



## TOWN OF PEMBROKE PARK PLANNING & ZONING DIVISION

3150 SW 52nd Avenue Pembroke Park, Florida 33023  
954.966.4600  
www.tppfl.gov

### VARIANCE APPLICATION CHECKLIST

The following checklist is designed to assist the applicant in preparing the required materials for review. The application will **not** be accepted if all required items are not present at the time of submittal. The following items are required as part of a complete application for a Variance:

Completed Town of Pembroke Park Variance Application.

Proof of Property Ownership. (i.e. deed, property appraisers report, or contract to purchase).

One (1) copy of a 24"x36" plat/survey dated within the last twelve (12) months.

Written Narrative with list of each Review Standard addressing all criteria in Sec. 28-75(a)(1). Narratives must be on letterhead and dated with author signature.

Other documentation necessary to support the petition for the variance should be included.

Legal Description of Property (in Word/text format).

Conceptual Site Plan demonstrating requested Variance.

Appropriate fees (download from our website).

<http://pembrokeparkfl.civiccms.acsitefactory.com/town-planner/pages/applications-and-fee-schedule>

**Make an appointment with a Town Planner at (954) 966-4600 to discuss.**

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\*\***