



## TOWN OF PEMBROKE PARK PLANNING & ZONING DIVISION

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

### ZONING AMENDMENT 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 Zoning Amendment:

Completed Town of Pembroke Park Zoning Amendment 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.

Narrative explanation of the purpose of the proposed Zoning Code or Map Amendment and justification for the proposed amendment (attach to application and provide electronic format).

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

Conceptual Site Plan demonstrating requested Zoning Amendment.

Plot plan to scale of the area affected, showing thereon adjacent property within three hundred (300) feet, as well as existing roadways, if any, within three hundred (300) feet.

Map amendments shall include exhibits showing existing and proposed maps.

Appropriate fees (download from P&Z 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\*\***