Plat Application

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

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		
	☑ 4	One (1) completed application with original signatures. (pg. 3)*
	☑ 4	Owner's Certificate (must be completed by the Landowner). (pg. 4)*
	☑ 4	Electronic Signature Affidavit (unless a 3rd party digital signature is utilized). See P&Z webpage for instructions.
	☑ 4	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		
	☐	Copy of the recorded plat (if replatting)
	☑ 4	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)***
	☑ 4	Completed Plans Checklist *(this must be filled out)*
	☑ 4	Legal Description **(Digital copy in WORD)**
	☑ 4	Current survey (with flood information)
	☑ 4	A conceptual site plan
	☑ 4	**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).

P&Z
PZ20-14000091
3/24/21