

DELEGATION REQUEST.....BROWARD COUNTY COMMISSION

To Person Wishing to Appear Before the Broward County Commission:

Please fill out this form and return to: Planning and Development Management Division; Governmental Center West, 1 North University Drive, Suite 102-A, Plantation, FL 33324. You will be contacted promptly with an appearance date. If you have printed material you want the Commission to receive in regard to your appearance, please enclose it when you return this form. Do not wait until the day of your appearance to distribute it. Thank you for your cooperation.

Plat Name: _____

Plat Number: _____

Plat Book & Page: _____

NAME OF DELEGATION OR GROUP		DATE OF REQUEST

NAME OF PERSON REPRESENTING GROUP	ADDRESS	PHONE NUMBER

SUBJECT YOU WISH TO DISCUSS

Use this space for any explanatory comments you feel necessary.

HAVE YOU EVER CONTACTED ANYONE IN COUNTY GOVERNMENT IN REGARD TO THIS SUBJECT? YES NO	IF SO, WHO?	
	WHEN?	
	WHAT WAS THE RESULT?	

APPROXIMATE TIME YOU WILL NEED	HOW MANY PERSONS WILL APPEAR WITH YOUR GROUP?	ARE MATERIALS ATTACHED FOR THE COMMISSION'S REVIEW?

TO BE COMPLETED BY THE ADMINISTRATOR'S OFFICE ONLY		
	DATE DELEGATION SCHEDULED TO APPEAR	DELEGATION NOTIFIED

SEE REVERSE SIDE FOR SUBMISSION REQUIREMENTS

SUBMISSION REQUIREMENTS FOR DELEGATION REQUESTS

OBTAIN BUILDING PERMITS PRIOR TO PLAT RECORDATION AFTER FINAL PLAT APPROVAL

- 1. For Municipal Plats - One original agreement executed by the city, the developer, and the mortgagee.
For Unincorporated Plats - One original agreement executed by the developer and the mortgagee.
Form agreements are available at the Planning and Development Management Division.

The following are additional submission requirements:

- OPINION OF TITLE/TITLE CERTIFICATE - rendered within the last thirty (30) days to insure all necessary individuals or legal entities with a property interest, including mortgagee, execute the agreement. (A warranty deed may be accepted for requests for one (1) single family residence).
- CORPORATE RESOLUTION/PARTNERSHIP AGREEMENT - granting authority to execute agreement, if applicable.
- CORPORATE SEAL - if executing party is a corporation.

Please note: Request cannot be scheduled until the executed agreement is approved by the County Attorney.

- 2. Three (3) folded copies of a site plan drawn to scale, showing the following: Location of buildings, driveways with connection to dedicated rights-of-way, parking spaces and a legal description.
- 3. A check payable to the Broward County Board of County Commissioners for the applicable application fees based upon the published fee schedule.

AGREEMENT IN LIEU OF IMPACT FEES

- 1. A fully executed original agreement.
- 2. OPINION OF TITLE/TITLE CERTIFICATE rendered within the last thirty (30) days to insure all necessary individuals or legal entities with a property interest, including mortgagee, execute the agreement.
- 3. CORPORATE RESOLUTION/PARTNERSHIP AGREEMENT - granting authority to execute agreement, if applicable
- 4. CORPORATE SEAL - if executing party is a corporation.

Please note: Request cannot be scheduled until the executed agreement is approved by the County Attorney.

- 5. A check payable to the Broward County Board of County Commissioners for the applicable application fees based upon the published fee schedule.

OTHER REQUESTS

Please contact Planning and Development Management Division staff .

NOTE: REQUESTS WILL NOT BE ACCEPTED UNLESS ALL SUBMISSION REQUIREMENTS ARE INCLUDED.

Requests will be placed on the County Commission Meeting Agenda in accordance with the published schedule available at the Planning and Development Management Division.

Additional information/documentation may be required depending upon unique circumstances.

Applicants will be required to pay applicable charges for recording documents, after the request is approved by the County Commission.

FOR PLANNING AND DEVELOPMENT MANAGEMENT DIVISION USE ONLY

Time _____	Application Date _____	Acceptance Date _____
Fee _____	Comments Due _____	CC Meeting Date _____
<input type="checkbox"/> Site Plans/Drawings	<input type="checkbox"/> Agreements	<input type="checkbox"/> Other (Describe) _____
Adjacent City(s) _____		
Title of Request _____		
Received by _____		