



# AFFIDAVIT FORM

Applications: As Required | Rev. 02/26/2026

**INSTRUCTIONS:** Indicate with an  for the type of meeting, provide the applicable project information, hearing date, and indicate applicable public notice requirements. Sign the affidavit with notary. For specific public notice requirements, refer to the [Public Participation and Sign Notice Guide](#) or contact the Case Planner. Please print legibly.

## STATE OF FLORIDA, BROWARD COUNTY AFFIDAVIT PUBLIC NOTICE REQUIREMENTS

- DEVELOPMENT REVIEW COMMITTEE     PRELIMINARY ADMINISTRATIVE REVIEW OR DRC APPROVAL     PLANNING AND ZONING BOARD
- HISTORIC PRESERVATION BOARD     CITY COMMISSION

CASE NUMBER: \_\_\_\_\_ PROPERTY: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

APPLICANT OR AGENT (IF REPRESENTING APPLICANT): \_\_\_\_\_ APPEAL REQUEST: YES \_\_\_\_\_ NO \_\_\_\_\_

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

- Affiant is the Applicant or Agent representing the applicant in the above cited City of Fort Lauderdale Review Case.
- The Affiant/Applicant has completed the following (indicate all applicable sections with an  )

MAIL NOTICE  
ADMINISTRATIVE /DEVELOPMENT REVIEW COMMITTEE

- Affiant has been mailed a letter(s) or sent an email(s) to all official city-recognized civic organization(s) within 300 feet of the proposed project. The letter(s) or email(s) sent by the Affiant includes a notification of the date, time, and place of the meeting.
- Letter or email referenced above in (a) was sent at least **twenty-one (21) days** prior to the date of the meeting noted above.
- Affiant acknowledges that this Affidavit must be executed and filed with the City's Urban Design and Planning office **ten (10) days** prior to the date of meeting and if the Affidavit is not submitted, the meeting on this case shall be cancelled.

MAIL NOTICE  
HISTORIC PRESERVATION BOARD

- Affiant has paid for and ensured that letters were mailed to all property owners located within three hundred (300) feet of the property that is the subject of the application. The letter sent by mail to the property owners includes a notification of the date, time, and place of the meeting.
- Letter referenced above (a) was sent at least **fifteen (15) days** prior to the date set for the first meeting cited above.
- Affiant acknowledges that this Affidavit must be executed and filed with the City's Urban Design and Planning office **ten (10) days** prior to the date of and if the Affidavit is not submitted, the meeting on this case shall be cancelled.

MAIL NOTICE  
PROJECT PRESENTATION MEETING AND PZB MEETING

- Affiant has sent a letter(s) via regular mail or sent an email(s) to all property owners whose real property is located within three hundred (300) feet of the proposed project and mailed a letter(s) or sent an email(s) to all official city-recognized civic organization(s) within 300 feet of the proposed project. The letter(s) or email(s) sent by the Affiant includes a notification of the date, time, and place of the Applicant's Project Presentation meeting and mail notice was sent indicating the date, time, and location of the Planning and Zoning Board meeting.
- Letter referenced above (a) was mailed prior to the submittal of the application to the Planning and Zoning Board application. Applicant's Project Presentation meeting was held at least **thirty (30) days** prior to the date of the Planning and Zoning Board meeting or at least **thirty (30) days** prior to Preliminary Administrative or DRC Review Approval (Commission Call-up).
- Affiant has prepared a summary of the Project Presentation meeting cited above that documents the date(s), time(s), location(s), number of participants, presentation material and general summary of the discussion and comments expressed during the process.
- Affiant acknowledges that this Affidavit must be executed and filed with the City's Urban Design and Planning office **fifteen (15) days** prior to the date of the Planning and Zoning Board meeting and if the Affidavit has not submitted, the Public Hearing on this case shall be cancelled.

PUBLIC SIGN NOTICE    OR     15-DAY POSTED SIGN  
10-DAY POSTED SIGN

- Posted or has caused to be posted on the Property signage provided by the City of Fort Lauderdale, which such signage notifies the date, time and place of the meeting.
- That \_\_\_\_\_ (provide number of signs posted) sign(s) as referenced above (a) was posted on \_\_\_\_\_ (provide date of posting) the property in such manner as to be visible from adjacent streets and waterways and was posted a minimum (see above marked 10 or 15 days) prior to the date of the meeting 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.
- Affiant acknowledges that the sign must remain posted on the property until the final disposition of the case. Should the application be continued, deferred or re-heard, the sign shall be amended to reflect the new dates.
- Affiant acknowledges that this Affidavit must be executed and filed with the City's Urban Design and Planning office **five (5) calendar days** prior to the meeting date and if the Affidavit has not submitted, the meeting on this case shall be cancelled.

3. 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 therefor.

**IF APPLICANT COMPLETE BELOW**

STATE OF FLORIDA:  
COUNTY OF \_\_\_\_\_:

The foregoing instrument was sworn to and subscribed before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification

[SEAL]

**IF AN AGENT COMPLETE BELOW**

STATE OF FLORIDA:  
COUNTY OF \_\_\_\_\_:

The foregoing instrument was sworn to and subscribed before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ of \_\_\_\_\_, a Florida corporation, on behalf of the corporation. He/she is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
(Signature of Notary Public – State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public