



**TOWN OF DAVIE USE ONLY**

Petition Number: \_\_\_\_\_

Initial Fee: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Received By: \_\_\_\_\_

**Text Code Amendment (ZB(TXT)) Application**

*Planning and Zoning Division  
Development Services Department*

**Petitioner Info:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Request:** \_\_\_\_\_

\_\_\_\_\_  
PETITIONER'S NAME (PRINT)

\_\_\_\_\_  
PETITIONER'S SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TELEPHONE

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced

\_\_\_\_\_  
as identification and who did take an oath.

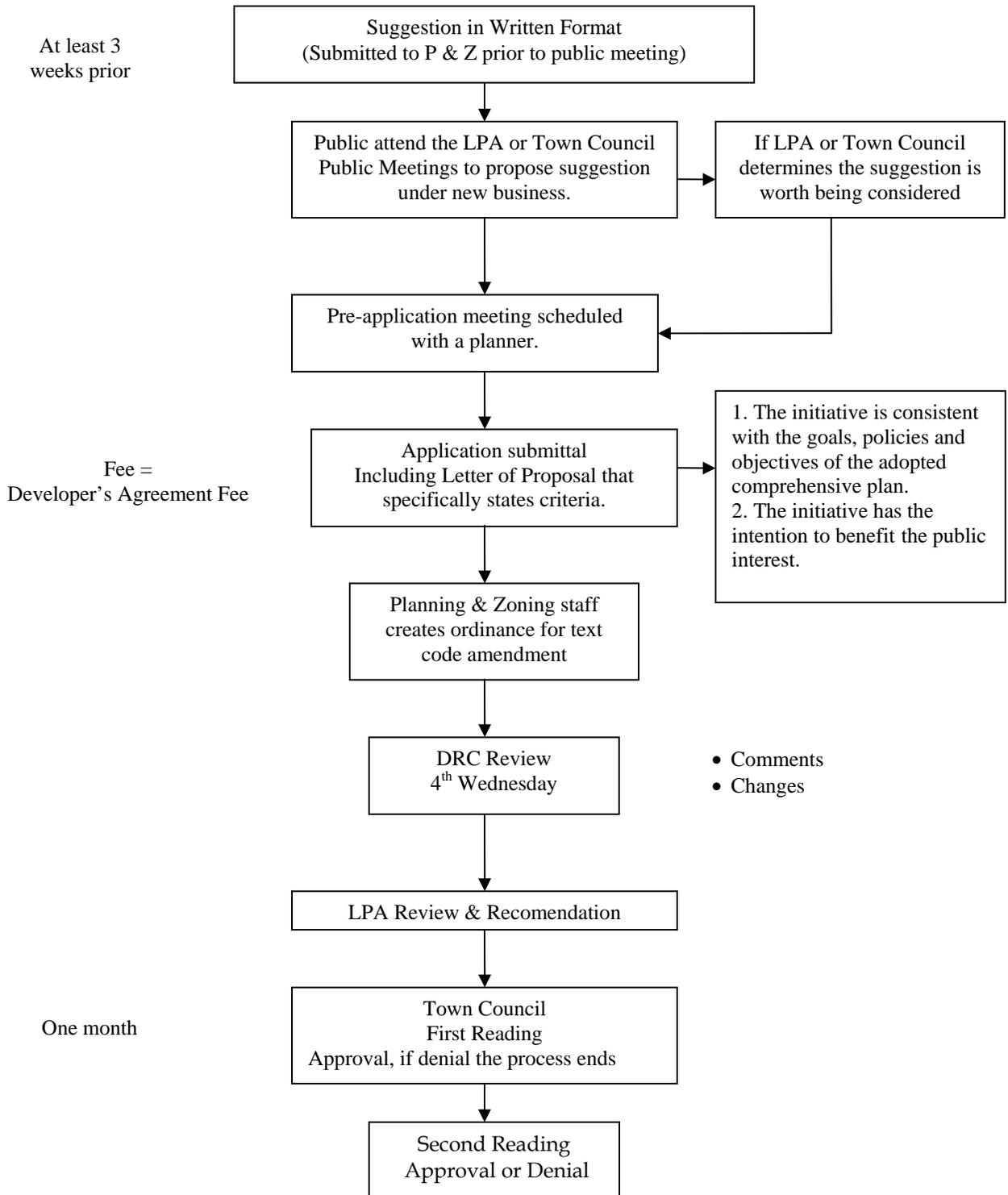
NOTARY PUBLIC:

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

My Commission Expires:

# Text Code Amendment Flow-Chart



## **Text Code Amendment Application Checklist**

All required information must be provided at the time of submittal unless otherwise noted. Incomplete applications are not acceptable under any circumstances.

1. Pre-application meeting with a planner.
2. Original application form typed or neatly printed in ink, and notarized properly.
3. Check made payable to the Town of Davie in the amount specified on the fee schedule.
4. Letter of Proposal that must address:
  - The initiative is consistent with the goals, policies and objectives of the adopted comprehensive plan.
  - The initiative has the intention to benefit the public interest.

## **Text Code Amendment Questions and Answers**

**Processing Time:** Approximately three (3) months.

### **How Detailed should my letter of proposal be?**

The letter of proposal should be structured and sufficiently detailed in order to better provide members of the staff, the Planning and Zoning Board, the Town Administrator, the Community Redevelopment Agency (if the proposal affects the CRA), and the Town Council with any specific information that may help to review and approve your initiative. Your reason for the request should address the criteria used to evaluate it as specified in Land Development Code Section 12-307.1

### **Can I decide who of the four qualified applicants to the Land Development Code, as stated in Sec. 12-306 (B) (4) should review and order to proceed with the text code amendment?**

The Planning and Zoning staff will route your application to the four (4) qualified applicants for a text code amendment to the Land Development Code. Your initiative only needs one of the applicants to support it in order for staff to initiate the procedure for the text code amendment to the Land Development Code.

**Chapter 12 of the Town of Davie Land Development Code**  
**Section 12-307. 1. Review for text code amendments.**

Text code amendment applications to the Land Development Code shall be submitted to the Planning and Zoning Division and meet the following criteria:

1. The proposed change is consistent with the goals, policies and objectives of the adopted comprehensive plan.
2. The proposed change has the intention to benefit the public interest.

Citizens may submit initiatives by presenting a text code amendment application along with the proper fee as amended from time to time. The application will be routed through the Planning and Zoning Division to the qualified applicants as stated in Sec 12-306 (B) (4). The petitioner will be notified of the decision regarding the initiative. If approved, staff must follow procedure established for text code amendments including, but not limited to, the schedule and advertisement of public hearings according to the Florida Statutes. The Local Planning Agency shall make a recommendation to Town Council with or without comments. The Town Council at public hearing may approve, deny, or modify the petition by ordinance.