



BOARD OF ADJUSTMENT AND ADMINISTRATIVE VARIANCE APPLICATION FORM

Revision Date: 04/09/2026 Print Date: 04/09/2026 Application Form: All Applications - BOAAVF

INSTRUCTIONS: The following information is required pursuant to the City's Unified Land Development Regulations (ULDR). While the information requested in this application is the minimum required to proceed, please be aware additional information may be required to fully address the variance/interpretation/special exception requested. The application form must be filled out accurately and all applicable sections must be completed. Print or type and answer all questions or indicate N/A if item does not apply. Do not leave any sections blank. To obtain property information such as land use, zoning, ownership, folio, lot size, etc., please visit <http://gis.fortlauderdale.gov/zoninggis>

A APPLICANT / PROPERTY OWNER (For purpose of identification, the Property Owner is the Applicant)	
Name	
Address	
City, State, Zip	
Phone	
Email	
Proof of Ownership	Attach Tax Record/Warranty Deed
APPLICANT SIGNATURE:	

B AGENT (If agent will be representing the Property Owner, an agent authorization form is required)	
Name	
Address	
City, State, Zip	
Phone	
Email	
Agent Authorization Form	Attach Agent Authorization Form
AGENT SIGNATURE:	

C BUSINESS OWNER (if applicable, e.g. Hotel, Restaurant, etc.)	
Name:	
Address/Email/Phone:	

D PARCEL INFORMATION	
Project Address	
Folio Number(s)	
Legal Description (per survey)	

E LAND USE INFORMATION	
Current Land Use Designation	
Current Zoning Designation	
Current Use of Property	
Site Adjacent to Waterway?	
Provide Related Case/Project #	

F PROJECT INFORMATION		This Request is: <input type="checkbox"/> Existing <input type="checkbox"/> New	
Applicable ULDR Sections			
Variance/Special Exception Request (Describe current request)			

G DIMENSIONAL REQUIREMENTS (indicate direction N, S, E, W)			
	Required Per ULDR		Proposed
Lot Size (square feet/acres)			
Lot Density			
Lot Width			
Building Height (Feet/Levels)			
Structure Length			
Lot Coverage			
SETBACKS (Indicate direction N, S, E, W)	Required Per ULDR		Proposed
Front []			
Side []			
Corner/Side []			
Rear []			

APPLICATION TYPE: Select the application type from the list below. Submittals are reviewed for completeness to ensure the application submittal contains all the required information including plans, survey, proof of ownership, narrative, and other pertinent documentation. The City will notify the applicant within five (5) business days from the application submittal with determination of completeness for variance, interpretation, temporary nonconforming use permit, and special exception request(s) for Board of Adjustment (BOA). The notification will be sent via email and will indicate application completeness or incompleteness with required changes. Contact Zoning at (954) 828-6520 if you are uncertain about the application type.

<input type="checkbox"/> Variance/Interpretation Request (Before)	<input type="checkbox"/> Variance/Interpretation Request (After)	<input type="checkbox"/> Variance/Interpretation Request Homesteaded Property (Before)	<input type="checkbox"/> Variance/Interpretation Request Homesteaded Property (After)
COMPLETE PAGES 1, 2, 3, 6	COMPLETE PAGES 1, 2, 3, 6	COMPLETE PAGES 1, 2, 3, 6	COMPLETE PAGES 1, 2, 3, 6
\$2,332	\$2,968	\$689	\$901

<input type="checkbox"/> Special Exception Request	<input type="checkbox"/> Temporary Nonconforming Use Permit Request	<input type="checkbox"/> **Administrative Variance Request (Existing Only)	<input type="checkbox"/> Request for Continuance
COMPLETE PAGES 1, 2, 4, 6	COMPLETE PAGES 1, 2, 5, 6	COMPLETE PAGES 1, 2, 3	N/A
\$2,332	\$2,332	\$450.50	\$954

<input type="checkbox"/> Rehearing Request Before the Board	<input type="checkbox"/> Request for Rehearing	<input type="checkbox"/> De Novo Hearing Request (Submit within 30 days of BOA decision)	<input type="checkbox"/> Appeal Request (Submit within 30 days of BOA decision)
COMPLETE PAGES 1, 2, 3, 6	N/A	N/A	N/A
\$1,219	\$318	\$0	\$0

**Administrative Variances are for EXISTING RESIDENTIAL PROPERTIES that have been issued a Certificate of Occupancy and/or built with a Permit.



CHECKLIST FOR SUBMITTAL AND COMPLETENESS: The following information and checklist outlines the necessary items for application submittal to ensure the application is complete. Failure to provide this information will result in your application being deemed incomplete.

- Preliminary Meeting Date** Applicant/Agent met with staff on the following date: _____
- Application Form** The Application must be complete with the applicable information and signatures (refer to page 1).
- Proof of Ownership** Tax Record, Warranty Deed and/or corporation/Sunbiz document verification
- Narrative** provide specific variance/special exception/interpretation request, applicable ULDR code sections, date, and criteria.
- Color Photographs** Color photos of the property and surrounding context, dated, labeled, and identified as to orientation of photos.
- Survey** must be digitally signed and sealed, showing existing conditions; Survey must be "as built with right-of-way and easement vacations excluded. The survey should consist of the proposed project site alone. Do not included adjacent properties or portions of land(s) not included in the proposed project unless specially requested by the City. Must be the most recent survey and the date on the survey should not exceed one (1) year. Copy sets of the Survey must be at half-size scale 11x17".
- Site Plan** A full set of plans must be submitted. A survey may be substituted if the requested variance is clearly indicated. The coversheet on the plan set must state the project name and table of contents. Copy sets of the Plans must be at half-size scale 11x17".
- Elevations** If applicable (Elevations may be required by staff depending on the type of variance request(s).
- Landscape Plans** If applicable (Landscape Plans may be required by staff depending on the type of variance request(s).
- Additional Plans** If applicable (Additional Plans may be required by staff depending on the type of variance request(s).
- Agent Authorization Form** An Agent Authorization Form from All Property Owner(s) are required for all properties being represented by anyone other than the property owner. If the Property is owned by an Entity, Sunbiz verification must be included with the authorized agent form. If the Property is owned by a Trust, a copy of the legal signed trust must be provided.
- Mail Notification Documentation** Applicant must order a tax map and property owners mailing list from Broward County Property Appraisers Office. To place your request, contact Heather Hanson by phone at 954-357-6855 or email hhanson@bccpa.net or contact Kenny Gibbs by phone at 954-357-5503 or email kgibbs@bccpa.net. Distribution: The City of Fort Lauderdale, Zoning Division will mail all notices prior to the Board of Adjustment public hearing/meeting date, as outline in Section 47-27. Additional information regarding mail notification documentation provided below.
- Envelopes**
 - The applicant shall provide non-strip business size (10) envelopes with first-class postage attached (stamps only metered mail is not accepted). Envelopes must be addressed to all property owners within the required three hundred (300) foot radius, and mailing addresses must be typed or labeled; no handwritten addresses will be accepted. The three hundred (300) feet radius requirement does not apply to administrative variances. Administrative variances will only need noticing to adjacent neighboring properties.

The return address shall be listed on all envelopes as follows:

City of Fort Lauderdale - Zoning Division (BOA)
700 N.W. 19th Avenue
Fort Lauderdale, Florida 33311
- Tax Map** The Applicant shall provide a tax map from the Broward County Property Appraiser of all property within a three hundred (300) foot radius, with each property clearly shown and delineated. Each property within the notice area must be numbered (by folio ID) on the map to cross-reference with property owners' notice list. The 300 feet radius noticing requirement does not apply to administrative variances.
- Property Owners Notice List** The Applicant shall provide a property owner notice list with the names, property control numbers (Folio ID) and complete addresses for all property owners within the required three hundred (300) foot radius. The list shall also include all homeowners' associations, condominium associations, municipalities and counties noticed, as indicated on the tax roll.

INFORMATION: The purpose of this checklist is to provide guidance regarding the application submittal. The checklist provides a list of specific information needed in order for an efficient and accurate review of plans and supporting documents. Failure to provide the required information will result in the application being deemed incomplete.

GUIDELINES AND LINKS:

[SUBMIT YOUR APPLICATION SUBMITTAL](#)

[VIEW MEETING DATES AND DEADLINES](#)

[VIEW BOARD OF ADJUSTMENT INFORMATION/AGENDA/BACKUP/MINUTES AND RESULTS](#)

[SUBMITTAL ASSISTANCE, INSTRUCTIONS AND CONVENTION STANDARDS AT FILE NAMEING CONVENTION STANDARDS](#)



Board of Adjustment (BOA) Criteria for Variance/Interpretation

Answer All questions on this page only if you are applying for a Variance/Interpretation request through Board of Adjustment. If additional space is needed, attach additional pages to this page. If you are not applying for a variance/interpretation, select this box

CRITERIA: Applicants must demonstrate a unique hardship attributable to the land by providing a preponderance of the evidence for all of the following criteria. Please state your specific request and answer the following criteria completely. While some criteria may seem duplicative the response should be tailored specifically to each, Per section 47-24.12. A.4.

SPECIFIC REQUEST: State the specific request below according to the ULDR or other provisions of the Code.

a. Special conditions and circumstances affect the property at issue which prevent the reasonable use of such property; and

b. Circumstances which cause the special conditions are peculiar to the property at issue, or to such a small number of properties that they clearly constitute marked exceptions to other properties in the same zoning district; and:

c. Literal application of the provisions of the ULDR would deprive the applicant of a substantial property right that is enjoyed by other property owners in the same zoning district. (It shall be of no importance to this criterion that a denial of the variance sought might deny to the owner a more profitable use of the property, provided the provisions of the ULDR still allow a reasonable use of the property; and

d. The unique hardship is not self-created by the applicant or his predecessors, nor is it the result of mere disregard for, or ignorance of, the provisions of the ULDR or antecedent zoning regulations; and

e. The variance is the minimum variance that will make possible a reasonable use of the property and that the variance will be in harmony with the general purposes and intent of the ULDR and the use as varied will not be incompatible with adjoining properties or the surrounding neighborhood or otherwise detrimental to the public welfare.

AFFIDAVIT: I _____ the Owner/Agent of said property ATTEST that I am aware of the following:

1. In order to be entitled to the relief requested in the application an affirmative vote of a majority of the Board of Adjustment is required;
2. That in granting the relief requested, the Board of Adjustment or Zoning Administrator is limited to the authority vested in the Board or Zoning Administrator by the ULDR and that the Board or Zoning Administrator may not grant the relief requested unless the applicant proves all the criteria specified in the ULDR have been met;
3. That the granting of relief by the Board or Zoning Administrator or designee does not exempt the applicant or owner of record from the responsibilities of obtaining all applicable permits or approvals as may be required by law for both new and existing structures;
4. That if the relief requested is granted by the Board or Zoning Administrator or designee, the applicant must secure a building permit to implement the relief requested within one hundred eighty (180) days of the entry of the final order of the Board, or within such lesser time as the Board may proscribe and that failure to procure the necessary permits within the time so proscribed shall render the variance or special exception null and void;
5. That if the Board denies the request for relief, then no additional application for the same or substantially the same relief may be entertained by the Board within one (1) year of the date of entry of the final order of denial.

(Signature)

SWORN TO AND SUBSCRIBED before me in the County and State above aforesaid this _____ day of _____, 20__

(SEAL)

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____



Board of Adjustment (BOA) Criteria for Special Exception

Answer All questions on this page only if you are applying for a Special Exception request through Board of Adjustment. If additional space is needed, attach additional pages to this page. If you are not applying for a Special Exception, select this box

CRITERIA: A special exception shall be granted upon demonstration by a preponderance of the evidence of all of the following criteria: Please answer the following criteria completely. While some criteria may seem duplicative the response should be tailored specifically to each. Per section 47-24.12. A.5,

SPECIFIC REQUEST: State the specific request according to the ULDR or other provisions of the Code.

a. Whether the proposed development or use meets the requirements for a special exception as provided by the ULDR; and

b. Granting of the special exception shall not be incompatible with adjoining properties or the surrounding neighborhood or otherwise, contrary to the public interest.

AFFIDAVIT: I _____ the Owner/Agent of said property ATTEST that I am aware of the following:

1. In order to be entitled to the relief requested in the application an affirmative vote of a majority of the Board of Adjustment is required;
2. That in granting the relief requested, the Board of Adjustment is limited to the authority vested in the Board by the ULDR and that the Board may not grant the relief requested unless the applicant proves all the criteria specified in the ULDR have been met;
3. That the granting of relief by the Board does not exempt the applicant or owner of record from the responsibilities of obtaining all applicable permits or approvals as may be required by law for both new and existing structures;
4. That if the relief requested is granted by the Board, the applicant must secure a building permit to implement the relief requested within one hundred eighty (180) days of the entry of the final order of the Board, or within such lesser time as the Board may proscribe and that failure to procure the necessary permits within the time so proscribed shall render the variance or special exception null and void;
5. That if the Board denies the request for relief, then no additional application for the same or substantially the same relief may be entertained by the Board within one (1) year of the date of entry of the final order of denial.

(Signature)

SWORN TO AND SUBSCRIBED before me in the County and State above aforesaid this _____ day of _____, 20__

(SEAL)

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____



Board of Adjustment (BOA) Criteria Temporary Nonconforming Use Permit

All questions below must be answered if you are applying for an *Temporary nonconforming use permit* request. If you are not applying for an *Temporary nonconforming use permit*, select this box

CRITERIA— A temporary nonconforming use permit may be granted upon demonstration by a preponderance of the evidence of the following criteria: Please state your specific request and answer the following criteria completely. While some criteria may seem duplicative the response should be tailored specifically to each, Per section **Sec. 47-24.12**.

SPECIFIC REQUEST: State the specific request below according to the ULDR or other provisions of the Code.

- a. Granting the temporary nonconforming use permit shall not be incompatible with adjoining properties or the surrounding neighborhood or otherwise contrary to the public interest

AFFIDAVIT: I _____ the Owner/Agent of said property ATTEST that I am aware of the following:

1. In order to be entitled to the relief requested in the application an affirmative vote of a majority of the Board of Adjustment is required;
2. That in granting the relief requested, the Board of Adjustment is limited to the authority vested in the Board by the ULDR and that the Board may not grant the relief requested unless the applicant proves all the criteria specified in the ULDR have been met;
3. That the granting of relief by the Board does not exempt the applicant or owner of record from the responsibilities of obtaining all applicable permits or approvals as may be required by law for both new and existing structures;
4. That if the relief requested is granted by the Board, the applicant must secure a building permit to implement the relief requested within one hundred eighty (180) days of the entry of the final order of the Board, or within such lesser time as the Board may proscribe and that failure to procure the necessary permits within the time so proscribed shall render the variance or special exception null and void;
5. That if the Board denies the request for relief, then no additional application for the same or substantially the same relief may be entertained by the Board within one (1) year of the date of entry of the final order of denial.

(Signature)

SWORN TO AND SUBSCRIBED before me in the County and State above aforesaid this ____ day of _____, 20__

(SEAL)

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____



SIGN NOTIFICATION REQUIREMENTS AND AFFIDAVIT (BOA ONLY)

SIGN NOTICE

Applicant must POST SIGNS (for Board of Adjustment) according to Sec. 47-27.2 Types of Public Notice and 47-27.9 Variance, Special, Special Exception, Temporary Non-Conforming Use, Interpretation Requires the following notice:

- Sign Notice shall be given by the applicant by posting a sign provided by the City stating the time, date, and place of the Public Hearing on such matter on the property which is the subject of an application for a development permit. If more than one (1) public hearing is held on a matter, the date, time, and place shall be stated on the sign or changed as applicable.
- The sign shall be posted at least fifteen (15) days prior to the date of the public hearing.
- The sign shall be visible from adjacent rights-of-way, including waterways, but excepting alleys.
- If the subject property is on more than one (1) right-of-way, as described above, a sign shall be posted facing each right-of-way.
- If the applicant is not the owner of the property that is subject of the application, the applicant shall post the sign on or as near to the subject property as possible subject to the permission of the owner of the property where the sign is located or, in a location in the right-of-way if approved by the City.
- If the sign is destroyed or removed from the property, the applicant is responsible for obtaining another sign from the City and posting the sign on the property.
- The sign shall remain on the property until final disposition of the application. This shall include any deferral, rehearing, appeal, request for review or hearings by another body. The sign information shall be changed as above to reflect any new dates.
- The applicant shall, five (5) days prior to the public hearing, execute and submit to the department an affidavit of proof of posting of the public notice sign according to this section. If the applicant fails to submit the affidavit the public hearing will be postponed until the next hearing after the affidavit has been supplied.

AFFIDAVIT OF POSTING SIGNS

STATE OF FLORIDA
BROWARD COUNTY

BOA CASE NO: _____

APPLICANT: _____

PROPERTY ADDRESS: _____

PUBLIC HEARING DATE: _____

BEFORE ME, the undersigned authority personally appeared, who upon being duly sworn and cautioned, under oath deposes and says:

1. Affiant is the Applicant in the above cited City of Fort Lauderdale Board or Commission Case.
2. The Affiant/Applicant has posted or has caused to be posted on the Property the signage provided by the City of Fort Lauderdale, which such signage notifies the public of the time, date and place of the Public Hearing on the application for relief before the Board or Commission.
3. That the sign(s) referenced in Paragraph two (2) above was posted on the Property in such manner as to be visible from adjacent streets and waterways and was posted at least fifteen (15) days prior to the date of the Public Hearing cited above and has remained continuously posted until the date of execution and filing of this Affidavit. Said sign(s) shall be visible from and within twenty (20) feet of streets and waterways, and shall be securely fastened to a stake, fence, or building.
4. Affiant acknowledges that the sign must remain posted on the property until the final disposition of the case before the Board or Commission. Should the application be continued, deferred, or re-heard, the sign shall be amended to reflect the new dates.
5. Affiant acknowledges that this Affidavit must be executed and filed with the Zoning & Landscaping Division five (5) calendar days prior to the date of Public Hearing and if the Affidavit is not submitted, the Public Hearing on this case shall be cancelled.
6. Affiant is familiar with the nature of an oath or affirmation and is familiar with the laws of perjury in the State of Florida and the penalties, therefore.

NOTE: I understand that if my sign is not returned within the prescribed time limit as noted in Sec. 47.27.2. of the City of Fort Lauderdale ULDR, I will forfeit my sign deposit _____ (initial here)

_____ SWORN TO AND SUBSCRIBED
Affiant

before me in the County and State above aforesaid this ____ day of _____, 20____

(SEAL)

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____



TECHNICAL SPECIFICATIONS

A. SITE PLAN

1. Title Block including project name and design professional's address and phone number
2. Scale (1" = 30' min., must be engineer's scale)
3. North indicator
4. Location map showing relationship to major arterials
5. Drawing and revision dates, as applicable
6. Full legal description
7. Site Plan Data Table
 - o Current use of Property
 - o Land Use designation
 - o Zoning Designation
 - o Site area (sq. ft and acres)
 - o Setback table (required vs provided)
 - o Open space
8. Site Plan Features (graphically indicated)
 - o Project signage (if applicable)
 - o Easements (as applicable)

Please note: Additional site plan information may be necessary to fully address the requested variance.

B. BUILDING ELEVATIONS (as applicable)

1. All building facades with directional labels (i.e. North, South) and building names if more than one building
2. Dimensions, including height and width of all structures
3. Dimensions of setbacks and required setbacks from property lines
4. Dimension grade at crown of road, at curb, sidewalk, building entrance, and finished floor
5. Include proposed signage



BOARD OF ADJUSTMENT AND ADMINISTRATIVE VARIANCE GUIDE AND INFORMATION

Guidance Document: Board of Adjustment and Administrative Variance Applications | Rev. 5/19/2026

GENERAL INFORMATION

PRELIMINARY MEETING REQUEST: Prior to the submittal of the Board of Adjustment/Administrative Variance application, applicants will need to request a meeting with staff to obtain feedback regarding the proposed variance, special exception, administrative variance, temporary nonconforming use permit, or other applications. The meeting includes general guidance on the application submittal and process for the application type. To request a meeting with staff, email your request to: variancerequests@fortlauderdale.gov

APPLICATION DEADLINE: Submittals must be received by 5:00 PM each business day. Pursuant to Section 47-24.12, the Department will review all applications to determine completeness within five (5) business days. Applicants will be notified via e-mail if application, survey, plans and other documentation do not meet the submittal requirements and if changes are required. The applicable [Meeting Dates and Deadlines](#) can be found on the City's website at the Board of Adjustment webpage. Staff will provide guidance once an application has been submitted to the City. This applies to Board of Adjustment applications only.

ONLINE SUBMITTAL PROCESS: Board of Adjustment and Administrative Variance Application submittals must be conducted through the City's online citizen access portal and payment of fees LauderBuild. LauderBuild requires the creation of an online account to submit a complete application. To view plan and document requirements and standards please visit the LauderBuild Plan Room. Staff will provide guidance once an application has been submitted to the City. No hard copy application submittals will be accepted

DETERMINATION OF COMPLETENESS: All submittals are reviewed for completeness to ensure the application submittal contains all the required information including plans, survey, proof of ownership, narratives, and other pertinent documentation. The City will notify the applicant within five (5) business days from submittal with determination of completeness for all application submittal to Board of Adjustment. The City will notify the applicant within thirty (30) days of the application submittal with a determination of completeness for all applications submittal for Administrative Variances. The notification will be sent via email and/or Lauderbuild and will indicate application completeness or incompleteness with required changes.

PAYMENT OF FEES: All applications for development permits are established by the City Commission, as set forth by resolution and amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City, special advertising, re-advertising and any other costs associated with the application submittal shall be paid by the applicant. Any additional costs, which are unknown at the time of application, but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit. Applicants will receive invoices electronically indicating the applicable fee(s). Note, there are fees at various stages of review depending on application type. All Fees are paid online.

APPLICATION TYPES: Applications are categorized by type as indicated on the application forms.

PUBLIC SIGN NOTICE AND MAIL NOTICE: Board of Adjustment (BOA) application, and certain applications are subject to public sign notice. Affidavits must be completed and submitted to the city stated compliance that such has been completed. The affidavit form can be found in this package on page 4 and on the City's website. Sign posting requirements are related to Board of Adjustment (BOA) applications only.

BOARD OF ADJUSTMENT MEETING: Closer to the date of the meeting, staff will provide an agenda for the meeting. Meetings are being held in person at 6:00 pm at the Development Services Department, 700 NW 19TH Avenue, Fort Lauderdale, FL 33311 and the applicant or his/her representative must be in attendance. Final Orders are usually issued at the following Board of Adjustment meeting.

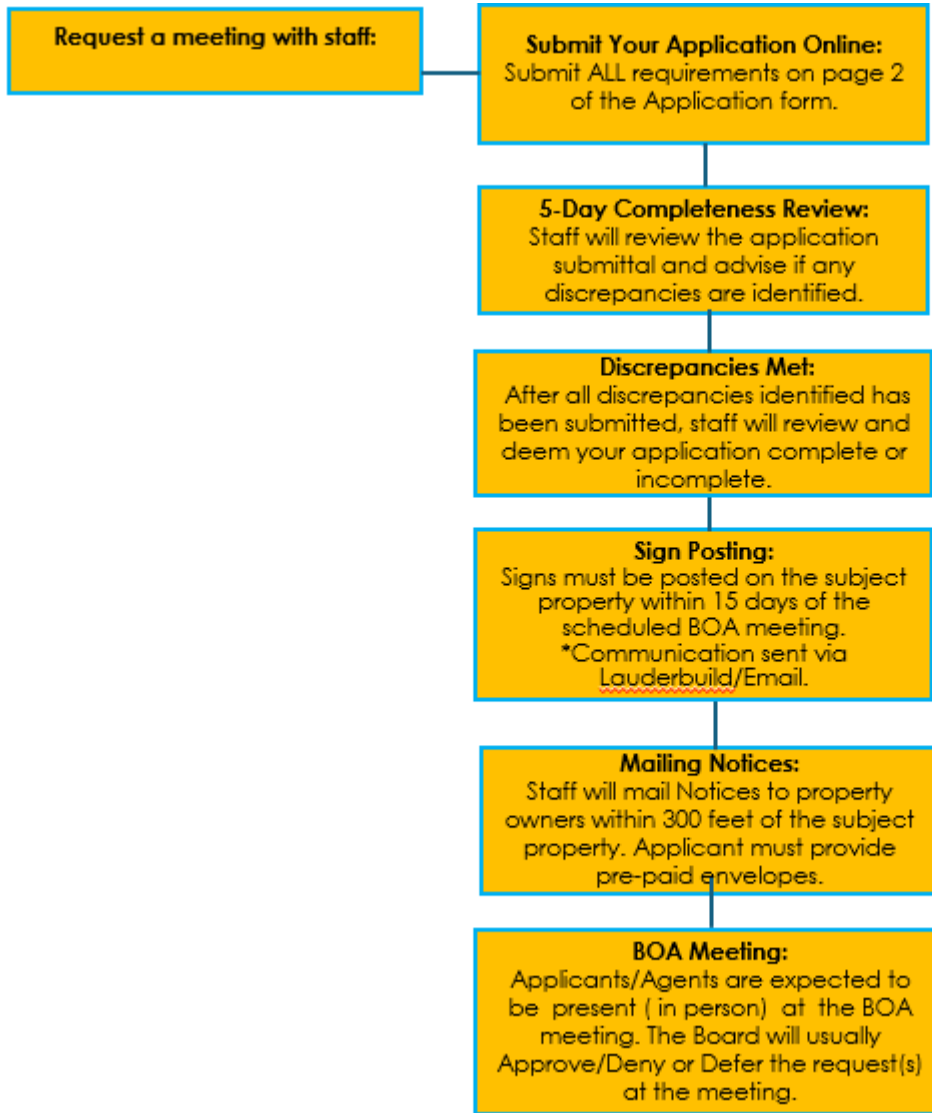
ONLINE SUBMITTAL PROCESS: Submittals must be conducted through the City's online citizen access portal [Lauderbuild](#). LauderBuild requires the creation of an online account to submit a complete application. A [Submission Instructions](#) _ with helpful tips is available to assist with the uploading process. Note that plan sets and other large files must be merged or flattened to reduce file size and file names must follow the City's file naming convention in order to be accepted. The file naming convention is based on the following structure:

IMPORTANT LINKS:

- [Board of Adjustment and Administrative Variance Application Form](#)
- [Examples \(previously submitted application, minutes and results\)](#)

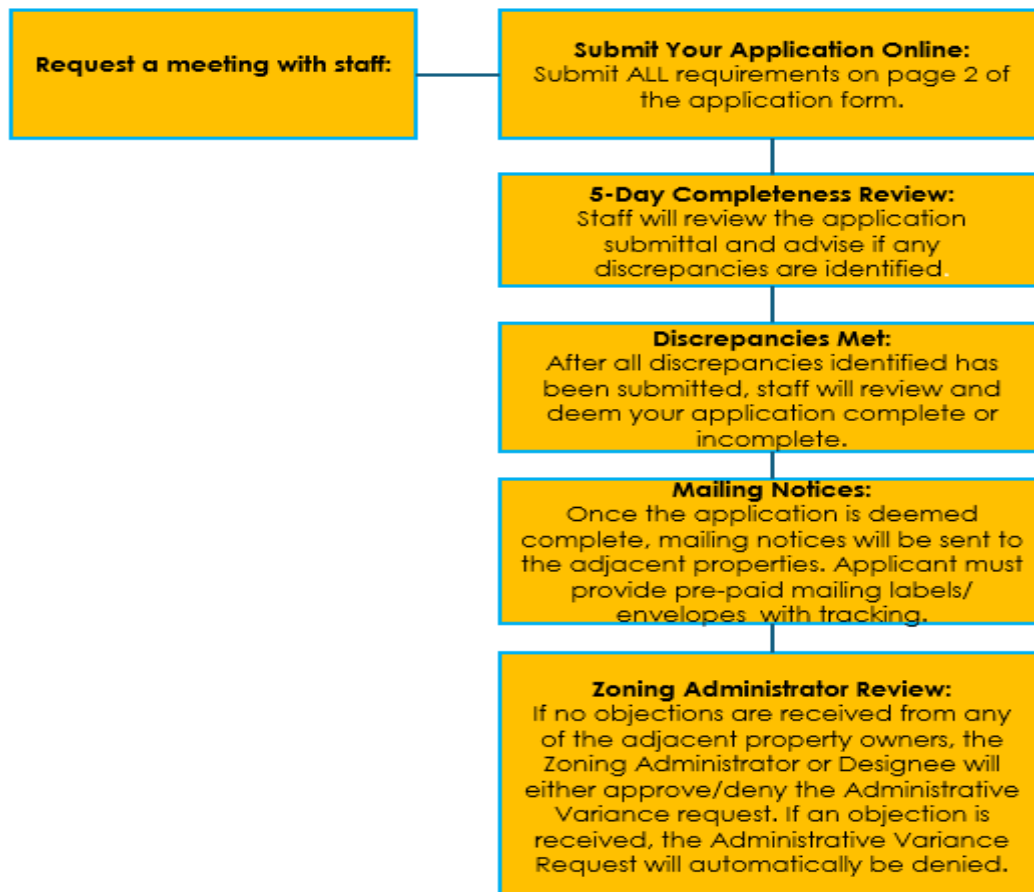


BOARD OF ADJUSTMENT APPLICATIONS FLOWCHART:



NOTE: Final Orders are signed at the NEXT BOA meeting. Please allow at least 30 or more days to receive the final order. * You cannot proceed prior to the final order being signed.

ADMINISTRATIVE VARIANCE APPLICATIONS FLOWCHART:



**FOR QUESTIONS OR ASSISTANCE REGARDING THE BOARD OF ADJUSTMENT
OR ADMINISTRATIVE VARIANCE PROCESS CONTACT:**

Zoning and Landscaping
Department 954-828-6520
(select Option 5)
zoning@fortlauderdale.gov



BOARD OF ADJUSTMENT -AGENT AUTHORIZATION FORM

Rev: 0 | Revision Date: 01/30/2024 | Print Date: 0/00/0000
I.D. Number: BOAAAF

AGENT AUTHORIZATION FORM

I _____ (“Owner”) as the current title owner of the real
[Print First and Last Name of the title Owner OR Name of Corporation]
property located at _____ (“Property”), do hereby authorize
[Print Property Address]
_____ (“Authorized Agent”) to act as my agent regarding the submittal
[Print First and Last Name of Agent]
of a variance/special exception application to the City of Fort Lauderdale and appear at any and all
scheduled hearings before the Board of Adjustment for the City of Fort Lauderdale, on the date, time and
location specified on the Hearing Notice.

I authorize my agent to communicate with the City of Fort Lauderdale regarding my pending variance/special
exception application and, by signing this authorization form, I hereby authorize the City of Fort Lauderdale to
accept and rely on any and all communications from my Authorized Agent, whether written or oral, regarding
all issues related to my pending variance/special exception application. I understand and agree that, as the
Property Owner, I remain responsible for all terms and conditions outlined in the variance/special exception
application, all required hearing appearances related to my variance/special exception application, and any
request by the City of Fort Lauderdale and/or the Board of Adjustment to submit additional document(s) and
or record(s) in support of my pending variance/special exception application.

Notwithstanding the City's receipt of my completed and executed Agent Authorization Form. I understand and
agree, the City will mail or deliver all notices relating to my pending variance/special exception application to
my property address, as listed on my variance/special exception application. I further understand and agree,
the City of Fort Lauderdale and the Board of Adjustment assume no liability for my failure or my Authorized
Agent's failure to comply with any terms or conditions outlined in my variance/special exception application,
and/or my failure or my Authorized Agent's failure to appear on my behalf at any duly noticed hearings before
the Board of Adjustment.

I further agree to INDEMNIFY AND HOLD HARMLESS and hereby RELEASE, WAIVE, DISCHARGE, HOLD HARMLESS
AND FOREVER COVENANT NOT TO SUE the City of Fort Lauderdale, its elected officials, employees, servants,
representatives, associates, officers, agents, guests, invitees, volunteers, partners, successors and assigns from
any and all liability, claims, demands, action, judgments, costs, expenses, court costs, attorney fees and causes
of action whatsoever arising out of or related to any loss or damage to property, and/or injury to any person,
including death, WHETHER CAUSED BY, ALLEGEDLY CAUSED BY, OR CONTRIBUTED IN WHOLE OR IN PART by the
action, failure to act, negligence, breach of contract or other misconduct by my me, my Authorized Agent, my
employees, servants, representatives, associates, officers, agents, volunteers, partners, successors and assigns,



BOARD OF ADJUSTMENT -AGENT AUTHORIZATION FORM

Rev: 0 | Revision Date: 01/30/2024 | Print Date: 0/00/0000
I.D. Number: BOAAAF

relating in any way to the City of Fort Lauderdale’s reliance of the authority granted to my Authorized Agent pursuant to this Form.

BY SIGNING THIS RELEASE AND HOLD HARMLESS AGREEMENT, I ATTEST, AFFIRM, AND REPRESENT THAT I AM THE TITLE OWNER/AUTHORIZED PERSON FOR THE PROPERTY AND THAT ALL OF THE FOLLOWING STATEMENTS ARE TRUE AND CORRECT: I am at least eighteen (18) years of age and of sound and competent state of mind at the time executed this Agent Authorization Form; I executed this Agent Authorization Form as an expression of my own free act and deed; There are no oral representations or statements, apart from this Agent Authorization Form and intend to be bound by its terms; and I was not induced by the City, its employees and/or agents, or anyone, to execute this

Agent Authorization Form. ***Please provide proof of ownership. If the property is owned by an Corporation, please submit Sunbiz Verification with this form.**

WITNESS:

Witness Signature

Signature - Owner/Authorized Individual

Print Name

Print Name - Owner/ Authorized Individual

Date

Print Title - Authorized Individual

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20____. by

_____, an individual who is personally known to me ____ or has produced _____ as identification

[NOTARY SEAL]

(Signature of Notary Public- State of Florida)

My Commission Expires:

Print, Type, or Stamp Commissioned Name of Notary Public)