



CITY OF OAKLAND PARK

NEIGHBORHOOD PARTICIPATION MEETING PROGRAM

APPLICATION GUIDE

Pursuant to Charter 24, Article XXI, Section 24-163E of the City of Oakland Park's Land Development Code, Neighborhood Participation Meetings shall be held prior to the submission of a development application package and within six (6) months of the first City Commission Public Hearing, if applicable.



ENGINEERING AND COMMUNITY DEVELOPMENT
1100 Park Lane East, Oakland Park, Florida 33334
Office 954-630-4425
www.oaklandparkfl.gov

Authorization

O-2009-017
O-2019-024

CITY OF OAKLAND PARK

NEIGHBORHOOD PARTICIPATION MEETING APPLICATION GUIDE

Purpose

The purpose of the Neighborhood Participation Meeting (NPM) Program is to promote meaningful community engagement in the development review process. This program provides an opportunity for residents, property owners, and stakeholders to learn about proposed projects early, voice their feedback, and foster transparent communication between developers and the community. By facilitating open dialogue, the NPM Program ensures that development proposals reflect the values, concerns, and interests of Oakland Park's diverse neighborhoods, while helping applicants address potential issues proactively.

When is a NPM Required?

Neighborhood Participation Meeting (NPM) is required when a development proposal has the potential to significantly impact the surrounding community. The NPM ensures that residents are informed and have the opportunity to engage early in the review process. A NPM is mandatory for the following types of development applications:

- **New Multi-Family Residential Developments:** Any project proposing 3 or more residential units.
- **New Non-Residential Buildings and/or Major Expansions:** Projects involving new construction or an expansion that exceeds 25% of the existing gross floor area.
- **Any Application Requiring Public Hearings or Quasi-Judicial Public Hearings.**

The NPM must be conducted prior to the submission of any development application. In cases where more than six (6) months lapse between the NPM and the first scheduled City Commission public hearing, an additional NPM will be required.

Applicant Requirements for Scheduling the NPM

Initiation

To initiate the scheduling process, applicants must contact the Planning & Zoning Division. Meetings must be scheduled no less than three (3) weeks in advance of the desired meeting date to allow adequate preparation time. The City will assist applicants in identifying potential scheduling conflicts with other City meetings. Applicants are required to provide the City with the Letter of Intent (LOI) outlining the project name and description, along with the proposed meeting date, time, and location. If the meeting is virtual, the applicant must also provide a registration link and access information before the date can be confirmed. Once all information is provided, the City will provide the applicant with the necessary Homeowners' Association (HOA) contact information, as maintained by the City Clerk's Office. This includes:

- HOAs within 750 feet of the proposed project.
- The two (2) closest HOAs beyond 750 feet if no HOA exists within that radius.
- Any additional contacts required by City Staff.

CITY OF OAKLAND PARK

NEIGHBORHOOD PARTICIPATION MEETING APPLICATION GUIDE

Submission Requirements

Applicants are required to submit the following documentation to the City no later than two (2) weeks prior to the scheduled NPM:

- **Proof of Contact with Required HOAs:** Documentation must be verifiable communications.
- **List of Anticipated Meeting Participants:** This list must include the full names and email addresses of individuals who will be attending as panelists.
- **Presentation Materials:** A copy of the presentation (PowerPoint or PDF) must be submitted to ensure review of the minimum requirements. Presentations are limited to a maximum of four (4) slides (not including introduction or closing slides) unless pre-approved.

Failure to submit the required documentation by the specified deadline will result in the cancellation of the meeting. The City will provide formal notification of the cancellation to all relevant parties.

Presentation Requirements

The presentation delivered during the NPM must include, at a minimum, the following information:

- The name of the applicant and property owner, along with relevant contact information.
- The physical address and/or legal description of the property where the proposed development will take place.
- A comprehensive description of the proposed project, including the nature of the development, proposed uses, and any relevant technical details.
- Supporting materials such as site plans, renderings, traffic studies, and any other pertinent documents that will assist in providing a clear understanding of the project.

Post-NPM Requirements

Following the conclusion of the NPM, the applicant must submit the following documentation:

- A duly completed Affidavit of Compliance, certifying that the meeting was conducted in accordance with the City's requirements.
- All relevant supporting documentation, including a summary of key discussion points, community feedback, and the meeting attendance list.

Submission Deadline:

The required documents must be submitted either:

- Concurrently with the development application submission, OR
- Within one (1) week of the NPM date, whichever occurs first.

Failure to submit the required documentation within the prescribed timeframe will render the NPM void. In such cases, a new NPM must be conducted before the Development Permit Application will be accepted for review.

To Schedule a NPM Contact:

Lia Castro, Administrative Assistant
Engineering & Community Development Department
City of Oakland Park
1100 Park Lane East
Oakland Park, FL 33334
954-630-4425 Phone
lia.castro@oaklandparkfl.gov



NEIGHBORHOOD PARTICIPATION MEETING PROGRAM SUBMISSION CHECKLIST

Pre-Meeting Submission Checklist

Due no later than two (2) weeks prior to scheduled Neighborhood Participation Meeting (NPM)

- Proof of Contact with Required Homeowners Associations (HOAs)**
- List of Anticipated Meeting Participants**
- Presentation Materials**

A clear and comprehensive presentation that includes:

- Applicant's name and contact information.
- Property owner's name and contact information.
- Project location (physical address and/or legal description).
- Description of the proposed development, including intended uses and key technical details.
- Supporting documents such as site plans, renderings, and other relevant materials.

Note: Failure to submit the above items at least two (2) weeks prior to the scheduled NPM will result in the cancellation of the meeting.

Post-Meeting Submission Checklist – Due within 1 Week

Due within one (1) week of NPM or with Development Permit Application Submission, whichever comes first

- Notarized Affidavit of Compliance**
- Meeting Summary Report**
 - A detailed summary of the meeting, including key discussion points, concerns raised by the community, and responses provided.
 - Documentation of any follow-up actions agreed upon during the meeting, if applicable.
- Attendance List:**
 - A record of all attendees, including their names and affiliations (if representing an HOA or other organization).
- Supporting Documentation:**
 - Copies of all materials presented during the meeting.
 - Any additional documents requested by City staff based on the meeting discussions.

Note: Failure to submit the required documentation within the specified timeframe will render the NPM void. A new NPM will be required before the development application can proceed.



NEIGHBORHOOD PARTICIPATION MEETING PROGRAM
AFFIDAVIT OF COMPLIANCE

Project Information

PROJECT NAME: _____
 PROJECT ADDRESS/ LOCATION: _____
 APPLICANT NAME: _____
 PROPERTY OWNER NAME: _____
 DATE OF NPM: _____

Affidavit of Compliance

I, _____, hereby certify that I am the applicant or a duly authorized representative for the above-referenced project. I further certify that the Report on Neighborhood Participation Meeting Program submitted herewith is complete and accurate, and I accept full responsibility for its content. I acknowledge that any errors or omissions may result in the rejection of my Development Permit Application as incomplete or inaccurate. I affirm that proper and verifiable contact was made with the required Homeowners' Associations (HOAs) as identified by the City, and that proof of such outreach is included in the submitted report. I further certify that all information provided in this affidavit and supporting documentation is true and accurate to the best of my knowledge, information, and belief.

Applicant's Signature

AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE
---------------------------	-----------	------

Florida Notary Acknowledgement

State of Florida
County of _____

On this ____ day of _____, _____, before me, the undersigned Notary Public, personally appeared _____ [name of signer(s)], who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of Florida that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public, State of Florida
 (Print Name of Notary)

Commission Number: _____
 My Commission Expires: _____