



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 Checklist

### Plat

#### DEADLINE:

- Initial submission and fee must be received by 5:00 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 electronic Camino submission, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the ePlan section (see below) shall be uploaded. Additionally, Electronic Signature Affidavits are required for all submittals without a third party verification.

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

<b>PAPER</b>	<input checked="" type="checkbox"/>	Electronic Signature Affidavits (ESA), unless a 3 <sup>rd</sup> party digital signature is utilized, for the Florida Registered Land Surveyor. See P&Z webpage for <a href="#">instructions</a> .
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**DIGITAL SUBMISSION:** The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

	<input checked="" type="checkbox"/>	The fee and application pages* shall be submitted via Camino.
<b>ePLAN</b>	<input type="checkbox"/>	Copy of the recorded plat (if replatting).
	<input checked="" type="checkbox"/>	Narrative describing project specifics, to include a <u>description of the proposed development</u> and point-by-point responses of how project complies with Review Standards (Pg.2). 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> ) (Pg. 3)
	<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"/>	Digital Plans ( <i>Refer to the Plans Checklist on page 3</i> ).

\*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**



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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)
  - a. *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.

# DRC



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### SUBMITTAL 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 uploaded to ePlan after the project is created:

<input checked="" type="checkbox"/>	Current surveys – <b>Must be electronically signed and sealed by a Florida Registered Surveyor</b>
<input type="checkbox"/>	Copy of recorded plat (if application is to replat)
<input checked="" type="checkbox"/>	Digital copy in MS Word (.docx) format of legal description
<input checked="" type="checkbox"/>	Digital copy of proposed Plat
<input checked="" type="checkbox"/>	Agent authorization letter (if applicable).
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	<b>Written Narrative describing project specifics. Must be on letterhead, dated, and with author indicated in a (.pdf) format.</b> Include size restrictions on the building(s), proposed building area, square foot restrictions, and general location of all improvements.

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

<input checked="" type="checkbox"/>	Plat – all signed and sealed, 11" x 17"
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#### PLAT REQUIREMENTS:

<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Legal description
<input checked="" type="checkbox"/>	Plat net & gross acreage and acreage by zoning district and land use designation
<input checked="" type="checkbox"/>	Location map
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	North arrow, scale, and date.
<input checked="" type="checkbox"/>	Dedication of streets or other improvements.
<input checked="" type="checkbox"/>	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:**

<b>Rex Hardin, Mayor</b> City of Pompano Beach 100 W. Atlantic Boulevard Pompano Beach, Florida 33060 (Tel. 786-4601)	<b>John Sfiropoulos, P.E. City Engineer</b> City of Pompano Beach Engineering Department 1201 N.E. 5th Avenue Pompano Beach, Florida 33060 (Tel. 545-7009)
<b>Fred Stacer, Chairman</b> Planning and Zoning Board/Local Planning Agency City of Pompano Beach 100 W. Atlantic Boulevard Pompano Beach, Florida 33060 (Tel. 786-4310)	<b>Kervin Alfred, City Clerk</b> City of Pompano Beach 100 W. Atlantic Boulevard Pompano Beach, Florida 33060 (Tel. 786-4903)

### **PLAT APPLICANTS SHOULD COORDINATE WITH THE FOLLOWING:**

*(Note, it is not required to receive letters of no objection to submit the Plat application)*

<b>AT&amp;T</b> 8601 W. Sunrise Boulevard Plantation, Florida 33322 Attn: Eric Brown Tel.: (954) 476-2940 BROWN, ERIC M <a href="mailto:eb3965@att.com">eb3965@att.com</a> ( <a href="mailto:OK1184@att.com">OK1184@att.com</a> ), Radford, Gary <a href="mailto:wr6359@att.com">wr6359@att.com</a>	<b>F.D.O.T.</b> 3400 W. Commercial Boulevard Ft. Lauderdale, Florida 33309 Attn: Dan Marwood Tel: (954) 777-4237 Dan Marwood <a href="mailto:Dan.Marwood@dot.state.fl.us">Dan.Marwood@dot.state.fl.us</a> Giancarlo Martinez <a href="mailto:Giancarlo.Martinez@dot.state.fl.us">Giancarlo.Martinez@dot.state.fl.us</a>
<b>Teco Peoples Gas</b> 5101 NW 31 Avenue, Suite 460 Fort Lauderdale, FL 33309 Attn: Max Chamorro Tel: (954) 453-0812 <a href="mailto:mjchamorro@tecoenergy.com">mjchamorro@tecoenergy.com</a>	<b>Comcast Communications</b> 2601 S.W. 145 <sup>th</sup> Avenue - #100 Miramar, Florida 33027 Attn: Maria Nunez Tel: (800) 934-6489 <a href="mailto:Maria_Nunez@comcast.com">Maria_Nunez@comcast.com</a>
<b>Florida Power and Light Company</b> 330 S.W. 12th Avenue Pompano Beach, Florida 33069 Attn: Megan Bailey Tel: (954) 956-2017 Megan Bailey <a href="mailto:Megan.Bailey@FPL.com">Megan.Bailey@FPL.com</a> <a href="mailto:Mike.S.Keightley@fpl.com">Mike.S.Keightley@fpl.com</a>	

### **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:

<http://www.broward.k12.fl.us/propertymgmt/new/growthmanagement/docs/PublicSchoolImpactApplication.pdf>

G:\Zoning 2009\Forms and documents\Website Documents\Word Documents\P&Z\Forms\Camino PZ Checklists\plat\_checklist.doc

Modified: 2.27.2023

**DRC**

PZ23-14000008  
08/16/2023

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