

# TECHNICAL ADVISORY COMMITTEE

## Submittal Checklist

### SUBMITTAL QUICK FACTS

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.

Each package SHALL be complete, folded, and stapled.

### FEES

#### Residential

\$2,385 + \$59 per unit

#### All others

\$2,385+ \$71 per  
1,000 gross sq. ft.

Fee will be paid three times  
(Preliminary, Final, and Board)

### MEETING DATES

TAC typically meets the first and third Monday of every month. (except for January, August, and December)

	1/22	
02/04		02/19
03/04		03/18
04/01		04/15
05/06		05/20
06/03		06/17
07/01		07/15
	Recess	
09/03		09/16
10/07		11/04
11/18		12/07

Meeting dates are subject to change.

### NOTICE

At Final TAC, the Division of Planning and Urban Design will provide one (1) original notification letter, envelopes, and signs for public notification. Mailing notification and property posting shall be completed by the applicant at least ten (10) days prior to meeting date.

**Provide one digital package (unless otherwise specified) containing the items below; and two 24" X 36" packages one of which shall be fully signed and sealed with all original documents.**

**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) (2 copies)
- ( Cover Sheet with Location Map
- ( Certified Alta Survey
- ( Dimensioned Site Plan
- ( Dimensioned Building Elevations
- ( CD containing all documents listed above in PDF/JPG format (1)

### REQUIREMENTS FOR FINAL SITE PLAN REVIEW (in addition to requirements above)

- ( 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
- ( Original Set of Color Chips (1)
- ( Broward County Plat Comments (if applicable)
- ( Wildlife Protection (if applicable)
- ( Written Responses to Preliminary TAC comments
- ( CD containing all documents listed above in PDF/JPG format (1)
- ( Public Notice: Mailing Notification and Property Posting Requirements (1)
- ( 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)*