



# Technical Advisory Committee Submittal Checklist

### QUICK FACTS:

- Submittals are accepted on meeting dates before 11 A.M. for the next available meeting or earlier.
- A scheduled appointment with the assigned Planner is required for all submittals.
- No applications are automatically scheduled for ANY meetings. Applications must be determined to be complete by Staff before any processing occurs.

### Fee Calculation

Residential:  
\$2,715 + \$67 per unit

All others:  
\$2,715 + \$81 per 1,000 sq. ft.

Fee will be paid per required review

TAC Typically meets twice a month on the First and Third Monday of the Month, except (January and August)

### 2023 Meeting Dates:

- 1/23
- 2/6 & 2/21
- 3/6 & 3/20
- 4/2 & 4/17
- 5/8 & 5/22
- 6/5 & 6/19
- 7/3 & 7/17
- 9/5 & 9/18
- 10/2 & 10/16
- 11/6 & 11/20
- 12/4 & 12/18

Meeting dates are subject to change

**Provide one digital package in PDF (unless otherwise specified) containing the items below:**

(Incomplete applications will not be routed and will be postponed until all required components are submitted)

### Requirements for Preliminary Site Plan Review:

- General Application
- Application Fee
- Ownership and Encumbrance Report (O&E)
- Cover Sheet with Location Map
- Certified Alta Survey
- Dimensioned Site Plan
- Dimensioned Building Elevations

### Requirements for Final Site Plan Review: (in addition to above items)

- Dimensioned Typical Floor Plans (include all levels)
- Street Profile/Elevation (including adjacent buildings)
- Dimensioned Landscape Plans
- Dimensioned Schematic Paving, Grading and Drainage Plan
- Color Rendering
- For residential developments, provide Broward County School Board impact fee application.
- Wildlife Protection (if applicable)
- Written Responses to Preliminary TAC comments
- Public Notice: Mailing Notification and Property Posting Requirements
- Criteria Statement(s) for each request indicating consistency with all applicable criteria found in Article 5 of the Zoning and Land Development Regulations which may include the following: Variances, Design, and Special Exceptions (Available online at [www.amlegal.com](http://www.amlegal.com)).

Please refer to Article 6 of the City of Hollywood's Zoning and Land Development Regulations for a detailed description of each item listed above or visit our website at [www.hollywoodfl.org](http://www.hollywoodfl.org)