



Resilient Environment Department  
**URBAN PLANNING DIVISION**

1 N. University Drive, Box 102A · Plantation, FL 33324 · T: 954-357-6666 F: 954-357-6521  
Broward.org/Planning

## DELEGATION REQUEST.....BROWARD COUNTY

### To Person Wishing to Appear Before the Broward County Commission

Please fill out this form and return one (1) hardcopy and a digital copy of the application package to the Urban Planning Division – Platting Section at the address listed below. The Urban Planning Division has seven (7) days after receipt to review the complete package. Incomplete packages may delay the review time.

**Urban Planning Division (Platting Section)**  
**Governmental Center West**  
**1 North University Drive, Room 102-A**  
**Plantation, FL 33324**

The applicant will be contacted accordingly with an appearance date for the Broward County Commission Meeting in accordance with the published commission schedule. Supporting documentation must be included with the application at the formal submittal. Please do not wait until the day of your appearance to distribute it. Thank you for your cooperation and understanding.

Plat Name

Plat Number

Plat Book & Page

Name of Delegation or Group

Date of Request

Name of Person Representing Group

Phone Number

Address

Email:

Request:

Explanatory Comments

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? |
| <b>To be completed by the Administrator's Office only</b> | Date Delegation Scheduled to Appear           | Delegation Notified                                 |

## Submission Requirements for Delegation Request

The following will be required to submit a Delegation Request.

- A pre-application meeting is required with UPD to discuss the request and the submittal requirements. To schedule a meeting, send an email to [PDMDinfo@broward.org](mailto:PDMDinfo@broward.org). The preapplication meetings are held every Wednesday and Fridays, between 2pm and 330pm, subject to availability.
- A hard copy and digital copy of the application and supplemental documentation. A copy of the pre-application meeting conference receipt must be included with the application.
- A check payable to the Broward County Board of County Commissioners for the applicable application fees based upon the published fee schedule.
- Additional information/documentation may be required depending upon unique circumstances.
- Applicants will be required to pay applicable charges for recording documents, if applicable, after the request is approved by the County Commission.

### AGREEMENT OR AMENDMENT TO AN AGREEMENT THAT REQUIRES BOARD APPROVAL.

1. A fully executed original agreement.
2. OPINION OF TITLE/TITLE CERTIFICATE rendered within the last thirty (30) days to ensure 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.

Urban Planning Division customer service hours are 7:30am to 4:00pm, Monday through Friday, except designated holidays. For additional information, email [PDMDinfo@broward.org](mailto:PDMDinfo@broward.org) or call 954-357-6666, opt 2.

## For Office 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: |                  |                 |
| Adjacent Municipality:                                                                                           |                  |                 |
| Title of Request                                                                                                 |                  |                 |
| Received By                                                                                                      |                  |                 |