



Application Number \_\_\_\_\_

## Plat Submission Requirements Checklist

**Plat Name:** \_\_\_\_\_

The Applicant or Agent should drop off one (1) hardcopy and a digital copy of the application package, unless otherwise stated below, to the Urban Planning Division – Platting Section. The Platting Section has seven (7) days after receipt to review the complete package. Incomplete packages may delay the review time. For more information or to schedule an appointment, email [PDMDinfo@broward.org](mailto:PDMDinfo@broward.org).

### Submittal Requirements

- |   |
|---|
| <input type="checkbox"/> Pre-application Meeting Conference Receipt.  |
| <input type="checkbox"/> Complete Platting & Development Application  |
| <input type="checkbox"/> Complete Questionnaire   |
| <input type="checkbox"/> Application Fee (check made payable to Broward County Board of County Commissioners)                                     |
| <input type="checkbox"/> Agent Affidavit  |
| <input type="checkbox"/> Plat Map ( <b>two hard copies</b> )  |
| <input type="checkbox"/> Opinion of Title with a search date within thirty (30) days of formal submittal.   |
| <input type="checkbox"/> Adjacent Right-of-Way Report   |
| <input type="checkbox"/> Signed and sealed Survey (no older than six months)  |
| <input type="checkbox"/> A conceptual Site Plan or Access Plan.   |
| <input type="checkbox"/> Property Tax Notice.   |
| <input type="checkbox"/> For projects in a municipality, correspondence from the municipality that an application for plat review has been filed. |
| <input type="checkbox"/> Other relevant documentation, as deemed necessary.   |

### Supplemental Requirements

- |   |
|---|
| <input type="checkbox"/> For residential development, an active School Capacity Availability Determination (SCAD) Letter  |
| <input type="checkbox"/> For development projects on or adjacent to a state road, a valid pre-application approval letter from the Florida Department of Transportation (FDOT). |

### Conceptual Site Plan or Access Plan Requirements

- |   |
|---|
| <input type="checkbox"/> Scale no smaller than 1" = 100'.   |
| <input type="checkbox"/> The location of the centerline of all proposed access locations on all public rights-of-way abutting the plat. |

<input type="checkbox"/> The proposed minimum distance from the ultimate rights-of-way line(s) from the adjacent roadway to any proposed gate location.
<input type="checkbox"/> The proposed minimum distance from the ultimate rights-of-way line(s) from the adjacent roadway to the outer edge of any interior service drive or parking space with direct access to the driveway in the access location.
<input type="checkbox"/> Number, width and direction of lanes proposed for each driveway or roadway access location.

<b>Plat Map Minimum Requirements</b>
<input type="checkbox"/> 2 hard copies.
<input type="checkbox"/> Overall size 24" X 36".
<input type="checkbox"/> Scale no smaller than 1" = 100'
<input type="checkbox"/> Subdivision name on all pages.
<input type="checkbox"/> Location sketch depicting two (2) major streets.
<input type="checkbox"/> North arrow, date and scale.
<input type="checkbox"/> Adjacent recorded plats with plat book and page number.
<input type="checkbox"/> Legal description same as survey and Opinion of Title.
<input type="checkbox"/> Existing easements and rights-of-way within plat limits with instruments.
<input type="checkbox"/> Existing streets and alleys adjacent to the plat with name and width.
<input type="checkbox"/> Plat limits denoted with a heavy line.
<input type="checkbox"/> Two (2) independent land ties to a section corner or one (1) land tie to a section corner and one (1) land tie to a recorded subdivision.
<input type="checkbox"/> Space for plat book and page number on the upper right corner (all pages).
<input type="checkbox"/> Space for MP or UP project number on the lower right corner (all pages).
<input type="checkbox"/> Notes and legend on all drawing pages.
<input type="checkbox"/> Square footage for each parcel, lot, and/or tract and the total acreage of the land proposed to be platted.
Signature blocks: <input type="checkbox"/> Mayor of the County Commission. <input type="checkbox"/> Highway Construction and Engineering Division. <input type="checkbox"/> Planning Council. <input type="checkbox"/> Resilient Environment Department – Urban Planning Division. <input type="checkbox"/> Municipality. <input type="checkbox"/> Dedication and Acknowledgement. <input type="checkbox"/> Mortgagee & Acknowledgment, if appropriate. <input type="checkbox"/> Registered Land Surveyor.
<input type="checkbox"/> Any additional drafting requirements deemed necessary.

**Reviewed By:** \_\_\_\_\_

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