



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 type="checkbox"/>	One (1) completed application with original signatures. (pg. 3)*
	<input type="checkbox"/>	Owner's Certificate (must be completed by the Landowner). (pg. 4)*
	<input type="checkbox"/>	Electronic Signature Affidavit (unless a 3 rd party digital signature is utilized). See P&Z webpage for instructions .
	<input type="checkbox"/>	Application Fee as established by resolution of the City Commission. See Appendix C - Fee Schedule 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 type="checkbox"/>	Copy of the recorded plat (if replatting)
	<input 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. (Digital copy as a PDF)*
	<input type="checkbox"/>	Completed Plans Checklist (<i>this must be filled out</i>)
	<input type="checkbox"/>	Legal Description (Digital copy in WORD)
	<input type="checkbox"/>	Current survey (with flood information)
	<input type="checkbox"/>	A conceptual site plan
	<input type="checkbox"/>	Digital Plans (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).



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155.2410. PLAT

(Below is a summary of Section 155.2410. For the complete language, please refer to the Zoning Code)

PURPOSE

The purpose of this section is to provide a review procedure to conform to the Broward County Land Use Plan's requirement that local governments require compliance with the county's platting requirements and to ensure subdivisions of land within the city:

- Provide for the orderly growth and development of the city;
- Coordinate proposed streets with existing and planned streets in the city's street system, and with other public facilities;
- Provide rights-of-way for streets and utility easements
- Avoid congestion and overcrowding of streets;
- Ensure there is adequate access to development;
- Ensure there are adequate utility facilities to serve development;
- Ensure there is adequate open space and recreation facilities to serve development; and
- Ensure there is proper recordation of land ownership or property owner association records, where applicable.

REVIEW STANDARDS

An application for a Plat shall be approved only on a finding that the proposed subdivision or development on the lots proposed to be platted meets all of the following standards:

1. The development complies with the applicable standards in Part 7 (Lots) of Article 5: Development Standards;
2. The development complies with all other applicable standards in this Code;
3. The development complies with all requirements or conditions of any applicable development orders (e.g., Planned Development);
4. Any land within the platted lot(s) that is necessary to comply with the Broward County Trafficways Plan has been conveyed to public by deed or grant of easement;
5. The development complies with any applicable hazardous material licensing requirements in the Broward County Wellfield Protection Ordinance; and
6. All facilities for the distribution of electricity, telephone, cable television, and similar utilities, shall be placed underground.

PROCEDURE

1. Pre-Application Meeting with Planner. (954-786-7921)
During this meeting the applicant should confirm which items from the Check list are not required, if any.
2. Review and comment by the Development Review Committee.
3. Recommendation by the Development Services Director.
4. Recommendation by the Planning and Zoning Board, following a quasi-judicial hearing.
5. Final decision by the City Commission, following a quasi-judicial public hearing.

P&Z



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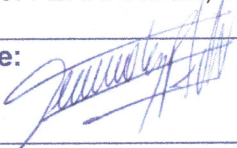
P&Z#: _____

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Plat Application		
Street Address: W MCNAB RD	Folio Number: 494203000521	Zoning District: I-1
Subdivision: SECTION 3 UNPLATTED	Block: NA	Lot: NA
Have any previous applications been filed for this property? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If Yes, provide the associated Project Number(s): NA (Site Plan/ Rezoning/ Abandonment, etc.)		
Project Name: WILFERZ PLAT	Acreage: 1.32	Units: 0

Applicant	Landowner (Owner of Record)
Business Name (if applicable): PLANW3ST LLC	Business Name (if applicable): CELU DEVELOPMENTS LLC
Print Name and Title: PAOLA A. WEST, CEO	Print Name and Title: PABLO J. FERNANDEZ, TITLE MANAGER
Signature: 	Signature: 
Date: 4/29/2022	Date: 04/29/2022
Street Address: 10152 INDIANTOWN RD, #159	Street Address: 650 S FEDERAL HIGHWAY
Mailing Address City/ State/ Zip: JUPITER, FL 33478	Mailing Address City/ State/ Zip: HOLLYWOOD, FL 33020
Phone Number: 954-529-9417	Phone Number: 786-838-7310
Email: pwest@planw3st.com	Email: pablofw@wilferz.com
Email of ePlan agent (if different): pwest@planw3st.com	

P&Z



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155.2303. APPLICATION SUBMITTAL AND ACCEPTANCE

A. AUTHORITY TO SUBMIT APPLICATIONS

1. Unless expressly stated otherwise in this Code, applications for a development permit reviewed under this Code shall be submitted by:
 - a. The owner, contract purchaser, or any other person having a recognized property interest in the land on which development is proposed; or
 - b. A person authorized to submit the application on behalf of the owner, contract purchaser, or other person having a recognized property interest in the land, as evidenced by a letter or document signed by such owner, contract purchaser, or other person.
2. If there are multiple owners, contract purchasers, or other persons authorized to submit the application, all such persons shall sign the application or a letter or document consenting to the application.

By signing below, I acknowledge that development applications must have a determination by the governing municipality of approved, approved with conditions, or denied within 120 days from a complete submittal for projects that do not require final action through a quasi-judicial hearing or a public meeting and within 180 days from a complete submittal for projects that do require final action through a quasi-judicial hearing or a public meeting per FL Stat § 166.033 and the Pompano Beach Code Section 155.2303.F.3. It is the responsibility of the applicant to receive all final Development Orders and receive this determination within the allotted timeframe. If the applicant fails to resubmit an application within 30 calendar days after being first notified of deficiencies of the submittal, the application shall be considered withdrawn and a \$100 non-refundable administrative fee will apply (155.2303.F.2.b). Additionally, if all required approvals are not received within the allotted timeframe the application will automatically be denied unless both the City and the applicant agree to an extension of time (155.2303.I).

OWNERS CERTIFICATE

This is to certify that I am the owner of the subject lands described in this **PLAT APPLICATION** and that I have authorized the filing of the aforesaid application.

Owner's Name: CELU DEVELOPMENTS LLC
(Print or Type)

Address: 650 S FEDERAL HIGHWAY
HOLLYWOOD, FL 33020
(Zip Code)

Phone: 786-838-7310

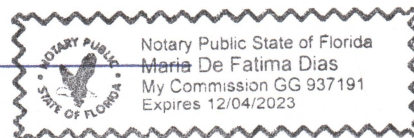
Email address: pablofw@wilferz.com

(Signature of Owner or Authorized Official)

SWORN AND SUBSCRIBED before me this 29 day of April, 2022 by means of
☒ physical presence or ☐ online notarization.

NOTARY PUBLIC, STATE OF FLORIDA

Maria de Fatima Dias
(Name of Notary Public: Print, stamp, or Type as Commissioned.)



☒ Personally know to me, or
☒ Produced identification: PDL

(Type of Identification Produced)

Planning Forms and documents\Website Documents\Planning & Zoning\Forms
Modified: 4.27.2020



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APPLICATION CHECKLIST

*****THIS CHECKLIST MUST BE INITIALED AND FILLED OUT. ALL OF THE FOLLOWING DRAWINGS ARE REQUIRED UNLESS INITIALED BY THE PROJECT PLANNER.*****

ALL DRC COMMENTS MUST BE ADDRESSED BEFORE PLANS CAN BE SUBMITTED FOR THE PLANNING AND ZONING BOARD.

Any plans must be oriented the same as survey. Each plan must be uploaded as a single-sheet PDF. Plans must be named using a 3-digit ordering number, sheet name, and sheet title as named in the checklist above. An example is provided below:

001 S-1 Survey
002 SP-1 Site Plan
003 C-1 Civil Plan
004 A-1 Architectural Floor Plan

The following items must be turned in to the Zoning counter at the 3rd floor of City Hall:

- ☐ Application Fee: Appropriate fee as established by resolution of the City Commission.
- ☐ Completed application with original signatures.
- ☐ Proof of ownership (owner's certificate form must be completed by owner).
- ☐ Electronic Signature Affidavit(s)

The following items must be uploaded to ePlan after the project is created:

- ☐ Current surveys – **Must be electronically signed and sealed by a Florida Registered Surveyor**
- ☐ Copy of recorded plat (if application is to replat)
- ☐ Digital copy in MS Word (.docx) format of legal description
- ☐ Digital copy of proposed Plat
- ☐ Agent authorization letter (if applicable).
- ☐ Written documents with approvals from the Broward County School District. Prior to submitting, transmit residential plans and site plans to Broward County School District with the completed Public School Impact application.
- ☐ **Written Narrative describing project specifics. Must be on letterhead, dated, and with author indicated in a (.pdf) format.** Include size restrictions on the building(s), proposed building area, square foot restrictions, and general location of all improvements.
- ☐ *Approval letter from AT&T
- ☐ *Approval letter from FPL
- ☐ *Approval letter from TECO People Gas
- ☐ *Approval letter from Comcast
- ☐ *Approval letter from FDOT (if applicable)
- ☐ *Approval letter from Septic tank or well letter from the nearest utility company.

ONE (1) copy of the following documents (upon submission to the City Commission):

- ☐ Plat – all signed and sealed, 11" x 17"

PLAT REQUIREMENTS:

- ☐ Spaces for signature and seal of the City Clerk, City Engineer, Mayor and the Chairman of the Planning & Zoning Board; dates of such approval and the number of the ordinance approving the plat.
- ☐ Legal description
- ☐ Plat net & gross acreage and acreage by zoning district and land use designation
- ☐ Location map
- ☐ All existing and proposed public or private streets, alleys, right-of-ways, easements for utilities, bike paths, bus shelters, or bus bays, canals, lakes and other major water courses either on or adjacent to property.
- ☐ North arrow, scale, and date.
- ☐ Dedication of streets or other improvements.
- ☐ Area of each lot and of the plat as a whole to the nearest square foot area tabulation including the right-of-way dedication, easements, etc.



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SIGNATURES TO BE OBTAINED FROM:

Rex Hardin, Mayor City of Pompano Beach 100 W. Atlantic Boulevard Pompano Beach, Florida 33060 (Tel. 786-4601)	John Sfiropoulos, P.E. City Engineer City of Pompano Beach Engineering Department 1201 N.E. 5th Avenue Pompano Beach, Florida 33060 (Tel. 545-7009)
Fred Stacer, Chairman Planning and Zoning Board/Local Planning Agency City of Pompano Beach 100 W. Atlantic Boulevard Pompano Beach, Florida 33060 (Tel. 786-4310)	Asceleta Hammond, City Clerk City of Pompano Beach 100 W. Atlantic Boulevard Pompano Beach, Florida 33060 (Tel. 786-4613)

PLAT APPLICANTS COORDINATE WITH:

AT&T	F.D.O.T.
8601 W. Sunrise Boulevard Plantation, Florida 33322 Attn: Martin Barret Tel.: (954) 476-2940	3400 W. Commercial Boulevard Ft. Lauderdale, Florida 33309 Attn: Josh Miller Tel: (954) 777-4237
Teco Peoples Gas	Comcast Communications
5101 NW 31 Avenue, Suite 460 Fort Lauderdale, FL 33309 Attn: Max Chamorro Tel: (954) 453-0812	2601 S.W. 145 th Avenue - #100 Miramar, Florida 33027 Attn: Leonard Maxwell-Newbold Tel: (754) 221-1254
Florida Power and Light Company	
330 S.W. 12th Avenue Pompano Beach, Florida 33069 Attn: Megan Bailey Tel: (954) 956-2017 Note: FP&L REQUIRES <u>TWO</u> COPIES EACH OF PLAT AND SITE PLAN.	

NOTICE EFFECTIVE FEBRUARY 1, 2008

Per resolution 08-97 RESIDENTIAL PLATS AND SITE PLAN APPLICATIONS shall not be approved without providing the appropriate written approvals from Broward County School District.

APPLICANTS MUST TRANSMIT RESIDENTIAL PLATS AND SITE PLANS TO BROWARD COUNTY SCHOOL DISTRICT.

For your convenience an application is attached to all plat applications and for additional information contact:

The School Board of Broward County, Florida
Growth Management Department
Facility Management, Planning & Site Acquisition
1643 North Harrison Parkway
Sunrise, Florida 33323
(754)-321-8350

or visit their website to complete the application online:

https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13479/Public_SchoolImpactApplication1.pdf

G:\Zoning 2009\Forms and documents\Website Documents\Planning & Zoning\Forms

Modified 10/27/2020

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PZ22-1400007

10/26/2022