



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 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.

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 |
| ☐ Plat Map (two hard copies) |
| ☐ Opinion of Title with a search date within thirty (30) days of formal submittal. |
| ☐ Adjacent Right-of-Way Report |
| ☐ Signed and sealed Survey (no older than six months) |
| ☐ A conceptual Site Plan or Access Plan. |
| ☐ Property Tax Notice. |
| ☐ For projects in a municipality, correspondence from the municipality that an application for plat review has been filed. |
| ☐ 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). |

Conceptual Site Plan or Access Plan Requirements

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| ☐ Scale no smaller than 1" = 100'. |
| ☐ The location of the centerline of all proposed access locations on all public rights-of-way abutting the plat. |

☐ The proposed minimum distance from the ultimate rights-of-way line(s) from the adjacent roadway to any proposed gate location.
☐ 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.
☐ Number, width and direction of lanes proposed for each driveway or roadway access location.

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

Reviewed By: _____

Date: _____