (500 feet), & Radius Map Lobbyist Registration (filing & payment with City Clerk's Office) Letter of Consent (to process Application on behalf of Applicant) Legal Description on word format	<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 & 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

Boundary Survey (Clearly identify NET and GROSS acreages) <i>**Additional documents may be required. **</i>
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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 to schedule an appointment for a complete application package submittal.