



City of Pompano Beach  
Department of Development Services  
Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060  
Phone: 954.786.4679 Fax: 954.786.4666

## Plat Application

### Plat Review

#### Plat

**DEADLINE:** Initial paper submission and fee must be received by 4:00 PM on the day of the deadline. *Electronic file submission must be uploaded into the ePlan system within 24 hours of this deadline.* Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines. **To ensure quality submittal, this project will only be added to the DRC Agenda when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the deadline, the application will be rejected via email.**

### Application Review Process:

Application Type	Step 1	Step 2	Step 3	Step 4	Step 5
Plat	Pre-Application Meeting (Required)	DRC Review	P&Z Review	City Commission Review	Resolution from the City Commission

**APPLICATION SUBMISSION PROCESS:** Upon reception of the **PAPER SUBMISSION** (see below) at the Zoning Inquires counter, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the **DIGITAL SUBMISSION** section (see below) shall be uploaded.

**PAPER SUBMISSION:** The following paper documents are to be submitted to the Planning & Zoning Department:

PAPER	<input checked="" type="checkbox"/>	One (1) completed application with original signatures. (pg. 3)*
	<input checked="" type="checkbox"/>	Owner's Certificate (must be completed by the Landowner). (pg. 4)*
	<input checked="" type="checkbox"/>	Electronic Signature Affidavit (unless a 3 <sup>rd</sup> party digital signature is utilized). See P&Z webpage for <a href="#">instructions</a> .
	<input checked="" type="checkbox"/>	Application Fee as established by resolution of the City Commission. See <a href="#">Appendix C - Fee Schedule</a> in the Information section of the P&Z webpage.

**DIGITAL SUBMISSION:** The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

ePLAN	<input checked="" type="checkbox"/>	Copy of the recorded plat (if replatting)
	<input checked="" type="checkbox"/>	Narrative describing project specifics, to include a description of the proposed development and point-by-point responses of how project complies with Review Standards. Narratives must be on letterhead, dated, and with author indicated. <b>(Digital copy as a PDF)*</b>
	<input checked="" type="checkbox"/>	Completed Plans Checklist ( <i>this must be filled out</i> )
	<input checked="" type="checkbox"/>	Legal Description <b>(Digital copy in WORD)</b>
	<input checked="" type="checkbox"/>	Current survey (with flood information)
	<input checked="" type="checkbox"/>	A conceptual site plan
	<input checked="" type="checkbox"/>	<b>Digital Plans</b> (Refer to the Application Checklist on page 5 of this application)

\*Updated copies of the application, proof of ownership, or narrative may be required if information has changed (i.e. if the property ownership changes, the owner's certificate and application will need to be revised with the City's file).

**DRC**

PZ20-14000016  
11/4/2020