



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 <sup>rd</sup> party digital signature is utilized). See P&Z webpage for <a href="#">instructions</a> .
	<input type="checkbox"/>	Application Fee as established by resolution of the City Commission. See <a href="#">Appendix C - Fee Schedule</a> 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 <u>description of the proposed development</u> and point-by-point responses of how project complies with Review Standards. Narratives must be on letterhead, dated, and with author indicated. <b>(Digital copy as a PDF)*</b>
	<input type="checkbox"/>	Completed Plans Checklist ( <i>this must be filled out</i> )
	<input type="checkbox"/>	Legal Description <b>(Digital copy in WORD)</b>
	<input type="checkbox"/>	Current survey (with flood information)
	<input type="checkbox"/>	A conceptual site plan
	<input type="checkbox"/>	<b>Digital Plans</b> (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).



## Plat Review

### 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.



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Street Address:	Folio Number:	Zoning District:
Subdivision:	Block:	Lot:
Have any previous applications been filed for this property? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes, provide the associated Project Number(s): (Site Plan/ Rezoning/ Abandonment, etc.)		
Project Name:	Acreage:	Units:

Applicant	Landowner (Owner of Record)
Business Name (if applicable):	Business Name (if applicable):
Print Name and Title:	Print Name and Title:
Signature:	Signature:
Date:	Date:
Street Address:	Street Address:
Mailing Address City/ State/ Zip:	Mailing Address City/ State/ Zip:
Phone Number:	Phone Number:
Email:	Email:
Email of ePlan agent (if different):	



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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:** \_\_\_\_\_

(Print or Type)

**Address:** \_\_\_\_\_

\_\_\_\_\_  
(Zip Code)

**Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

\_\_\_\_\_  
(Signature of Owner or Authorized Official)

**SWORN AND SUBSCRIBED** before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by means of  
[ ] physical presence or [ ] online notarization.

\_\_\_\_\_  
**NOTARY PUBLIC, STATE OF FLORIDA**

\_\_\_\_\_  
(Name of Notary Public: Print, stamp, or Type as Commissioned.)

[ ] Personally know to me, or

[ ] Produced identification: \_\_\_\_\_

(Type of Identification Produced)



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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 3 <sup>rd</sup> floor of City Hall:	
<input type="checkbox"/>	Application Fee: Appropriate fee as established by resolution of the City Commission.
<input type="checkbox"/>	Completed application with original signatures.
<input type="checkbox"/>	Proof of ownership (owner's certificate form must be completed by owner).
<input type="checkbox"/>	Electronic Signature Affidavit(s)
The following items must be uploaded to ePlan after the project is created:	
<input 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 type="checkbox"/>	Digital copy in MS Word (.docx) format of legal description
<input type="checkbox"/>	Digital copy of proposed Plat
<input type="checkbox"/>	Agent authorization letter (if applicable).
<input 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 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.
<input type="checkbox"/>	*Approval letter from AT&T
<input type="checkbox"/>	*Approval letter from FPL
<input type="checkbox"/>	*Approval letter from TECO People Gas
<input type="checkbox"/>	*Approval letter from Comcast
<input 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.



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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>Asceleta Hammond, City Clerk</b> City of Pompano Beach 100 W. Atlantic Boulevard Pompano Beach, Florida 33060 (Tel. 786-4613)

### **PLAT APPLICANTS COORDINATE WITH:**

<b>AT&amp;T</b> 8601 W. Sunrise Boulevard Plantation, Florida 33322 Attn: Martin Barret Tel.: (954) 476-2940	<b>F.D.O.T.</b> 3400 W. Commercial Boulevard Ft. Lauderdale, Florida 33309 Attn: Josh Miller Tel: (954) 777-4237
<b>Teco Peoples Gas</b> 5101 NW 31 Avenue, Suite 460 Fort Lauderdale, FL 33309 Attn: Max Chamorro Tel: (954) 453-0812	<b>Comcast Communications</b> 2601 S.W. 145 <sup>th</sup> Avenue - #100 Miramar, Florida 33027 Attn: Leonard Maxwell-Newbold Tel: (754) 221-1254
<b>Florida Power and Light Company</b> 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](https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13479/Public_SchoolImpactApplication1.pdf)