



**CITY OF GREENACRES  
PLANNING AND ENGINEERING DEPARTMENT  
POLICY AND PROCEDURES**

**POLICY#** PDO-003  
**ISSUED:** 03/13/98  
**EFFECTIVE:** 03/13/98

**SUBJECT:** Petition Advertising Costs

**CROSS REFERENCE:** Resolution 2010-20

**PURPOSE:** To ensure prompt payment of advertising costs by applicants for development approvals.

**POLICY:** Applicants shall pre-pay advertisement costs for petitions requiring public hearings at the time of application submittal.

**PROCEDURE:** The following steps shall be followed to ensure consistent application of this policy:

1. At the time of submittal of applications, the following estimated advertisement costs must be paid along with the application fees:

Type of Application	Advertisement Cost
Comprehensive Plan Amendment (Small)	\$650.00
Comprehensive Plan Amendment (Large)	\$1,150.00
Special Exception	\$450.00
Zoning Change	\$650.00
Zoning Text Amendment	\$1,150.00
Variance	\$200.00
Abandonment	\$200.00

2. In accordance with Resolution 2010-20, Future Land Use (CPA) and Zoning Change (ZC) applications submitted concurrently with voluntary annexations are not required to pay advertising costs.
3. Upon completion of processing of the application and receipt of the final invoice from the newspaper(s), the Administrative Secretary shall reconcile the invoices against the payment previously received.
  - a. If the payment received from the applicant exceeds the amount of the invoices, a request for refund shall be sent to the Finance Department.
  - b. If the payment received from the applicant is less than the total invoices, a request for billing shall be prepared and sent to the Finance Department. The request should be in the form of a memorandum from the Planning and Engineering Director to the Finance Director requesting that an invoice be sent to the applicant with the amount to be collected. No further approvals or permits shall be granted until the invoice has been paid.

**REVISED:** July 22, 2011

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Thomas J. Lanahan  
Planning and Engineering Director