



City of Lauderhill
Planning & Zoning Department
5581 W. Oakland Park Blvd., Lauderhill, FL 33313
Phone: 954.730.3050

Variance, Waiver, & Warrant Application

DEADLINE: Initial paper submission and fee must be received by 5:00 PM on the day of the deadline. *Electronic file submission must be provided on a USB with the submittal.* Refer to the Department Meeting Schedule & Submittal Deadline" document provided on the City's website for submission deadlines. **To ensure quality submittal, this project will only be added to the agenda when a complete submission has been provided. If a complete submission is not uploaded by the deadline, the application will be notified via email with an itemized list of outstanding items and/or corrections.**

Application Review Process:

Application Type	Step 1	Step 2	Step 3	Step 4
Variance	Staff Review	City Commission Review	Resolution from the City Commission	
Waiver & Warrant	Staff Review	Development Review Committee	Development Order from Staff	

APPLICATION SUBMISSION PROCESS: Upon reception of the **PAPER SUBMISSION** (see below) by Staff. Staff will review to ensure a complete submittal with 5 business days.

SUBMISSION: The following paper documents must be submitted:

PAPER	✓ One (1) completed application with original signatures (All Owners of Record must sign)
	✓ One (1) Affidavit (must be completed by the Landowner)
	✓ One (1) Letter of Authorization (signed by the Landowner), <i>if the Applicant is not the Landowner</i>
	✓ One (1) Letter of Authorization from the Condominium Association, <i>if the property is a condominium</i>
	✓ Application Fee as established by the City Commission. Refer to Chapter 6 – Section. 6-10 – Enumeration of permit fees, regulations and inspection fees. Checks must be made payable to the "City of Lauderhill."
	✓ Copy of Deed or Contract to Purchase
	✓ Two (2) copies of the property survey illustrating all existing conditions & clearly showing the request
	✓ Two (2) copies of the site plan, sketches or drawings showing the proposed conditions
	✓ Written Narrative addressing each review standard & description of the proposed business/use operation
	✓ List of property owners: a certified list of land owners within a radius of 500 feet from the property lines
	✓ Legal description of the property (i.e. the subdivision, block & lot; or metes & bounds description)
USB	One (1) electronic version of the application package

Is the property where the variance is located subject to unpaid city liens, fines or fees? ☐ Yes ☐ No
If so, the Landowner must resolve all fees prior to placement on the City Commission agenda.



Variance, Waiver, & Warrant Application

Applicability

Article IV – Development Review Requirements

Section 3.1. - Variances.:

3.1.3. Requirements for variances. No variance from the terms of these regulations or the Code shall be authorized by the board of adjustment unless the board finds that all of the following facts and conditions exist:

- A. That there are unique and special circumstances or conditions applying to the property in question, or to the intended use of the property, that do not apply generally to other properties in the same district. The matter of economic hardship shall not constitute a basis for the granting of a variance.
- B. That any alleged hardship is not self-created by any person having an interest in the property nor is the result of mere disregard for or ignorance of the provisions of these regulations or any pertinent Code section.
- C. That strict application of the provisions of these regulations or any pertinent Code section would deprive the property owner of reasonable use of the property for which the variance is sought.
- D. That the variance proposed is the minimum variance that makes possible the reasonable use of the property.
- E. That granting the variance will be in harmony with the general purpose and intent of existing regulations, will not be injurious to the neighborhood or area, or otherwise detrimental to the public welfare..

...

Section 3.2. - Waivers:

3.2.5. *Findings and conclusions.* A waiver shall not be granted unless findings and conclusions to support the following factors exists:

- A. The waiver does not adversely affect the neighboring area;
- B. The waiver does not significantly diminish the provision of public facilities;
- C. The waiver does not create an unsafe situation; and
- D. The waiver does not result in the grant of a special privilege in that the same waiver would be granted under similar circumstances on other property for another applicant or owner.

...

Schedule S. SmartCode

2.5. - WARRANTS AND VARIANCES.

2.5.1. There shall be two (2) types of deviation from the requirements of this Schedule: Warrants and Variances. Whether a deviation requires a Warrant or Variance shall be determined by the City Manager.

2.5.2. A Warrant is a ruling that would permit a practice that is not consistent with a specific provision of this Schedule but is justified by the provisions of Section 1.3 Intent. The DRC shall have the authority to approve, approve with conditions, or deny administratively a request for a Warrant pursuant to regulations established by the DRC.

2.5.3. A Variance is any ruling on a deviation other than a Warrant. Variances shall be granted only in accordance with the laws of the State of Florida and the City's Land Development Regulations.

2.5.4. The request for a Warrant or Variance shall not subject the entire application to public hearing, but only that portion necessary to rule on the specific issue requiring the relief.



City of Lauderhill
Planning & Zoning Department
5581 W. Oakland Park Blvd., Lauderhill, FL 33313
Phone: 954.730.3050

Variance, Waiver, & Warrant Application

Property Description		
Street Address: 5940 NW 19th Court	Folio Number(s): 494126120180	
Nearest Cross Street: NW 59th Way		
Subdivision: Lauderhill Manor	Block: 2	Lot: 14
Applicant, Owner's Representative or Agent		Landowner (Owner of Record)
Business Name (if applicable): Miskel Backman LLP	Business Name (if applicable): AMBASSADOR INVESTMENT & REALTY LLC	
Name and Title: Hope Calhoun, Sara Thompson	Name and Title:	
Signature:	Signature: <i>Marchel D. Woods</i>	
Date: 1/30/2025	Date: <i>01/31/25</i>	
Mailing Address: 14 SE 4th Street, Suite 36	Mailing Address: 1427 NW 159th Lane	
City, State & Zip: Boca Raton, FL 33432	City, State & Zip Code: Pembroke Pines, FL 33028	
Phone Number: 561-405-3363	Phone Number: Contact agent	
Email: sthompson@miskelbackman.com	Email: Contact agent	
All communication will be sent to the Landowner (Owner of Record) and Applicant, unless otherwise requested. Indicate who should be provided with copies of written correspondence:		
☐ Architect	☐ Engineer	☒ Attorney
		☐ Other



City of Lauderhill
Planning & Zoning Department
5581 W. Oakland Park Blvd., Lauderhill, FL 33313
Phone: 954.730.3050

Variance, Waiver, & Warrant Application

Architect	Engineer
Business Name (if applicable):	Business Name (if applicable):
Name and Title:	Name and Title:
Signature:	Signature:
Date:	Date:
Mailing Address:	Mailing Address:
City, State & Zip:	City, State & Zip Code:
Phone Number:	Phone Number:
Email:	Email:

Attorney	Other
Business Name (if applicable): See agent information	Business Name (if applicable):
Name and Title:	Name and Title:
Signature:	Signature:
Date:	Date:
Mailing Address:	Mailing Address:
City, State & Zip:	City, State & Zip Code:
Phone Number:	Phone Number:
Email:	Email:



City of Lauderhill
Planning & Zoning Department
5581 W. Oakland Park Blvd., Lauderhill, FL 33313
Phone: 954.730.3050

Variance, Waiver, & Warrant Application

Site Data

Development / Project Name: **Ambassador Assisted Living Facility**

Briefly describe the requested deviation (a project narrative must be submitted separately that explains in greater detail the deviation requested & address each review standard (3.1.3. Requirements for Variance or 3.2 for Waviers and Warrants):

Variance from the 1,200 feet separation distance requirement from another special residential facility.

Additional Information

Have any other applications been submitted for this site? ☐ Yes ☒ No

If so, list the other applications & provide reference to the Meeting Date/ Results:

Pre-Application Conference Date: