



NEIGHBORHOOD PARTICIPATION MEETING PROGRAM GUIDE

Neighborhood Participation Meeting Program
Ordinance #O-2009-017
Ordinance #O-2019-024
Chapter 24, Article XII, Section 24-163(E)

THE MEETING SHALL BE HELD WITHIN SIX MONTHS BEFORE SUBMITTAL OF THE
DEVELOPMENT APPLICATION PACKAGE AND WITHIN SIX MONTHS OF THE FIRST
CITY COMMISSION PUBLIC HEARING, IF APPLICABLE.

**COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
5399 North Dixie Highway, Suite 3, Oakland Park, Florida 33334
Office 954-630-4572
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Frequently Asked Questions

What is the purpose of this program?

- Encourage early citizen participation in the development review process;
- Open a dialogue between the applicant and affected neighborhoods and individuals;
- Improve communication between the development community, citizens, and Oakland Park city government.

What types of applications are subject to the program?

- Site Development Plan Review. Types of applications subject to these regulations include:
 - a. New multi-family buildings (3 units or more)
 - b. New non-residential buildings and expansions of the same involving more than 25 percent of the gross floor area of the building
 - c. Any site development plan that requires a public hearing or quasi-judicial public hearing.
 - d. Other site-specific applications or construction projects requiring a public hearing or quasi-judicial public hearing.

Who are the participants?

- Applicants, property owners, and/or their duly authorized representatives listed on the Development Permit Application.
- Homeowners and Neighborhood Associations or the equivalent local group and individuals. They shall be recognized on a list maintained by the City Manager's designee.

How do I invite the participants?

Schedule a Pre-Application meeting with the Planning & Zoning Division at 954-630-4572 to receive a list of the required meeting participants. This list will consist of the following:

- All Homeowners Associations and individuals maintained on a list by the City Manager's designee within 750 feet of the subject property or project.
- The two closest Homeowners Associations to the subject property or project.
- In the case where there are no Homeowners Associations within the 750-foot radius, Planning & Zoning staff will provide the applicant a list of the five (5) nearest Homeowners Associations' contact information outside of the 750-foot radius.

Where and when should I conduct the meeting?

- THE MEETING SHALL BE HELD WITHIN SIX MONTHS BEFORE SUBMITTAL OF THE DEVELOPMENT APPLICATION PACKAGE AND WITHIN SIX MONTHS OF THE FIRST CITY COMMISSION PUBLIC HEARING, IF APPLICABLE.
- The meeting can be held at the subject property, at the Homeowners Association's scheduled meeting location, or at a mutually agreed upon location between the applicant and the group or the group's representatives.
- The meeting shall be held at a reasonable time and location. The City suggests holding this meeting between the times of 6:00-8:00 pm and the days of Monday-Thursday.
- The program leaves flexibility between the Homeowners Associations or group and the applicant to work out a time and location that fits both each other's needs.
- The applicant must verify there are no conflicts with the City's calendar of events.

What is discussed at the meeting?

- The meeting(s) shall include a presentation and discussion of the proposed project or request. The presentation is subject to review by the City of Oakland Park.
- Additional meetings may be scheduled by the applicant, but do not have to be documented for compliance with this program.

- Agreement between the applicant and property owners is not required.
- Signatures of participants on the compliance affidavits or sign-sheets are not required, but desired in order to verify that a meeting was held and who participated.

Submission Checklist

- Report on Neighborhood Participation Meeting. Report must include the following items:**
 - Dates and locations of all meetings where Homeowners Associations and individuals met**
 - Copies of the content shown to meeting participants such as plans, agendas, documents, renderings (attach to report)**
 - A list of individuals and Homeowners Associations or groups contacted and invited to attend the meeting**
 - Copies of written correspondence (e-mails) with individuals and Homeowners Associations or groups contacted and invited to attend the meeting**
 - Meeting sign-in sheet (attach to report)**
 - Summary of the concerns and issues discussed during the meeting (DO NOT represent the opinions of the participants at the meeting)**

- Notarized Affidavit of Compliance (see attached).**

Neighborhood Participation Meeting Program Affidavits of Compliance

I certify that:

The Report on Neighborhood Participation Meeting Program submitted herewith is complete and accurate. I understand that I am solely responsible for the accuracy and completeness of this report and that any errors and/or omissions may result in the rejection of my Development Permit Application on grounds that it is incomplete or not accurate.

Complete Affidavits (A) or (B) depending on your circumstances:

Affidavit A

(A) Homeowners Association, Individual, or Executive Officer Meeting Verification & Signatures to Confirm Meeting (must attach sign-in sheet as verification):

Meeting Date: _____ Time: _____

Location: _____

Applicant/Property Owner Signature(s):

Print Name(s): _____

STATE OF FLORIDA)
COUNTY OF BROWARD)

I hereby certify that on this day before me, an officer duly qualified to take acknowledgements, personally appeared _____, to me known or who produced _____ as identification, who signed the foregoing instrument and he acknowledged the execution thereof to be his free act and deed for the uses and purposes therein mentioned and acknowledged before me that he executed same. Witness my hand and official seal in County and State last aforesaid this ___ day of _____, 20__.

****Meeting Verification & Sign-In sheet form must be attached.**

Affidavit B

(B) The individual or executive officer of the homeowners association was unavailable or refused to sign this certification. I am attaching a statement as to the efforts to contact them and, in the event of unavailability, the reasons as to why they did not sign the certification:

Meeting Date: _____ Time: _____
Location: _____

Applicant/Property Owner Signature(s):

Print Name(s): _____

STATE OF FLORIDA)
COUNTY OF BROWARD)

I hereby certify that on this day before me, an officer duly qualified to take acknowledgements, personally appeared _____, to me known or who produced _____ as identification, who signed the foregoing instrument and he acknowledged the execution thereof to be his free act and deed for the uses and purposes therein mentioned and acknowledged before me that he executed same.

Witness my hand and official seal in County and State last aforesaid this ___ day of _____, 20__.

****Statement must be attached.**

Neighborhood Participation Meeting Sign-In Sheet

Proposed Project Name: _____

Meeting Location & Date: _____

Project Description: _____

To HOA Group/Individual: Signing this sign-in sheet does not imply approval or support of the project, just confirmation that a meeting was held pursuant to the ordinance.

Participant Signatures:

- | | |
|-----------|-----------|
| 1. _____ | 18. _____ |
| 2. _____ | 19. _____ |
| 3. _____ | 20. _____ |
| 4. _____ | 21. _____ |
| 5. _____ | 22. _____ |
| 6. _____ | 23. _____ |
| 7. _____ | 24. _____ |
| 8. _____ | 25. _____ |
| 9. _____ | 26. _____ |
| 10. _____ | 27. _____ |
| 11. _____ | 28. _____ |
| 12. _____ | 29. _____ |
| 13. _____ | 30. _____ |
| 14. _____ | 31. _____ |
| 15. _____ | 32. _____ |
| 16. _____ | 33. _____ |
| 17. _____ | 34. _____ |

Applicant/Property Owner Attendee or Representative Signature(s) (print names below):

_____ ; _____ ; _____

THIS PROPOSED DEVELOPMENT IS NOT ENDORSED BY THE CITY OF OAKLAND PARK AND IF SUBMITTED WILL BE REVIEWED FOR COMPLIANCE WITH ALL APPLICABLE CODES AND THE COMPREHENSIVE PLAN.