



COMMUNITY DEVELOPMENT SERVICES

(954) 390-2180 FAX: (954) 567-6069

Life's Just Better Here

PLAT APPLICATION PACKAGE

This package includes:

- General Submittal Procedures
- Submittal Checklist
- Application
- Authorized Agent Affidavit
- Permission to Reproduce Drawings and Documents

GENERAL PROCEDURES FOR FILING A PLAT SUBMITTAL APPLICATION:

- ❖ Plat submittal applications may be obtained at the Community Development Services Department and may be initiated by the owner of the property involved or his legally designated representative. Applicants for plat approval are required to arrange a pre-application conference prior to submittal to discuss their requests with a member of the Community Development Services Department staff. You may arrange an appointment by calling 954-390-2180.
- ❖ An application for plat review together with the appropriate fee, as established by resolution of City Commission, shall be submitted with forms provided by the Community Development Services Department following the pre-application conference.
- ❖ The Community Development Services Department shall review the application and all support documents for completeness and notify the applicant of any deficiencies in the application or support documents and specify what additional requirements are to be met. Once the Community Development Services Department has determined that the application and support documents are complete, the Community Development Services Department shall place the plat review application upon the next most appropriate Planning and Zoning Board (PZB) agenda for public hearing. Planning and Zoning Board meetings are held regularly on the first Monday after the first Tuesday of each month, beginning at 7:00 p.m. A schedule of meeting dates and deadlines is available at the Community Development Services Department. The applicant will receive an agenda and staff report concerning the proposed plat and staff recommendations prior to the Planning and Zoning Board meeting.
- ❖ Plats shall be reviewed by the PZB for conformity with the criteria for review within Section 90 of the Unified Land Development Regulations (ULDR). The board shall make a recommendation to the City Commission, which shall review the plat for final disposition. Plats are required to undergo a public hearing, and in accordance with quasi-judicial procedures of Article 75. Any conditions of plat approval shall pertain to the review criteria within this Section. The City shall approve street names for all new streets within the plat. City Commission approval shall be by resolution.
- ❖ *Review criteria.* City's review will include:
 - (1) Consistency with the goals, objectives and policies of the Comprehensive Plan;
 - (2) Compliance with the ULDR and engineering requirements;
 - (3) Street width, arrangement and location;
 - (4) Surface drainage;
 - (5) Requirements for parks, school sites and public building sites;
 - (6) Consideration for the future development of adjoining lands as yet unsubdivided, including adequacy of street connections to ensure free access to, and circulation for, adjoining subdivisions and lands;
 - (7) Access locations;
 - (8) Water supply, sewage disposal.
- ❖ The initial application submittal shall be accompanied by twenty (20) copies of the proposed plat and other required documents. All plans shall be folded and bound together in separate plan sets with a cover sheet indicating plan sheet numbers. The overall size of plans shall be twenty-four (24) by thirty six (36) inches drawn at a scale no smaller than one (1) inch equals twenty (20) feet except when a smaller scale is approved by the Community Development Services Department. All plans shall be prepared by professional land surveyors, engineers, architects, landscape architects, or other appropriate professionals as applicable. Such professionals shall be licensed and registered in the State of Florida. All plans shall be prepared by the proper professionals as determined by applicable laws.

PLAT APPLICATION SUBMITTAL CHECKLIST

(Please refer to Unified Land Development Regulations Articles 85, 65, and 90 for more information)

Staff Use- ✓ for each item submitted	Required Items (This list may be modified after the pre-application with Staff)
	<ul style="list-style-type: none"> • Written document demonstrating consistency with minimum County requirements. <ul style="list-style-type: none"> ◦ In addition to the application requirements of Article 65, which includes a requirement for preapplication conference, plats shall contain all information required for final plats pursuant to Chapter 5, Division 3, Broward County Code of Ordinances, known as the Broward County Land Development Code as may be amended from time to time.
	<ul style="list-style-type: none"> • City signature blocks -- The plat shall also include a signature block for the PZB, City Commission, and Department, providing spaces for the date of approval, signature of the board chairman, mayor and Director, respectively, attestation by the City Clerk adjacent to the mayor's signature block, and a space for the City seal to be set upon the plat linen.
	<ul style="list-style-type: none"> • A Master Sheet is required -- Where a plat proposes development in phases, or where the graphical portion of plat covers multiple sheets, a master plat sheet shall be submitted covering all proposed phases/land area.
	<ul style="list-style-type: none"> • Boundary survey
	<ul style="list-style-type: none"> • One (1) topographic survey certified by a surveyor and mapper registered in the State of Florida, with elevations provided on a one hundred (100) foot grid, including natural features and improvements and their current use, top of bank and edge of water for all water bodies and water courses, the location of utility lines within and adjacent to the site, right-of-way width and dedication information, pavement location and width, and all easements of record.
	<ul style="list-style-type: none"> • One (1) tree survey
	<ul style="list-style-type: none"> • Draft of any required or proposed restrictive covenants, written sureties, and common area maintenance association documents, including those for the preservation of common open space areas; grants of easement for access, drainage, utilities or other purpose; or other restrictions to be imposed upon the use of the land and buildings
	<ul style="list-style-type: none"> • Proposed Site plan for the site, if applicable. All plans shall be prepared by professional land surveyors, engineers, architects, landscape architects, or other appropriate professionals as determined by Florida Law, who are licensed and registered in the State of Florida.
	<ul style="list-style-type: none"> • The location and dimensions of proposed setback lines
	<ul style="list-style-type: none"> • Locations and dimensions of all existing and proposed rights-of-way and dedications, including ultimate right-of-way lines (if applicable), easements, property lines, streets, buildings, watercourses and water bod pedestrian areas, and other existing physical features in or adjoining the project
	<ul style="list-style-type: none"> • The location and dimensions of proposed reservations for parks, playgrounds, open spaces and other common areas
	<ul style="list-style-type: none"> • The location, dimensions and character of construction, including bearings, centerline dimensions and cu data of proposed street alleys, driveways and grading plans
	<ul style="list-style-type: none"> • The location, dimensions and character of construction of proposed curb cuts, entrances and exits, parking and loading areas (including number of parking spaces and loading spaces), pedestrian use areas, and vehicular use areas
	Other Items as determined by Staff:
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PLAT APPLICATION

Address/Location of Subject Property: _____

Owner (Applicant): _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Agent for Applicant: _____

Address: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Relationship: _____

Legal Description of Property Involved: _____

Existing Zoning _____ Future Land Use Map designation _____

Total Acreage/Square Footage of Subject Property _____

Associated Applications (i.e., Rezoning, Site Plan, Comprehensive Plan amendment, etc.): _____

Current Use of Land _____

Description of Proposed Development _____

I, _____ certify that I am the owner or authorized representative of the property described herein, and that all answers to the questions in this application and any sketches, data or other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief.

Signature of Property Owner

Print or type name

Date

Signature of Agent (if applicable)

Print or type name

Date

STATE OF FLORIDA)
)

COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by
_____ who is personally known to me or who has produced
_____ as identification and who did not take an oath.

Notary Public

Print or type name

My Commission Expires: _____

Authorized Agent Affidavit

NOTE: IF THE APPLICANT IS REPRESENTED BY AN AGENT, THE FOLLOWING POWER OF ATTORNEY MUST BE PROPERLY EXECUTED.

**KNOW ALL MEN THAT I, _____, do hereby constitute and appoint
_____ my true and lawful agent, to execute the foregoing instrument in my name, place and
stead this ____ day of _____, ____.**

Signature of owner or authorized agent

Date

Print or type name

Name of owner/agent entity if a corporation, L.L.C., partnership,
trust, etc.

Representative capacity of person signing Affidavit:

- President or Vice President of Corporation
- Managing Member of L.L.C.
- General Partner
- Trustee
- Etc.

STATE OF FLORIDA)
)

COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by
_____ who is personally known to me or who has produced
_____ as identification and who did not take an oath.

Notary Public

Print or type name

My Commission Expires: _____

Permission to Reproduce Drawings and Documents

IF DRAWINGS PREPARED BY AN ARCHITECTURAL, ENGINEERING OR OTHER FIRM ARE SUBMITTED, THE FIRM MUST EXECUTE THE PERMISSION TO REPRODUCE ON THE FOLLOWING PAGE.

AFFIDAVIT

KNOW ALL MEN THAT I, _____, _____(Title), of the firm of _____, do hereby grant the City of Wilton Manors permission to reproduce all or a portion of all plans, drawings, etc., submitted in connection with the foregoing application.

Signature

Print or type name

Title:_____

Date:_____

STATE OF FLORIDA)

)

COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ who is personally known to me or who has produced _____ as identification and who did not take an oath.