



PUBLIC NOTIFICATION GUIDE

Planning & Economic Development Department

This document is meant to serve as a guide to notification requirements. Refer to section 37.11 & 155.396 of the City Code of Ordinances posted in American Legal for all notification requirements.

I. Mail Notice

- **Adjacent Property Notice – Section 37.11**
 - The applicant shall provide the City with 3 sets of mailing labels for all property owners within 500 feet of the subject property as well as a certification letter.
 - The labels will also include the adjacent homeowners (HOA) associations within 500’ of the site (City will provide a list).
 - You are free to select any company to do the mailing for you. Attached is a list of companies that have done business within the City, the City in no way, endorses or recommends the attached firms.
 - The City will utilize the labels to mail a “notice” to all property owners within 500’ via first class mail, no later than 15 days prior to the scheduled public hearing.
 - The City will also run legal advertisement in a locally circulated newspaper.
- **HOA Notice - Section 155.396**
 - The City will provide the applicant after an application has been submitted, with a list of registered HOA’s that are within 500’ of the subject property (when applicable).
 - No more than 30 calendar days prior to the first available public hearing, the applicant shall notify the master homeowners’ association via letter, sent certified receipt using the City hall address and project number as the return address, see attached Sample HOA Notice.
 - You will provide the project planner with the appropriate affidavit, see Form A, confirming you have mailed the notice with proper attachments (a copy of the notice and signed affidavit) along with copies of the return receipts.

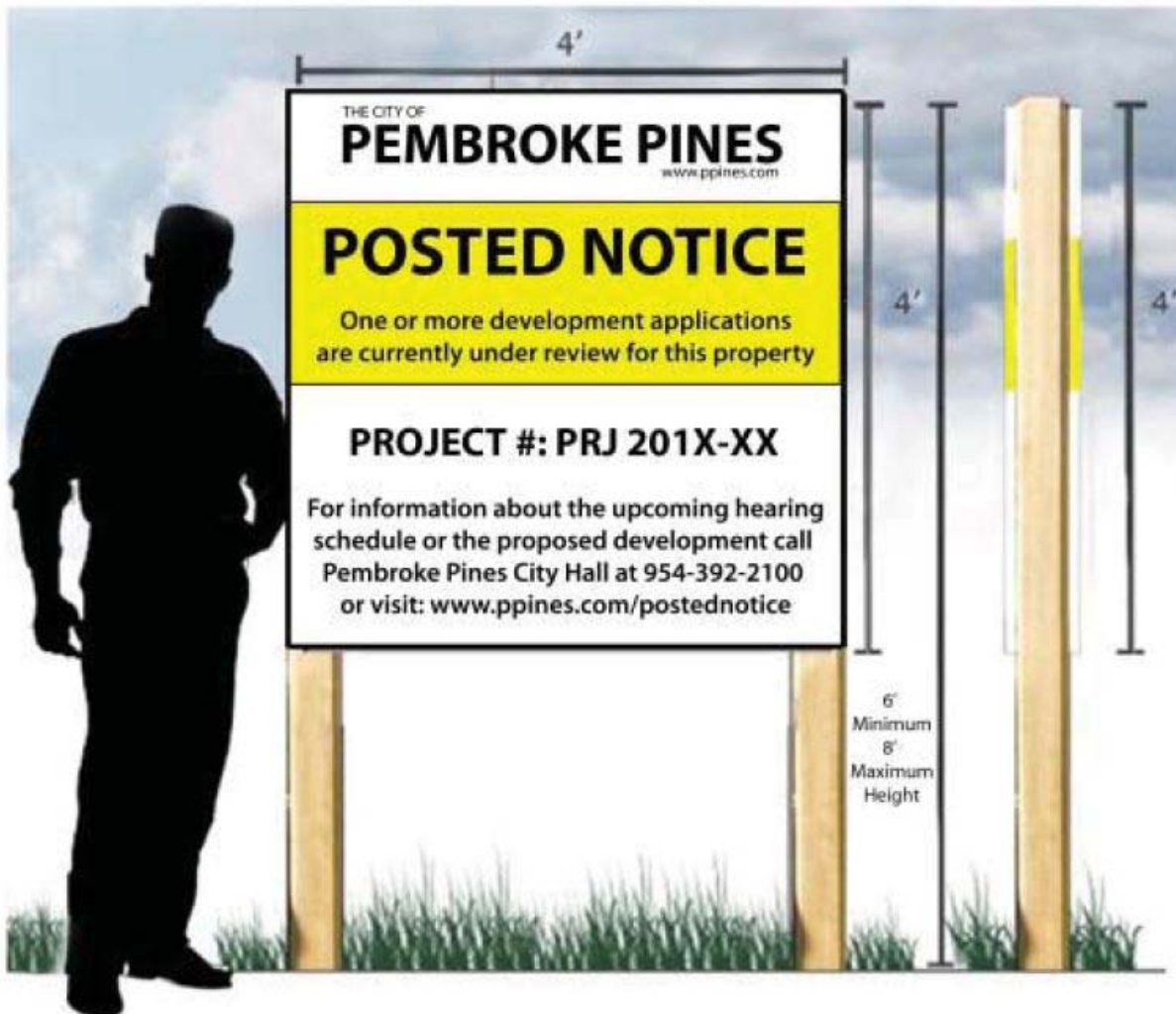
II. Posted Notice Sign Requirement (City Commission & Planning & Zoning Board)

- **Sign Placement**
 - **Timing.** The sign must be placed no later than 30 calendar days prior to the first hearing before the Planning and Zoning Board.
 - **Visibility.** All required signs shall be placed on each frontage on the property, within 10 feet of the right-of-way. The sign 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 project planner with the affidavit will result in postponement of the public hearing until the requirements of 37.11 and 155.396 are provided to the project planner.
 - **Number of Signs.** One sign for every 1,500 lineal feet or less of frontage. An additional sign is required for each frontage greater than 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 manufacturer, 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 sign shall exceed nine (9) 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 attesting the placement of the notification sign, see Form A, with a dated photograph five (5) working days after posting the sign.

III. Sign Removal

- **Timing.** Each sign shall be removed within ten calendar days after the expiration of the final appeal period or the date on which a final appeal decision is effective.
- **Failure to remove sign.** Failure to remove the sign in the timeframe outlined above will result in action by the Code Compliance Unit.
- **Severe Storm Warning.** In cases of severe weather alerts declared by the National Weather Service, the applicant must remove all signs from the property. 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.



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

AFFIDAVIT OF COMPLIANCE REGARDING POSTED NOTICE & NOTIFICATION

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

Case Number: _____ **Folio Number:** _____

I, _____, do hereby declare as follows:

1. Posted Notice (Section 37.11)

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, as **Exhibit "A,"** are photograph(s) showing the posted notice sign(s) on the project site.

2. Neighboring Associations (Section 155.396)

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 mailed notice is attached hereto as **Exhibit "B."**

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.

REMAINDER INTENTIONALLY LEFT BLANK

PRJ # _____

FORM A

AFFIDAVIT OF COMPLIANCE REGARDING POSTED NOTICE & NOTIFICATION

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

I declare under penalty of perjury that the foregoing is true and correct.

Date: _____ Signature: _____

Address: _____ Print Name: _____

Telephone: _____ Title: _____

STATE OF FLORIDA : _____

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 _____

AFFIDAVIT OF COMPLIANCE REGARDING POSTED NOTICE & NOTIFICATION

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

Case Number: _____ Number of Signs: _____

Date of Installation: _____ Folio: _____

Site Address/Location: _____

Road (sign was placed): _____ Sign: ___ of _____

*Attach here a photo of each sign(s) as installed on site
Provide one picture per sign*

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 POST THE SITE AS REQUIRED WILL RESULT IN POSTPONEMENT OF A PUBLIC HEARING.

Firms that Provide Notification Services (Mailing Labels, Certifications)

Alldata Real Estate Systems, Inc.
290 NE 51 Street
Fort Lauderdale, FL 33334
954.772.1800 Phone & fax

Blue Ribbon Appraisals, Inc.
Contact: Paula Giordano
350 SE 2nd Street, #2530
Fort Lauderdale, FL 33301
954.467.4148 Phone
954.467.4148 Fax

CREB
Contact: Carlos J. Maradiaga
290 West Park Drive
Suite #204
Miami, FL 33172
305.207.1412 Phone
305.207.5439 Fax

Chris Cutro & Associates
Contact: Christina Matthews
1025 Yale Drive
Hollywood, Florida 33021
Email: cutroplanning@yahoo.com
954.920.2205 Phone
954-309-3050 Cell
954.920.2205 Fax

Notificationmaps.com
www.notificationmaps.com
23412 Moulton Parkway, Suite 140
Laguna Hills, CA 92653

RDR | Rio Development Resources
Contact: Diana Rio
305-498-1614
diana@rdrmiami.com

The Zoning Specialists Group, Inc.
Contact: Omara R. Lopez
7900 NW 155th Street, Suite 104
Miami Lakes, FL 33016
(305) 828-1210

The above list includes firms that provide mailing labels and certification letters for development applications.

The list is provided as a convenience and the City of Pembroke Pines does not endorse or recommend the companies on this list.