



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

SPECIAL EXCEPTION CHECKLIST

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

Hearing (Nonrefundable): \$910.00 plus \$350.00 for each additional special exception item
Cost Recovery: \$8,000.00 **Methodology Review:** \$1,500.00 DEP

REVIEW PROCESS

Development Review Committee (DRC) and City Council (CC) hearing are required. Multiple zoning applications will need to be processed and run concurrently together through the public hearing process.

REQUIRED DOCUMENTS

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| <p>Zoning Application Cost Recovery Affidavit (signed by property owner/notarized) Professional Statement of Landscaping Compliance (signed/sealed)</p> <p>Articles of Incorporation Certified Mailing Labels, Cover Letter, & Radius Map – 500 feet (signed/sealed) Legal Description on word format Letter of Consent to process Application on behalf of Applicant Letter of Intent (signed/notarized) Lobbyist Registration filing & payment with City Clerk’s Office Opinion of Title (City Form)</p> | <p>Property Deed Must address Sec. 30-45(d) Review Criteria #1-7 in the Letter of Intent.</p> <p>Previous 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 & 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

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| <p>Boundary Survey (identifying net and gross acreages) Architectural Site Plan (Sec. 30-47) Elevations, Floor Plans, Color Renderings (Sec. 30-47) Landscaping Plans (Chapter 29)</p> <p><i>**Additional documents may be required. **</i></p> | <p>Traffic Methodology (approved by Staff) (Chapter 1.5) Traffic Study (Chapter 1.5)</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 to schedule an appointment for a complete application package submittal.