



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

## CODE TEXT AMENDMENT CHECKLIST

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

**Hearing (Nonrefundable): \$650.00**                      **Cost Recovery: \$10,000.00**

### **REVIEW PROCESS**

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\*** *Additional documents may be required.*

Zoning Application  
Cost Recovery Affidavit (signed by property owner/notarized)  
Articles of Incorporation  
Lobbyist Registration  
Letter of Intent (signed/notarized)  
Letter of Consent to process Application on behalf of Applicant

*\*\*Additional documents may be required. \*\**

### **REQUIRED PLANS / SURVEYS / TECHNICAL REPORTS**

Boundary Survey (identifying net and gross acreages)  
Proposed Code Amendment / Zoning District

*\*\*Additional documents may be required. \*\**

**\*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.