



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 Housing and 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"/> Site Plan or Access Plan, if applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> Narrative clearly explaining the proposed changes. <ul style="list-style-type: none"><li><input type="checkbox"/> Include the most current note for the plat and the proposed note for the plat.</li><li><input type="checkbox"/> Include a list of existing uses within the plat with the gross square footage of each use.</li><li><input type="checkbox"/> Include the history of the plat and subsequent plat note amendments, if applicable.</li></ul>                                                                                                                                  |
| <input type="checkbox"/> Copy of the plat and, if applicable, subsequent recorded plat note amendment agreement(s).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> Opinion of Title with a search date within thirty (30) days of formal submittal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> 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"><li><input type="checkbox"/> 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.</li></ul> |
| <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). |
| <input type="checkbox"/> 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: \_\_\_\_\_