



## Public Notice Checklist

**Review criteria as provided in Section 98-35:** This checklist is intended to guide applicants with the notification requirements for all items which are heard at a City Commission Meeting. Applicants are only permitted to begin the public notification process upon determination of Planning Staff that their item has been scheduled for an upcoming public hearing. Please note that if for any reason a public hearing is cancelled or moved or if for any reason the applicant's item has been cancelled or moved, the applicant will be required to re-notify each item. The following items are **required** to be completed prior to an item being heard at either of the above public meetings.

### The applicant shall do the following for each notification type:

#### Notice by Mail

1. The applicant shall provide the City with one (1) set of mailing labels and one (1) copy of the mailing label list for all property owners within 500 feet of the subject property.
2. Mailing labels shall be self-adhesive labels suitable for a standard business (#10) envelope.
3. The applicant shall provide a notarized affidavit (attached) attesting to the validity of the property list.
4. As all mailings must be post marked no fewer than 15 days and no more than 20 days prior to the date set for the public hearing, the applicant must provide the city with the labels a minimum of 25 days prior to the mailing date. For projects with more than 200 mailings, staff may request labels even earlier.
5. The applicant is required to provide \$2.00 for each label to the City.

#### Notice by Posting

1. A sign must be posted along each public right-of-way in which the property faces. The location of the sign must be approved by planning staff prior to the installation of the sign.
2. The sign must be placed on the subject property at least 15 days and no more than 20 days prior to the public hearing.
3. The sign shall be four-foot by four-foot and stand 6 foot tall.
4. The sign shall be a solid white or yellow background and contain the exact given template wording which shall be no less than 4 inches tall in large black typeface.
5. The applicant shall provide a notarized affidavit (attached) attesting to the validity of the posted sign along with a photograph of the sign and its location.
6. If the property does not front on to a road right-of-way, the sign shall be placed on the property in a location that gives the maximum exposure to the public. This location must be approved by planning staff.
7. All signs must be removed within seven (7) days after final hearing.

#### Notice by Newspaper Advertisement

1. If the applicant's item is required to be advertised in a local newspaper, the applicant will be required to submit a fee similar to other fees previously paid for such applications. If the cost exceeds the estimated fee, the applicant will be required to pay the remainder prior to the approval of any building permit. If the cost is less, the applicant will be returned any remaining funds.

## NOTIFICATION SERVICE PROVIDERS

Private Companies offer assistance in the public notice process. You are free to select any company to help you with public notification of mailings and posted notices. Below is a list of companies that perform these tasks. The City of Deerfield Beach does not endorse or recommended any company, this is only provided to help the applicant in their process.

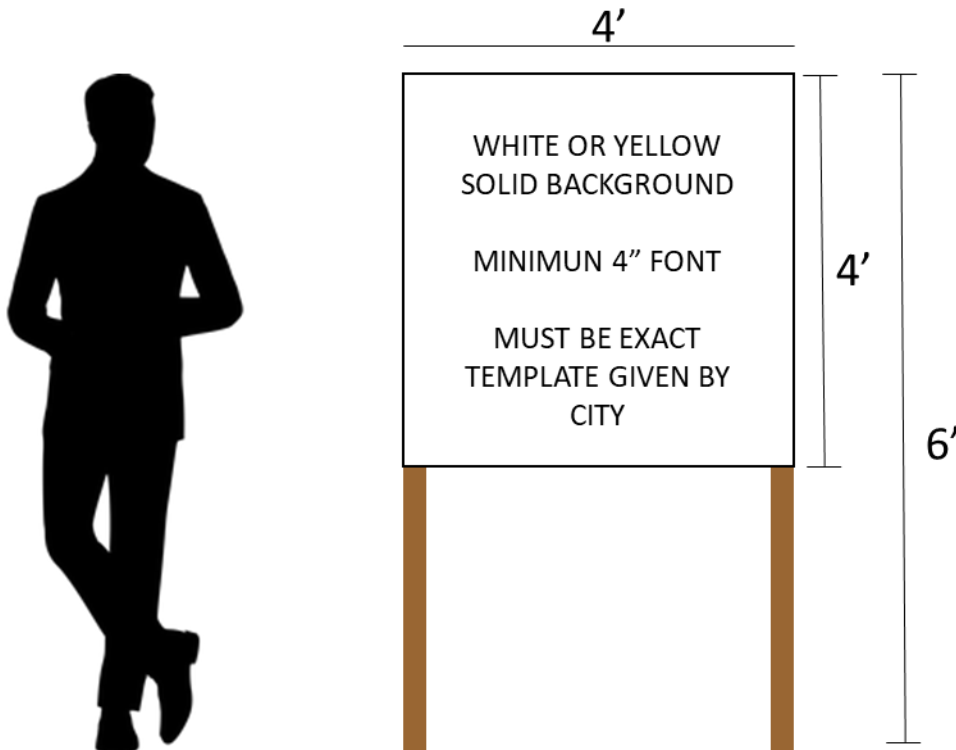
Cutro and Associates  
Contact: Christine Matthews  
Email: [cutroplanning@yahoo.com](mailto:cutroplanning@yahoo.com)  
954-920-2205

Notificationmaps.com  
Website: [www.notificationmaps.com](http://www.notificationmaps.com)

RDR Rio Development Resources  
Contact: Diana Rio  
Email: [diana@rdrmiami.com](mailto:diana@rdrmiami.com)  
305-498-1614

The Zoning Specialists Group  
Contact: Omara R. Lopez  
Email: [info@thezoningspecialistsgroup.com](mailto:info@thezoningspecialistsgroup.com)  
305-828-1210

If you choose to provide a certified list of mailing labels on your own, you may obtain this list through the Broward County Property Appraiser's GIS department. You must have the correct folio(s) numbers with you to receive this information from the Property Appraisers office. The office is located at 115 S. Andrews Avenue, Room 111. Fort Lauderdale. They may also be reached at (954) 357-5503.



**Sec. 98-35**

*Prior to any public hearing of the City Commission for a development permit as described in Section 98-12, the applicant will provide proper notification to the public in the manners described below. It shall be the responsibility of the applicant to comply not just with this section of code, but any other notice requirements as required by State or Federal law.*

*Template Provided – Upon determination that the development permit shall be heard at a City Commission hearing, the Planning and Development Services Department shall provide a template to the applicant which clearly identifies the application type, application location, hearing date, hearing time, hearing location, accessibility notice, City phone number and City website address. Failure to adhere to the requirements of the template shall result in the applicant's item removal from the City Commission hearing.*

*Location Map – A location map shall be created in a template provided by the Planning and Development Services Department and provided with all written notices and if required, with the newspaper notice.*

**Newspaper Notice**

*A public notice, in the template provided by the City shall be placed in a newspaper of general circulation and published on one occasion at least seven days and no more than ten days prior to the hearing and meeting the specifications required under Florida State Statute 166.041.*

**Written Notice**

*A written notice, in the template provided by the City shall be provided to all property owners within 500 feet of the subject property, which notice shall be mailed and post marked, in an envelope with a legible return address, not fewer than 15 days and no more than 20 days prior to the date set for public hearing. A list of such owners shall be taken from the latest ad valorem tax record in Broward County Property Appraiser's Office. Notice to the addresses shown on the latest ad valorem tax record of the property appraiser's office is deemed to be notice to all owners of said property. Such notice shall be in substantially the same form as the standard form for publication notice provided by the city. Affidavit of proof of the required mailing shall be filed with the Planning and Development Services Department on the date of the mailing. A list of all mailings returned shall be counted and given to the Planning and Development Services Department prior to the public hearing.*

**Posting Notice**

*A posted notice, in the template provided by the City shall be erected adjacent to each public right-of-way at least 15 days and no more than 20 days prior to the date set for public hearing and meeting the following requirements:*

- (a) Each sign placed upon the property shall be four-foot by four-foot and stand 6 foot tall.*
- (b) Each sign shall be a solid white or yellow background and contain legible lettering a minimum of 4 inches tall, in a large black typeface, which is easily read by the public from the perimeter of the property.*
- (c) Affidavit of the Posting shall be filed with the Planning and Development Services Department on the date of sign installation.*
- (d) If the property does not front on to a road right-of-way, the sign(s) shall be placed on the property in such a manner as to give maximum exposure to the public.*
- (e) In the event that any hearing item is tabled, the applicant shall amend all signs on the property at least seven (7) days prior to each scheduled hearing to show the new date, time and location of the hearing(s). The applicant shall certify that signage was amended and file a new affidavit of the posting with the Planning and Development Services Department on the date of the change.*
- (f) All signs shall be removed within seven days after final hearing of the application by the city commission.*



For Office Use Only

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

Application \_\_\_\_\_

Nos.: \_\_\_\_\_

**AFFIDAVIT OF POSTED NOTICE**

I, \_\_\_\_\_, (as the owner or authorized agent) for the property known as \_\_\_\_\_, located at \_\_\_\_\_, do hereby attest that I installed or caused to have installed, \_\_\_\_\_ sign(s) on \_\_\_\_\_, 20\_\_\_\_, at the above referenced property in compliance with the City Code.

I attest that the photographs of the sign(s) attached hereto accurately reflect the location and content of the sign(s). Further,

I attest that in accordance with the City’s Code, sign(s) posted will be removed within seven (7) days after the final disposition of the application by the City Commission.

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

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

Produced as ID:

\_\_\_\_\_

\_\_\_\_\_

Notary Public, State of Florida



For Office Use Only

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

Application \_\_\_\_\_

Nos.: \_\_\_\_\_

**CERTIFICATION OF PROPERTY LIST AFFIDAVIT**

I, \_\_\_\_\_(as the owner or the authorized agent),  
for the property known as \_\_\_\_\_, specifically  
located at \_\_\_\_\_, that I have submitted or have  
caused to be submitted a Property Owner List located providing the names and addresses of all  
property owners within a 500 foot radius of the subject property and that to the best of my  
knowledge and belief, based upon a diligent search of the records as contained on the Property  
Appraiser’s website, said list is true and accurate.

The list of the names and addresses of all property owners located within the aforementioned radius  
of the interior and exterior boundary of the subject property is to be made a part of this application.  
If the subject property constitutes only a portion of a contiguous ownership parcel, the exterior  
boundary from which the appropriate radius is to be projected will be the exterior boundary of the  
entire contiguous ownership parcel.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

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

Produced as ID:

\_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Florida