



TOWN OF DAVIE
PLANNING & ZONING DIVISION
 8800 SOUTHWEST 36TH STREET • DAVIE, FLORIDA 33328
 Phone: 954.797.1103 • www.davie-fl.gov

PUBLIC PARTICIPATION PLAN (TO BE COMPLETED BY TOWN STAFF)¹

Project Name	Project Number(s)

Basis for the Requirement (check one)	
	Site Plan, Special Permit, Rezoning or Land Use Plan Amendment
	Plat or Plat-related Amendment (involving a substantial development entitlement not accompanied by a site plan)

Requirements in addition to Sec. 12-319.7 (check all that apply)		
	Virtual Presentation	In-Person Meetings
x	Must be available on a publicly accessible website, no fee or login required, 24hrs per day for a minimum of 21 consecutive days,	A minimum of 2 meetings must be held in a publicly accessible facility as close as possible to the project site.
x	Must note all associated development requests, e.g., land use, rezoning, variances, design variations, waivers, and incentives.	Must be held on Monday through Thursday, with a start time of 5:30pm to 7:00pm), not on holidays.
x	Must be narrated and closed captioned.	Meetings must be a minimum of one (1) week apart.
x	Must cover the site plan, building floor plans, elevations, drainage, landscaping, lighting, and off-site improvements such as sidewalks, turn lanes, and restriping.	Must note all associated development requests, e.g., land use, rezoning, variances, design variations, waivers, and incentives.
x	Must not allow for public comments to be posted on the website and/or like/dislike.	Must cover the site plan, building floor plans, elevations, drainage, landscaping, lighting, and off-site improvements such as sidewalks, turn lanes, and restriping.
x	Must direct the public to provide comments to the applicant and Town staff through email, mail, or phone.	Must direct the public to provide comments to the applicant or Town staff through email, mail, or phone.

Required Notifications (check all that apply)			
x	Property Owners (within 1,000ft.)	x	Town Council
x	Addresses (within 1,000ft.)	x	Town Administration
	Broward County Administrator	x	Sunshine Board
	Adjacent Municipalities:		Town of Davie Parks and Recreation Director
	Affected Governmental Entities		Affected Homeowner's Associations:
	Other:		

Required Report to Include (check all that apply)	
	Summary of the public comments received; identifying the actions necessary to address public comments.
	Copy of correspondences, including phone calls, received by the applicant (date, caller, and a summary).

Staff Approval	Reimbursement Confirmation
Signature	x Coordinated cost recovery fees with the applicant prior to a public hearing.

¹ Required by Sec. 12-319.7, Town Code. Required public participation activities must conducted within one (1) year of the Town Council meeting.