

Application No. _____-SUB-_____



APPLICATION FOR PLAT

PLANNING AND ZONING DIVISION

SUBMIT ALL

Section 1: **General Application Requirements**

HELPFUL INFORMATION

Section 2: **Submittal Requirements**

Section 3: **Development Review Committee (DRC) Information**

City of
Miramar

Community Development Department
2200 Civic Center Place
Miramar, Florida 33025
(954) 602-3264
www.ci.miramar.fl.us

SECTION 1: GENERAL REQUIREMENTS

INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable). Please include the items listed in Section 2 of the application.

DEVELOPMENT REQUEST – Check one type **ONLY** (Use separate applications if applicable)

- | | | |
|---|--|--|
| <input type="checkbox"/> Abandonment/Vacation of Right-of-Way or Easement | <input type="checkbox"/> Land Development Code Amendment | <input type="checkbox"/> Plat Waiver |
| <input type="checkbox"/> Appeal of decision/determination | <input type="checkbox"/> Land Use Plan Map Amendment | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Community Appearance Board | <input type="checkbox"/> Master Development Plan (PUD) | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Comprehensive Plan Text Amendment | <input type="checkbox"/> Master Zoning Plan | <input type="checkbox"/> Temporary Use |
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Plat | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Developer’s Agreement | <input type="checkbox"/> Plat Delegation Request | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Development of Regional Impact (DRI) | <input type="checkbox"/> Plat Exemption | |

DEVELOPMENT/PROJECT NAME: _____

DEVELOPMENT / PROJECT ADDRESS OR LOCATION: _____

Legal Description (*attach separate sheet if necessary*): _____

All Tax ID Folio Numbers: _____

Project Narrative (*Please attach as a separate sheet*)

Residential Use(s)/Unit Type(s): _____

Number of Residential Units: _____

Non-Residential Use(s) (Type & sq. ft.): _____

Current Use(s) of Property: _____

Proposed Use(s) of Property: _____

Is the property platted? Yes No

OR Book & Page: _____

Plat Name: _____

Is the property an existing legal lot of record? Yes No

If no, please explain on a separate sheet.

Site Area (sq. ft. & acres): _____

Existing Zoning Designation(s): _____

Proposed Zoning Designation(s): _____

Existing Land Use Designation(s): _____

Proposed Land Use Designation(s): _____

Will the plat be affected by this application? Yes No

If yes, please explain on a separate sheet.

Is the property the subject of code enforcement action?

Yes No

If yes, code enforcement case no.: _____

PROPERTY OWNER NAME:		SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

CONTRACT PURCHASER NAME:		SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

TENANT NAME:		SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

AGENT NAME:		SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

**APPLICATION FOR PLAN REVIEW SERVICES
(Optional; Cost Recovery Review)**

APPLICANT: _____

PROJECT: _____

APPLICANT hereby requests CITY to utilize the cost recovery plan/permit review services provided by Ordinance No. 97-39 of the City of Miramar, Florida. In electing the cost recovery procedure, the APPLICANT will benefit from an expedited review of the project application. The APPLICANT understands and agrees that APPLICANT will be responsible for all costs and expenses incurred by the CITY's consultant(s) in reviewing such project, plus a 10% administration fee and a 7% surcharge. A minimum initial deposit is required. APPLICANT has deposited with the CITY the sum of \$_____, which shall be applied to the review cost and expenses incurred and which shall be replaced upon notice from CITY that such funds have been expended.

APPLICANT understands and agrees that any decision concerning compliance with any applicable codes and regulations is solely within and reserved to the authority of CITY employees and the City Commission, as provided by law. CITY reserves the right to review, modify and/or revise, in its sole discretion, any work performed by cost recovery consultants. APPLICANT understands and agrees that the above-referenced consultant shall work solely under the supervision and direction of CITY staff.

This document shall be executed by the owner and/or the agent that has signed the application on pages 3 or 4.

APPLICANT SIGNATURE	
Sign Name:	_____
Print Name:	_____
Title:	_____
Date:	_____

SECTION 2: SUBMITTAL REQUIREMENTS

FINAL PLAT

(Land Development Code Section 509)

1. Pre-application conference with staff is required before submittal
2. Completed application form with all signatures notarized. If applicant is the contract purchaser, include copy of contract. *(Privileged information, such as the sale price, may be covered up)*
3. Narrative (explanation of project, justification, historical background if known)
4. Title certification from a title company licensed in the State of Florida or an opinion of title from an attorney licensed to practice in the State of Florida, including a statement of restrictions, reservations, liens and encumbrances - the certification shall be prepared within 30 days of the plat submittal and include a tax letter or receipt from the Broward County Revenue Collection Division
5. Topographic survey prepared in accordance with LDC Section 509.6.1(A), dated within 60 days of date of submittal that accurately reflects current site conditions - survey shall cover the entire area being platted and extend a minimum of 100 feet beyond the plat limits - survey dated within one year of date of submittal that accurately reflects current site conditions

At least one survey must be signed and sealed, the others may be copies.

6. Plat document prepared in accordance with LDC Section 509.6.2 and containing signatures of property owner(s) and mortgage holder (if applicable), as well as the South Broward Drainage District supervisor
7. Schematic Subdivision Improvement Plans
8. A lot parcel analysis, including the smallest lot size, largest lot size, average lot size, number of lots, acreage in each parcel, and number of parcels
9. Written confirmation from all utilities franchised to operate in the City relative to the adequacy of proposed easements shown on the plat and their ability to co-exist with other utilities which may be placed within the easement
10. The applicable base flood elevation information
11. You are required to deliver one full set of plans to Broward County Mass Transit; provide proof of delivery (signed and dated transmittal letter) with application submittal
12. You are required to deliver one full set of plans to the South Broward Drainage District; provide proof of delivery (signed and dated transmittal letter) with application submittal







13. Application Fees: (the following fees must be paid even if the application elects to use the cost recovery review option)

Residential:	\$4,210	(\$4,000 + \$210 (7% Surcharge))
Non-Residential:	\$3,210	(\$3,000 + \$210 (7% Surcharge))
	PLUS	
Legal Cost Recovery :	\$300	(No surcharge should be added to this amount)
Engineering Review Fee:	Refer to Schedule of Engineering Fees Document	

14. Cost recovery deposit **\$3,000**, if applicable

**A minimum of 3 sets of the foregoing information must be submitted;
5 if you choose the Cost Recovery review option**

Information Pursuant to Land Development Code Section 509.6.1

- (A) The requested number of copies of a sealed topographic survey. The survey shall cover the entire area being platted and extend a minimum of 100 feet beyond the plat limits. The surveyor shall certify that the survey meets the requirements of this section. The survey shall contain at a minimum the following information:
-  Property boundaries
 -  Existing watercourses, canals and bodies of water within or adjacent to the plat limits
 -  Existing easements within or adjacent to the plat limits and the purposes for which the easements have been established
 -  Existing streets and alleys on or adjacent to the tract, including name and right-of-way
 -  The survey shall reflect all encumbrances and restrictions specified
 -  Existing spot elevations on a 50-foot grid and bench mark information used to establish the elevations
- (B) A lot parcel analysis, including the smallest lot size, largest lot size, average lot size, number of lots, acreage in each parcel, and number of parcels
- (C) Written confirmation from all utilities franchised to operate in the City relative to the adequacy of proposed easements shown on the plat and their ability to co-exist with other utilities which may be placed within the easement
- (D) The applicable base flood elevation information
- (E) Title certification from a title company licensed in the State of Florida or an opinion of title from an attorney licensed to practice in the State of Florida, including a statement of restrictions, reservations, liens and encumbrances - the certification shall be prepared within 30 days of the plat submittal

- (F) Any optional studies that may be required by the Community Development Department when that department deems it necessary in order to ascertain the adequacy of public facilities or other matters within the public interest
- (G) If required by the Administration, a draft agreement concerning the payment of all required public facilities and impact fees
- (H) Schematic subdivision improvement plans for the improvements necessary to bring water, sewer and public access to the project, including all off-site improvements required by the platting process, shall be submitted in conformance with this code
- (I) Legal documents in draft form ensuring perpetual maintenance of private roads, parking areas, landscaped areas, drainage systems, wetland mitigation areas and other common areas
- (J) An original title certificate or an attorney's opinion of title, and a tax letter or receipt from the Broward County Revenue Collection Division
- (K) Broward County D.P.E.P. conceptual approval where required
- (L) Copies of all land development licenses applied for including water management, dredge and fill permits
- (M) A list of all easements and rights-of-way to be vacated by the plat - the list shall specifically reference the easement, purpose, and instrument of record
- (N) A computer disk of the plat in AutoCAD DWG format concurrent with completion of DRC review
- (O) Restrictive note indicating development threshold

Information Pursuant to Land Development Code Section 509.6.2





Plat Document Requirements. The final plat submitted for approval shall be clearly and legibly drawn in black water proof drawing ink upon mylar drafting film of three one thousandths (0.003) inches thickness minimum or other material approved by the City Engineer. The final plat shall be on sheets of twenty-four (24) inches by thirty-six (36) inches overall with one-half (1/2) inch borders on three (3) sides and a three (3) inch border on the left. When the size or shape of the subdivision necessitates more than one (1) sheet, each sheet is clearly marked as near as possible to the upper right corner "Sheet No. (...) of (...) Sheets". All multiple sheet plats shall be clearly cross-referenced to the proper sheet number at the match lines and a reasonable portion of the overlapping area shall be shown in outline form. In addition, every sheet shall have placed in the upper right corner outside the border "Plat Book..., Page..." for the use of the recorder. The final plat shall be on a scale no smaller than one (1) inch equals 100 feet, provided that large plats may be at a smaller scale of sufficient size to show all required detail as determined by the City Engineer.

The information required by this section is intended to supplement Florida Statutes, Chapter 177, on Land Boundaries, Part I Platting, as amended. The requirements for platting found in that law and the Broward County Land Development Code are authorized in the Land Development Code by reference as if fully set forth.

A full subdivision plat shall contain all the information required in the following items (1) thru (25). A perimeter subdivision plat shall contain all the following information required in items (1) thru (25) except items (19), (20) and (21).

- (1) Subdivision name or identifying title including the section(s), township(s), range(s), city, county and state
- (2) A location sketch showing the City boundaries, the proposed subdivision within these boundaries, and all major roads
- (3) For plats with multiple pages, one page of the plat shall be a key map sheet, which shall show the entire property being platted and the sheet number of the plat upon which the specific plat information is to be found - each plat sheet showing detailed plat information shall also include a key map showing the location of that page in relation to the other plat sheets and plat boundaries
- (4) North point, graphic scale and month and year plat was drawn
- (5) A complete description of the land intended to be subdivided and the extent and boundaries of the platted area shall be graphically indicated in a clear and understandable manner
- (6) Boundary lines of the property being platted with accurate distances to the hundredths of foot and sufficient angles, bearings, or azimuth to show direction of all lines shall be shown. All bearings, angles or azimuth shall be shown to the nearest second of arc. These boundaries shall be determined by an accurate survey in the field in accordance with minimum technical standards set forth by the Florida Board of Land Surveyors pursuant to Florida Statutes, Chapter 472.
- (7) The exact layout shall show sufficient survey data to positively describe all bounds of every lot, block, street, street names, alley, easement and all other areas shown on the plat. Curvilinear lots shall show the radii, area distance and central angles or radii, cord and cord bearing or both. Radial lines will be so designated. Direction of non-radial lines shall be indicated.
- (8) Accurate computation of the square footage of each parcel, tract and lot, and the total acreage of land proposed to be platted
- (9) The accurate outline of all property which is to be dedicated or proposed for public or quasi-public use, including but not limited to drainage canals, lakes and utility easements, and all property that may be reserved for the common use of the property owners in a subdivision, with the purpose indicated thereon
- (10) The accurate location of all permanent reference monuments (PRM) as required by Florida Statutes, Chapter 177 - PRMs must be placed at each corner or change in direction on the boundary of the lands being platted and may not be more than 1,400 feet apart
- (11) The certificate of the surveyor attesting to the survey and that the permanent reference monuments have been established according to Florida Statutes, Chapter 177
- (12) Names and locations of adjoining platted subdivisions, the adjacent portions of which shall be shown in outline form
- (13) The exact names, locations and widths along the property lines of all existing or recorded streets

intersecting or paralleling the boundaries of the tract

- (14) Location and width of all Broward County Trafficways rights-of-ways
- (15) Location and width of all proposed and required arterial road ultimate rights-of-way
- (16) Location and width of all collector road ultimate rights-of-way (a collector road being the principal traffic circulation facility within the platted area)
- (17) Proposed ingress and egress locations and dimensions to all Trafficway and arterial roadways
- (18) All parcels or tracts designated by letters or numbers
- (19) Residential lots numbered in numerical order beginning with number one (1) in each block and blocks lettered in alphabetical order, omitting the letters "I" and "O"
- (20) Location and width of all proposed minor streets, frontage streets, alleys and easements
- (21) Proposed residential lot lines with dimensions
- (22) Dedications: The plat shall contain an unreserved dedication of all streets, highways, alleys, parks or other public places included within the plat. The plat shall also contain dedications for all landscape, drainage, and utility easements which are required. Such dedications must be subscribed to by the legal and equitable owners of said lands and by all persons holding mortgages against said lands. These dedications shall be acknowledged before an officer authorized to take acknowledgments.
- (23) City acceptance of dedications: The plat shall contain language regarding the City's acceptance of the public land being dedicated to the City. The language shall include the area of land being dedicated and the purpose of the land's use.
- (24) Space and form for the following necessary approvals:
 -  City Manager attested by the City Clerk, with seal
 -  City Engineer, with seal
 -  Water management district or improvement district having jurisdiction within the subdivided area
 -  All other approvals required by the State of Florida or Broward County
- (25) Acknowledgment by the owner or owners and all mortgage lien holders of lands included within the plat and execution of same

SECTION 3: DEVELOPMENT REVIEW COMMITTEE (DRC)

1. **Pre-application meeting:** Contact the Community Development Department at (954) 602-3264 to schedule a pre-application meeting.
2. **Application Intake:** DRC meetings occur bi-monthly, usually on a Thursday morning. New submittals will only be accepted by appointments on the Monday prior to the DRC meeting. Resubmittals are accepted by appointments on the Tuesday prior to the DRC meeting in the **morning only**. Please contact the DRC Plans Coordinator at (954) 602-3269 to schedule an appointment. See our Meeting Calendar: <http://www.commdev.miramar-fl.gov/calendar.htm>
3. **Review by DRC members:** The following Departments / Divisions review DRC applications:

PLANNING DIVISION		
(954) 602-3264		
BUILDING (954) 602-3201	FIRE (954) 602-4600	PUBLIC WORKS (954) 538-6814
COMMUNITY SERVICES (954) 538-6804	LANDSCAPING (954) 602-3260	TRAFFIC (954) 602-3319
ENGINEERING (954) 602-3320	POLICE (954) 602-4000	UTILITIES (954) 538-6828
EXTERNAL AGENCIES		
BROWARD COUNTY MASS TRANSIT (954) 357-8351	SOUTH BROWARD DRAINAGE DISTRICT (954) 680-3337	

4. **DRC Approval Meetings:** The DRC generally meets twice a month on Thursday mornings, excluding holidays. A project may be postponed a maximum of six (6) months. Additional postponements require the approval of the Assistant Director. *Note: DRC Approval is required at least 4 weeks prior to City Commission Hearing.*
5. **Resubmissions:** Applications that are not approved may require submittal of new or revised materials to resolve outstanding issues. These applications will then be considered at the next DRC meeting, or at a subsequent DRC meeting as determined by Staff or as requested by the applicant.

HELPFUL CONTACTS

UTILITY COMPANIES	SITE PLAN & PLAT REVIEWS
<p>The Utility companies listed below should be contacted for easement and right-of-way issues.</p>	<p>The agencies and companies listed below should be contacted for site plan and/or plat review.</p>
<p>Comcast 2501 S.W. 145th Avenue Miramar, FL 33027 Charlene Reagan - Phone: (954) 534-7440</p>	<p>All Service Refuse 751 Northwest 31st Avenue Fort Lauderdale, FL 33311 Ralph Trapani - Phone: (954) 583-1830 email: Trapanir@repsrvsouth.com</p>
<p>Bell South 8601 West Sunrise Boulevard Plantation, Florida 33322 Evan Bewry Phone: (954) 423-6296 Fax: (954) 423-6533</p>	<p>Broward County Mass Transit Broward County Mass Transit Division (BCT) 3201 W. Copans Road Pompano Beach, FL 33069 David Daniels - E-mail: dadaniels@broward.org Phone: (954) 357-8351 - Fax: (954) 357-8342</p>
<p>NUI – Florida City Gas 9555 E. 25th Street Hialeah, FL 33013 Ramiro Sicre Phone: (305) 835-3610 E-mail: rsicre@agl.resources.com</p>	<p>South Broward Drainage District (SBDD) 6591 S.W. 160th Avenue (Dykes Road) Davie, FL 33331 Leo Schwartzberg, Director Phone: (954) 680-3337 Cell: (954) 658-1989 Fax: (954) 680-3339</p>
<p>FPL - Florida Power and Light Company 4000 Davie Road Extension Hollywood, Florida 33024 Phone: (954) 442-6350 Fax. (954) 442-6340</p>	<p>U.S. Post Office (per site location)</p> <ul style="list-style-type: none"> ▪ Between U.S. 441 and Utopia Drive: 810 S. State Road 7, Hollywood, FL 33023 Barbara Moore - Phone: (954) 894-6691 ▪ Between Utopia Drive and Flamingo Road Pines Annex: 12277 Pembroke Rd, Pembroke Pines FL 33025 Ida Jauregui - Phone: (954) 441-7729 ▪ Vicky Coceano Miramar Branch: Between Flamingo Rd and S.W. 172nd Ave. 14900 S.W. 30th Street, Miramar, FL 33027 Carol Lima - Phone: (954) 704-8993 ▪ Chapel Lakes Branch: West of S.W. 172 Ave 21001 Pines Boulevard, Pembroke Pines, FL 33029 Jeanie Brown - Phone: (954) 433-1644
<p style="text-align: center;">THIS IS A COMPREHENSIVE LIST OF EXTERNAL AGENCIES THAT REVIEW AND APPROVE SPECIFIC APPLICATIONS. CONTACT INFORMATION IS SUBJECT TO CHANGE.</p>	