

City of Margate City
Staff Committee Review Application
Please Type or Print Neatly • \$25 Submittal Fee

Office Use Only:

Date Submitted: _____

Received By: _____

Paid: _____ Check/Receipt #: _____

☐ Board Administrator

☐ Zoning Officer

Staff Committee meetings are held as needed. Contents must comply in all particulars with the Administrative Regulations for Processing Planning Board Applications, sections on Staff Committee Review. The Board Administrator and other City Hall staff will answer reasonable questions regarding this procedure. They cannot, however, fill out these forms for you.

1. Date of Application: _____

2. Submitted by – Name: _____ Phone No.: _____

Address: _____

Email Address: _____

3. If the party submitting this form is other than the potential Applicant for Board action (attorney, architect, builder, engineer, etc.), then who would the APPLICANT be?

Name: _____ Phone No.: _____

Address: _____

Email Address: _____

4. The applicant would be (Check one):

☐ Owner

☐ Buyer under Agreement of Sale

☐ Tenant

☐ Other: _____

5. If the applicant for Board action would be Tenant or Buyer, who is the present OWNER?

Name: _____ Phone No.: _____

Address: _____

6. **Proposed Action is Located as Follows:**

Street Address: _____ Block: _____ Lot(s): _____

Zoning District: _____

7. Describe site (and buildings, if any) as existing now: (THIS SECTION MUST BE COMPLETED)

8. Answer the following as to:	<u>Existing Condition</u>	<u>Proposed Condition</u>
a. Size and Dimension of Lot:	_____	_____
b. Size, Dimensions of Buildings:	_____	_____
c. Height of Buildings (Feet):	_____	_____
d. Height of Buildings (Stories):	_____	_____
e. % of Coverage on Land:	_____	_____
f. Front Yard Setback:	_____	_____
g. Rear Yard Setback:	_____	_____
h. Side Yard Setbacks:	_____	_____

9. According to the Administrative Regulations, a scaled drawing must accompany this Application. If available, a survey would be appreciated. In addition, use this space to provide a detailed narrative description of the proposed action. Attach additional paper, if necessary:

(THIS SECTION MUST BE COMPLETED)

10. Although the Staff Committee will determine the correct legal steps, what are the actions requested. (check more than one, if applicable):

- | | |
|---|---|
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> C-Variance(s) | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> D-(Use) Variance | <input type="checkbox"/> Other: _____ |

11. Which variances are needed, if any? _____

12. IF THERE HAS BEEN ANY PREVIOUS STAFF COMMITTEE OR FORMAL BOARD APPLICATION AND/OR ACTION ON THIS PROPOSAL PROPERTY, PLEASE ATTACH RELEVANT DOCUMENTS, AND PROVIDE INFORMATION HERE: _____

Signature of Submitting Party: _____

Print or Type Name: _____