



**CITY OF HOMESTEAD
DEVELOPMENT SERVICES
PLANNING & ZONING DIVISION
100 CIVIC COURT
HOMESTEAD, FLORIDA 33030
WWW.HOMESTEADFL.GOV**

NOTICE PROPOSED CHANGE (NOPC) CHECKLIST

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

Hearing (Nonrefundable): <u>\$7,800.00</u>	Cost Recovery: <u>\$10,000.00</u>
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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 Certified Mailing Labels, Cover Letter, & Radius Map – 500 feet (signed/sealed) Joinder/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 & payment with City Clerk’s Office Opinion of Title (City Template) Property Deed(s)	Previously Approved Entitlements <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
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REQUIRED PLANS / SURVEYS / TECHNICAL REPORTS* *** Additional documents may be required.*

<input checked="" type="checkbox"/> NOPC Binder with Table of Content, Tab Dividers, and Supporting Exhibits
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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.