



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 3 rd floor of City Hall:	
<input checked="" type="checkbox"/>	Application Fee: Appropriate fee as established by resolution of the City Commission.
<input checked="" type="checkbox"/>	Completed application with original signatures.
<input checked="" type="checkbox"/>	Proof of ownership (owner's certificate form must be completed by owner).
<input checked="" type="checkbox"/>	Electronic Signature Affidavit(s)
The following items must be uploaded to ePlan after the project is created:	
<input checked="" type="checkbox"/>	Current surveys – Must be electronically signed and sealed by a Florida Registered Surveyor
<input checked="" 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"/>	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.
<input checked="" type="checkbox"/>	*Approval letter from AT&T
<input checked="" type="checkbox"/>	*Approval letter from FPL
<input checked="" type="checkbox"/>	*Approval letter from TECO People Gas
<input checked="" type="checkbox"/>	*Approval letter from Comcast
<input checked="" type="checkbox"/>	*Approval letter from FDOT (if applicable)
<input type="checkbox"/>	*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):	
<input type="checkbox"/>	Plat – all signed and sealed, 11" x 17"

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

