



PUBLIC NOTIFICATION GUIDE

Planning & Economic Development Department

This document is meant to serve as a guide to notification requirements. Refer to section 155.302 of the City Code of Ordinances posted in American Legal for all notification requirements.

Following the submission of a complete development application, the following shall occur:

I. Posted Notice Sign Requirement (Applicant)– Section 155.302(E)

• Sign Placement

- **Timing.** The sign must be placed no less than 30 calendar days prior to the first available public hearing date.
- **Visibility.** All required signs shall be placed on each frontage of the property. The sign(s) must be clearly seen and legible from each right-of-way, perpendicular to the road.
- **Failure to post sign.** Failure to post the sign(s) and provide the Planning and Economic Development Department with the completed signed affidavit (FORM C) and inclusion of a photograph(s) will prevent applications from being scheduled until the requirements of 155.302(E) are provided.
- **Number of Signs.** One sign is required for every 1,500 lineal feet or less of primary street frontage. Additional signs are required for primary street frontages exceeding 1,500 lineal feet.
- **Sign Standards.** See Exhibit A for a sample notification sign. Staff will provide you with the text to be used for your sign(s) including the “PROJECT #” and may require that you include additional specific information in order to provide a useful notice. Applicants are responsible for the manufacturing, installation and removal of all notification signs on site.
 - **Size, material, and height above grade.**
 - Each sign shall be 4 feet by 4 feet double-sided and installed perpendicular to the adjacent roadway.
 - Signs shall be constructed of coroplast material. Other material may be used with the approval of the Planning & Economic Development Director.
 - The information required shall be rendered weatherproof and legible at all times.
 - No posted sign shall exceed eight (8) feet above grade with a minimum of two (2) feet ground clearance.
 - **Information required.** Each sign shall be printed with legible black lettering in Arial or similar standard typeface on a two-tone white and yellow background and include the following factual information, refer to Exhibit A:
 - Header “The City of Pembroke Pines” at the top 8 inches, against a white background.
 - “POSTED NOTICE” no less than 4 inch letters, bold uppercase letters, against a yellow background.
 - “One or more development applications are currently under review for this property,” no less than 1.5 inch letters, against a yellow background.
 - “Project #: 20XX-XX” no less than 3 inch bold letters, against a white background.
 - “For information about the upcoming hearing scheduled or the proposed development call Pembroke Pines City Hall at (954) 392-2100 or visit www.ppines.com/postednotice no less than 1.5 inches, against a white background.
 - Additional information provided by the City, as needed.

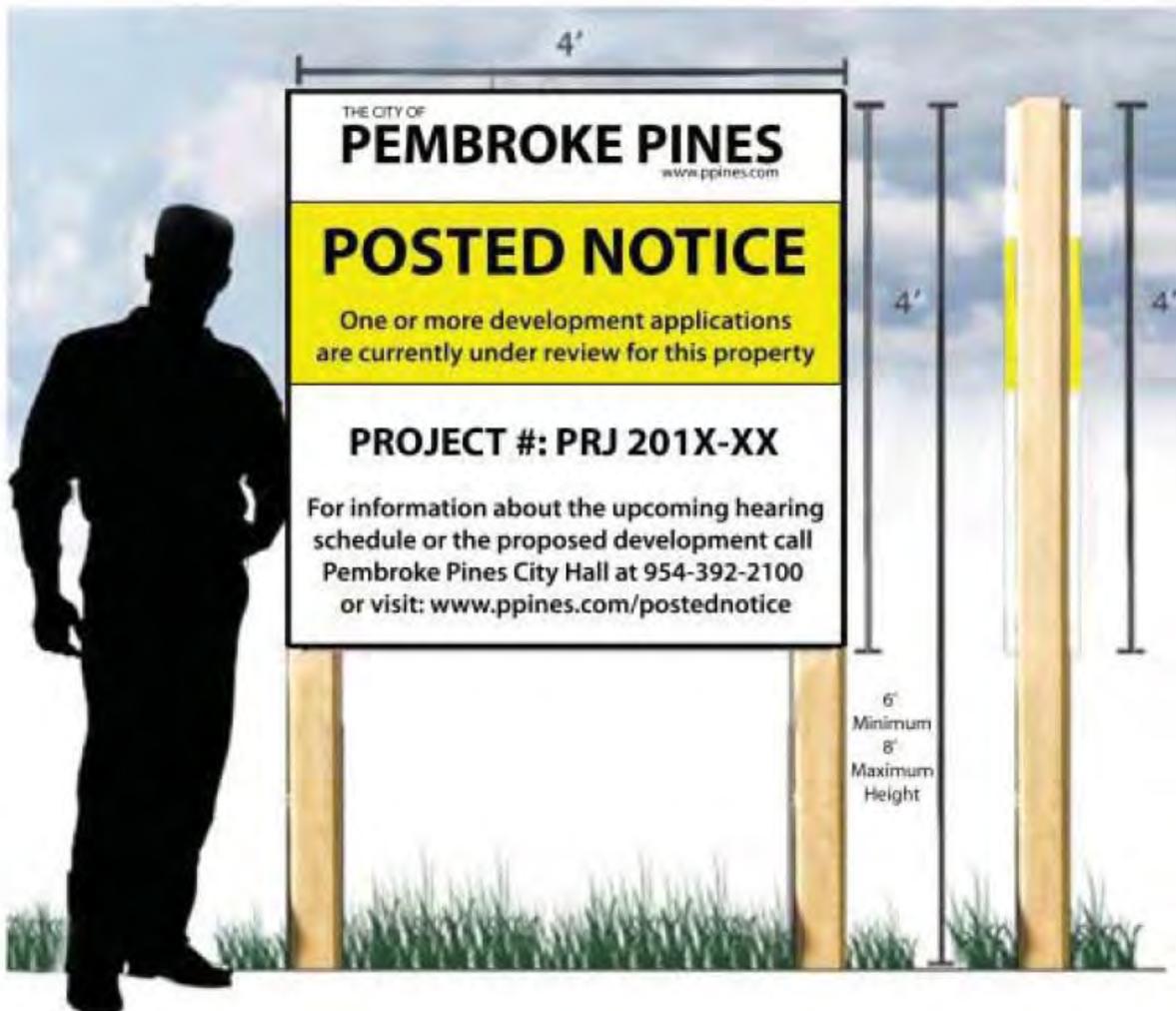
- **Sign manufacturer.** You are free to select any sign manufacturer to make the sign so long as all of the standards above are met. Contact the project planner for the PDF or PSD file.
 - **Proof.** The applicant must submit an affidavit, no later than five (5) working days after posting the sign, attesting to the placement of the notification sign with a dated photograph. See attached (FORM C)
- **Sign Removal**
- **Timing.** Each sign shall be removed within 10 calendar days after the final approval as outlined in Article 3 of the City’s Land Development Code.
 - **Failure to remove sign.** Failure to remove the sign in the timeframe outlined above will result in action by the Code Compliance Unit per code requirements.
 - **Severe Storm Warning.** In cases of severe weather alerts declared by NOAA, the applicant must remove all signs from the property per code requirements. If the applicant fails to do so, the City may remove posted notice signs it deems to be a danger to the public safety and welfare at the cost of the property owner.
 - **Proof.** You must notice the project planner and provide proof of removal once the sign(s) have been removed.

II. Mail Notice (Applicant)

- **HOA Notice - Section 155.302(D)**
 - The Planning and Economic Development Department will provide the applicant with a list of registered HOA’s that are within 500’ of the subject property (when applicable).
 - No less than 30 calendar days prior to the first available public hearing date, the applicant shall notify the master homeowner associations via letter, sent certified mail with return receipt, using the City hall address and project number for the return address. A sample will be provided upon request.
 - The applicant will provide the Planning and Economic Development Department with a completed, signed, and notarized affidavit (FORM A) to include the following:
 - A copy of the letter.
 - Copies of the return receipts
- **Adjacent Property Owner Notice – Section 155.302(C)**
 - The Planning and Economic Development Department shall provide the notice, to be used by the applicant, for producing copies and mailing the notice to property owners within 500 feet of the site.
 - The applicant shall provide the Planning and Economic Development Department with a completed, signed and notarized affidavit (FORM B) to include the following:
 - The list of property owners from the most recent official tax roll of Broward County. The applicant shall provide an affidavit attesting to the completeness and accuracy of the property owner's list and
 - An affidavit that notice was mailed to all property owners via first class mail included in the property owner's list.

III. Published Notice (City of Pembroke Pines)

The City shall be responsible for required published public notice consistent with section 155.302(B) of the City Code of Ordinances. The applicant shall be responsible for related costs associated with the publication.



SIGN SAMPLE

Staff will assign a project number after applications are submitted

Sign Image Available in PSD or PDF File Formats

Sign should be placed perpendicular to the road, double-sided

Public Notification Package

This submission contains the following (select all that apply):

- Posted Notice Affidavit & Proof
- Homeowner's Association Notice & Affidavit
- Mailed Notice List & Affidavit

A list of firms that provide notification services may be provided upon request

AFFIDAVIT OF COMPLIANCE REGARDING HOA NOTICES

**CITY OF PEMBROKE PINES
Planning & Economic Development Department**

PRJ # _____ Case Number: _____ Folio Number: _____

I, _____, do hereby declare the following:

Homeowners Association Notice - Section 155.302(D)

Please select the applicable provision:

- Notice to all neighboring master homeowner and condominium associations within five hundred (500) feet of the above referenced property was sent on _____(date) which is 30 days in advance of the Planning and Zoning Board hearing which is tentatively scheduled for _____ (date) pursuant to the above reference code section on the project site. A copy of the complete mailed notice is provided as an attachment to this affidavit.
- Notice to all neighboring master homeowner and condominium associations is not required for this development application or there are no master homeowner and condominium associations within five hundred (500) feet of the project site.

I declare under penalty of perjury that the attachments as required herein are true and correct.

Date: _____ Signature: _____

Address: _____ Print Name: _____

Telephone: _____ Title: _____

STATE OF FLORIDA: _____

COUNTY OF: _____

SWORN TO AND SUBSCRIBED before me, a Notary Public for the State and County aforesaid, on this ____
Day of _____, 20____.

Notary Public

My Commission Expires on _____

FAILURE TO MEET THE ABOVE LISTED REQUIREMENTS WILL PREVENT THE SCHEDULING OF A PUBLIC HEARING.

AFFIDAVIT OF COMPLIANCE REGARDING MAILED NOTICES

**CITY OF PEMBROKE PINES
Planning & Economic Development Department**

PRJ # _____ Case Number: _____ Folio Number: _____

I, _____, do hereby declare the following:

Mailed Notice - Section 155.302(C)

The following information is provided and attached herein:

- A certified list of property owners from the most recent official tax roll of Broward County. The applicant shall attest to the completeness and accuracy of the property owner's list and;
- Attest that notice was sent, via first class mail, at least 15 days prior to each public hearing and / or quasi-judicial proceeding, to all property owners included in the property owner's list.

I declare under penalty of perjury that the attachments as required herein are true and correct.

Date: _____ Address: _____ Telephone: _____

Signature: _____

Print Name: _____

Title: _____

STATE OF FLORIDA: _____

COUNTY OF: _____

SWORN TO AND SUBSCRIBED before me, a Notary Public for the State and County aforesaid, on this _____ Day of _____, 20_____.

Notary Public

My Commission Expires on _____

FAILURE TO MEET THE ABOVE LISTED REQUIREMENTS WILL PREVENT THE SCHEDULING OF A PUBLIC HEARING.

AFFIDAVIT OF COMPLIANCE REGARDING POSTED NOTICE

**CITY OF PEMBROKE PINES
Planning & Economic Development Department**

PRJ # _____ Case Number: _____ Folio Number: _____

I, _____, do hereby declare as follows:

Posted Notice - Section 155.302(E)

- A. I am the representative of the Owner or Agent on the subject development application.
- B. On _____ (date), the "Posted Notice" sign(s) pursuant to the above referenced code section on the project site located at (address) _____ were installed.
- C. Attached to this declaration, are photograph(s) showing the posted notice sign(s) on the project site.

Project Number: _____ Case Number: _____ Number of Signs: _____

Date of Installation: _____ Folio: _____

Site Address/Location: _____

Street Frontage where sign(s) were placed: _____

Sign: _____ of _____

Street Frontage where sign(s) were placed: _____

Sign: _____ of _____

Street Frontage where sign(s) were placed: _____

Sign: _____ of _____

Representative's Name (please print): _____

Representative's Signature: _____ Date: _____

When the sign has been installed, complete this affidavit and submit this original to your project planner, at City of Pembroke Pines, 3rd Floor, 601 City Center Way, Pembroke Pines, FL 33025.

FAILURE TO MEET THE ABOVE LISTED REQUIREMENTS WILL PREVENT THE SCHEDULING OF A PUBLIC HEARING.