



Application Number _____

Plat Note Amendment Submission Requirements Checklist

Plat Name: _____

The Applicant or Agent should drop off one (1) hardcopy and a digital copy of the application package 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.

Submittal Requirements

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| ☐ Pre-application Meeting Conference Receipt. |
| ☐ Complete Platting & Development Application |
| ☐ Complete Questionnaire |
| ☐ Application Fee (check made payable to Broward County Board of County Commissioners) |
| ☐ Agent Affidavit |
| ☐ Site Plan or Access Plan, if applicable. |
| ☐ Narrative clearly explaining the proposed changes. <ul style="list-style-type: none">☐ Include the most current note for the plat and the proposed note for the plat.☐ Include a list of existing uses within the plat with the gross square footage of each use.☐ Include the history of the plat and subsequent plat note amendments, if applicable. |
| ☐ Copy of the plat and subsequent recorded plat note amendment agreement(s), if applicable. |
| ☐ Opinion of Title with a search date within thirty (30) days of formal submittal. |
| ☐ For projects in an incorporated municipality, correspondence (Resolution, Ordinance, No objection Letter, etc.) from the municipality approving the proposed plat note language. The correspondence <u>must</u> include the existing and proposed plat note language consistent with the note submitted to the County. <ul style="list-style-type: none">☐ If the property is located within a Development of Regional Impact (DRI), the correspondence shall also indicate if the proposed note is consistent with the approved DRI Development Order. |
| ☐ Other relevant documentation, as deemed necessary. |

Supplemental Requirements

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| ☐ For residential development, an active School Capacity Availability Determination (SCAD) Letter |
| ☐ For development projects on or adjacent to a state road, a valid pre-application approval letter from the Florida Department of Transportation (FDOT). |
| ☐ If a new parcel or tract is being created on the plat, a signed and sealed sketch and legal description for the new parcel or tract. |

Reviewed By: _____

Date: _____