



100 W. Atlantic Blvd Pompano Beach, FL 33060  
 Phone: 954.786.4634 Fax: 954.786.4666

**Distribution Of Reserve & Flexibility Units Application**

Flexibility Units

**Distribution of Reserve and Flexibility Units**

**DEADLINE:** Initial paper submission and fee must be received by 4:00 PM on the day of the deadline. *Electronic file submission must be uploaded into the ePlan system within 24 hours of this deadline.* Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines. **To ensure quality submittal, this project will only be added to the DRC Agenda when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the deadline, the application will be rejected via email.**

**Application Review Process:**

Application Type	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Distribution Of Reserve &amp; Flexibility Units Application</b>	Pre-Application Conference with Karen Friedman ( <a href="mailto:karen.friedman@copbfl.com">karen.friedman@copbfl.com</a> 954-545-7795)	DRC Review	Recommendation from the Development Services Director	Recommendation by the Planning & Zoning Board	Final Decision by the City Commission

**APPLICATION SUBMISSION PROCESS:** Upon reception of the **PAPER SUBMISSION** (see below) at the Zoning Inquires counter, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the **DIGITAL SUBMISSION** section (see below) shall be uploaded.

**PAPER SUBMISSION: The following paper documents are to be submitted to the Planning & Zoning Department:**

<b>PAPER</b>	<input type="checkbox"/>	One (1) completed application with original signatures. (pg. 3)
	<input type="checkbox"/>	Proof of ownership (owner's certificate form must be completed by owner). (pg. 4)
	<input type="checkbox"/>	Application Fee as established by resolution of the City Commission

**DIGITAL SUBMISSION: The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):**

<b>ePLAN</b>	<input type="checkbox"/>	Conceptual Site Plan.	<input type="checkbox"/> Narrative describing project specifics, to include a description of the proposed development and point-by-point responses of how project complies with Standards and Approval Standards (including provision of affordable housing units). Narratives must be on letterhead, dated, and with author indicated. <b>(Digital copy in WORD)</b>
	<input type="checkbox"/>	Current Survey.	
	<input type="checkbox"/>	Legal Description (Digital copy in WORD)	



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**154.61 DISTRIBUTION OF RESERVE AND FLEXIBILITY UNITS**

*(Below is a summary of City Code of Ordinance Section 154.61. For the complete language, please refer to the City Code)*

**REVIEW STANDARDS**

An application for Distribution of Reserve and Flexibility Units must comply with the following standards:

1. The property must be located within the city’s Flexibility Zone.
2. To be eligible for the allocation of flexibility and reserve units the applicant must agree to provide affordable housing units on the application site of any one type or combination of types. Each different type of affordable housing units has a ratio which indicates how many affordable housing units shall be constructed for a specified number of flexibility or reserve units.
  - Mixed Use developments within the Atlantic Overlay District (AOD) are exempt
  - Infill properties that are one acre or less are exempt

**APPROVAL STANDARDS**

An application for the requested number of reserve and flexibility units, or such lesser number, shall be approved upon applicant establishing by competent and substantial evidence, the following:

1. The proposed development is consistent with applicable goals, objectives and policies of the City's Comprehensive Plan.
2. The use of the reserve and flexibility units will produce a reasonable development pattern. The criteria for reasonableness shall include compatibility of adjacent land uses and suitability of the parcel for various development patterns.

**PROCEDURE**

1. Pre-Application Conference with Maggie Barszewski, Planner.  
([Karen.Friedman@copbfl.com](mailto:Karen.Friedman@copbfl.com) or 954-545-7792)
2. Review and comment by the Development Review Committee.
3. Recommendation by the Development Service Director.
4. Recommendation by the Planning and Zoning Board, following a quasi-judicial hearing.
5. Final decision by the City Commission, following a quasi-judicial public hearing.



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Site Data		
<b>Street Address:</b>	<b>Folio Number:</b>	<b>Zoning District:</b>
<b>Subdivision:</b>	<b>Block:</b>	<b>Lot:</b>

<b>Number of Units Requested:</b>	
<b>Applicant's interest in property (Owner, Lessee, Etc):</b>	
<b>Have any previous applications been filed?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If Yes, give date of hearing and/or appeal #:</b>

Applicant	Landowner (Owner of Record)
<b>Business Name (if applicable):</b>	<b>Business Name (if applicable):</b>
<b>Print Name and Title:</b>	<b>Print Name and Title:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>Street Address:</b>	<b>Street Address:</b>
<b>Mailing Address City/ State/ Zip:</b>	<b>Mailing Address City/ State/ Zip:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Email:</b>	<b>Email:</b>
<b>Email of ePlan agent (if different):</b>	



City of Pompano Beach  
Department of Development Services  
Planning & Zoning Division

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**OWNER'S CERTIFICATE**

This is to certify that I am the owner of the subject lands described in this application and that I have authorized the filing of the aforesaid application.

**Owner's Name:** \_\_\_\_\_  
(Print or Type)

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Zip Code)

**Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

\_\_\_\_\_  
(Signature of Owner or Authorized Official)

**SWORN AND SUBSCRIBED** before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC, STATE OF FLORIDA**

\_\_\_\_\_  
(Name of Notary Public: Print, stamp, or Type as Commissioned.)

Personally know to me, or  
 Produced identification: \_\_\_\_\_  
(Type of Identification Produced)