



**City of Margate**  
**DEVELOPMENT REVIEW COMMITTEE**  
**Application for Change of Occupancy**

5790 Margate Blvd., Margate, FL 33063  
 For Planning & Zoning Questions: 954-979-6213

Submittal Date (official use):   
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Project Name		
Address		
Acreage	Folio Number	<b>DRC #</b>
Proposed Use		
Previous/Existing Use		
Legal Description		

Describe proposal/request in detail, including occupant capacity (if applicable)

Applicant Name	
Business/Corporate Name	
Address	
Phone Number	Fax Number
Email Address	

Agent/Contact Name	
Business/Corporate Name	
Address	
Phone Number	Fax Number
Email Address	

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

# CITY OF MARGATE CHANGE OF OCCUPANCY APPROVAL PROCEDURES

Consult with the Development Services Department for applications (954-979-6213).



Submit to the City of Margate via Economic Development Department (954-979-6213) the required documentation in hard copy (3 paper sets) and digital copy (1 compact disc in pdf format) and the required **\$250** fee at least 30 days prior to the meeting\*.



Development Review Committee.



Begin permitting.

## To access the Margate Code of Ordinances online:

1. Go to [www.municode.com](http://www.municode.com)
2. Click on “Library”
3. Where it directs, select “Florida”.
4. Scroll down to “Margate” and click on it.
5. From this page, you have the following options:
  - a. Enter a word search at the top of the page and Municode will bring up appropriate sections of the Code (it will search the entire code). If you click on one of those sections and wait for it to fully load, it will take you to the first instance of your search word and your search word will always be highlighted. When viewing one of the selections, you can exit the search by clicking the “home” icon to the left and then clicking the red “X” at the top of the page.
  - b. Use the menu on the left to find a specific Chapter of the Code
  - c. If you want only the ZONING CODE, go to the menu on the left-hand side of the page and scroll down until you see “Appendix A Zoning” and click on it.

## **Application submissions will be considered incomplete without all of the following required materials:**

1. Completed DRC application form.
2. Application fee (\$250).
3. Ownership affidavit and consent.
4. Survey of subject property depicting current conditions and that is no more than five years old.
5. Detailed floor plan.
6. Site data to include floor area square footage and type for all other uses on site, amount of on-site parking provided, and calculation of required parking.
7. Landscape plan  
(Required per Section 23-4(A) of the Margate Code of Ordinances).
8. Irrigation plan  
(Required per Section 23-4(A) of the Margate Code of Ordinances).
9. Photometric plan  
(Required per Section 33.2(E)(8) of the Margate Zoning Code).
10. Any other documentation as may be required to permit the necessary findings.

## **NOTES:**

1. 3 paper sets of backup material (1 original, stamped/sealed + 2 copies\*) and 1 compact disc in pdf format must be submitted with 1 original application cover sheet (p.1) to the Development Services Department at least 30 days prior to DRC meeting.  
\* Copies can use a copy of the original stamp/seal.
2. The applicant or authorized representative must be present in order for a submission to be reviewed by the committee.
3. All required forms/materials must be typewritten or printed neatly. Illegible documents will not be accepted.
4. Large (24" x 36") surveys and/or plans must be folded into quarters, and then in half with the application visible.
5. Backup material must be collated and bound into 3 distinct sets.

**PROPERTY OWNER CERTIFICATION AND PERMISSION TO PROCEED**



I hereby certify that I am the owner of the property located at \_\_\_\_\_,  
being the subject property for this DRC application for a CHANGE OF OCCUPANCY, and I give  
authorization to \_\_\_\_\_ to file this petition. I understand that I, or  
a representative on my behalf, must be present at the DRC meeting. I further understand that my petition will be  
subject to the regulations of Chapter 31 of the Margate City Code.

\_\_\_\_\_  
Print owner's name

\_\_\_\_\_  
Signature of owner

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization,  
this \_\_\_\_ day of \_\_\_\_\_, \_\_ (year), by \_\_\_\_\_ (name of person making statement).

\_\_\_\_\_  
Print or type name of Notary

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_ Personally known to me

\_\_\_\_\_ Produced identification \_\_\_\_\_