



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.

P & Z
 PZ21-1400010
 9/22/2021