



**City of Fort Lauderdale  
Planning & Zoning Department**

**CITY OF FORT LAUDERDALE  
PLANNING & ZONING  
DEPARTMENT**  
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**ADMINISTRATIVE REVIEW (AR)**

**Plat Note and/or Non-Vehicular Access Line (NVAL) Amendment Application**

- Cover:** Deadline, Request Type, and Fees
- Page 1:** Applicant Information Sheet
- Page 2:** Technical Specifications For Submittal
- Page 3:** Sign Notification Requirements and Affidavit

**DEADLINE:** Submittals must be received by 12:00 PM (noon) each day. Applications will not be accepted after noon. You will be asked to come back the following day. Pursuant to Section 47-24.1(1), the Planning and Zoning Department has five (5) business days to review all applications for a development permit to determine completeness. You will be notified by email within five (5) business days if your plans do not meet the submittal requirements.

**NOTE:** If your development site is separated by any public right-of-way (alley, alley reservation, or ROW easement) you must complete a separate application for each parcel.

**NOTE:** Only City of Fort Lauderdale audio and video equipment shall be used during any public meeting.

**FEES:** All applications for a development permit shall have an application fee as established by the City Commission as set forth by resolution, as amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

**REQUEST TYPES (check all that apply):**

**Plat Note / NVAL Amendment, City Commission Approval** **\$ 500.00**

# Page 1: Plat Note / NVAL Amendment - Applicant Information Sheet

**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). The following information requested is per Unified Land Development Regulations (ULDR). Incomplete applications will not be accepted.

**NOTE:** To be filled out by Department

<b>Case Number</b>	
<b>Date of complete submittal</b>	

**NOTE:** For purpose of identification, the **PROPERTY OWNER** is the **APPLICANT**

<b>Property Owner's Name</b>	
<b>Property Owner's Signature</b>	If a signed agent letter is provided, no signature is required on the application by the owner.
Address, City, State, Zip	
E-mail Address	
Phone Number	
<b>Proof of Ownership</b>	Warranty Deed or Tax Record

**NOTE:** If **AGENT** is to represent **OWNER**, notarized letter of consent is required

<b>Applicant / Agent's Name</b>	
<b>Applicant / Agent's Signature</b>	
Address, City, State, Zip	
E-mail Address	
Phone Number	
<b>Letter of Consent Submitted</b>	

<b>Development / Project Name</b>	
<b>Development / Project Address</b>	
<b>Legal Description</b>	
<b>Tax ID Folio Numbers</b> (For all parcels in development)	
<b>Request / Description of Project</b>	
<b>Applicable ULDR Sections</b>	
<b>Total Estimated Cost of Project</b>	\$ _____ (Including land costs)

<b>Future Land Use Designation</b>	
<b>Proposed Land Use Designation</b>	
<b>Current Zoning Designation</b>	
<b>Proposed Zoning Designation</b>	
<b>Current Use of Property</b>	
<b>Residential SF (and Type)</b>	
<b>Number of Residential Units</b>	
<b>Non-Residential SF (and Type)</b>	
<b>Total Bldg. SF</b> (include structured parking)	
<b>Site Adjacent to Waterway</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Dimensional Requirements	Required	Proposed
Lot Size (SF / Acreage)		
Lot Density		
Lot Width		

## Applicant's Affidavit

I acknowledge that the Required Documentation and Technical Specifications of the application are met:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Staff Intake Review

For Planning & Zoning Department staff use only:

Date \_\_\_\_\_

Received By \_\_\_\_\_

Tech. Specs \_\_\_\_\_

Reviewed By \_\_\_\_\_

Case No. \_\_\_\_\_

## Page 2: Documentation Required / Submittal Checklist / Technical Specifications

### One (1) copy of the following documents:

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- Completed application (all pages must be filled out where applicable)
- Proof of ownership (warranty deed or tax record), including corporation documents if applicable
- Property owners signature and/or letter signed by the property owner.

### One (1) original set, signed and sealed, with plans at 24" x 36"

### One (1) copy set, with plans at 11" x 17", and PDF file of submittal

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- Narrative** explaining existing plat note and proposed plat note or NVAL amendment including previous and proposed access. Narrative must be on letterhead, dated, and with author indicated.
- Current survey(s)** of property, signed and sealed, showing existing conditions; survey must be As-Built and Topographic with Right-of-Way and Easement Vacations Excluded.
- Proposed plat** with all required technical specifications met.
- Separate sketch and legal description of NVAL.

**Note:** All copy sets must be clear and legible. If original set is in color, copy sets must also be in color.

**Note:** Plans must be bound, stapled and folded to 8 ½" x 11". All non-plan documents should be 8 ½" x 11" and stapled or bound.

**Note:** Civil Engineering plans are only required at Final-DRC sign-off. Contact DRC Engineering Representative for details.

**Note:** For examples of project narratives, site plan data tables, and renderings required with your application, please refer to the "Submittal Reference Book" available at the Planning & Zoning Department office.

### TECHNICAL SPECIFICATIONS:

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#### As required according to Section 47-24.2, applicant must provide the following.

1. The plat submitted for approval shall be clearly and legibly drawn in black waterproof drawing ink upon tracing cloth or an approved drafting film.
2. Plats shall be on sheets twenty-four (24) inches by thirty-six (36) inches overall, with one (1) inch borders on three (3) sides and a three-inch border on the left. When the size or shape of the subdivision necessitates more than one (1) sheet, each sheet shall be clearly marked as near as possible to the upper right corner "Sheet No. (\_\_\_\_\_) of (total) sheets". All multiple sheet plats shall be clearly cross-referenced to the proper sheet numbers at the match lines and a reasonable portion of the overlapping area shall be shown in outline form. In addition, every plat sheet shall have placed in the upper right corner outside the border "Plat Book Page" for the use of the recorder.
3. The plat shall be at a scale of not more than one hundred (100) feet to the inch and shall include the following information:
  - a) Subdivision name or identifying title including the section (s), township(s), range(s), city, county, and state.
  - b) Location sketch showing location of subdivision with respect to section lines and surrounding streets and landmarks.
  - c) North point, graphic scale and month and year plat drawn.
  - d) Corporate limits when in or adjacent to subdivision.
  - e) Boundary lines of the tract with accurate distances to hundredths of a foot and angles to half minutes. These boundaries shall be determined by accurate survey in the field, which shall be balanced and closed with error closures not to exceed one (1) foot to five thousand (5,000) feet. Surveys shall be coordinated and tied into the nearest established section corner or quarter section corner by angle and distance.
  - f) The exact names, locations and widths along the property lines of all existing or recorded streets intersecting or paralleling the boundaries of the tract.
  - g) The accurate location of all permanent reference monuments.
  - h) The exact layout including: street and alley lines, street names, bearings, angles of intersection and widths (including widths along the lines of any obliquely intersecting streets); lengths of area and radius, points of curvature and tangent bearings: all easements owned by or rights-of-way provided for public utilities; all lot lines with dimensions in feet and hundredths, and with bearings or angles if other than right angles to the street and alley lines.
  - i) Lots numbered in numerical order within each block or lettered in alphabetical order.
  - j) The accurate outline of all property which is to be dedicated or proposed for public use including open drainage courses and suitable easements, and all property that may be reserved by covenants in deeds for the common use of the property owners in the subdivision with the purposes indicated thereon.
  - k) A complete description of land intended to be subdivided, and the extent and boundaries of the platted area shall be graphically indicated in a clear and understandable manner.
  - l) Names and locations of adjoining subdivisions, the adjacent portions of which shall be shown in outline form.
  - m) Acknowledgment by the owner or owners and all mortgage lienholders of lands included within the plat of the execution of same and the dedication to public use of all streets, alleys, parks, easements and other public places shown upon same.
  - n) The certificate of the surveyor attesting to the accuracy of the survey and that the permanent reference monuments have been established according to law.
  - o) Space and forms for the following necessary approvals:
    - City Commission
    - City Planning and Zoning Board
    - City Engineer
    - County Commission
    - County Engineer
  - p) Dedication. The plat shall contain upon the face thereof an unreserved dedication to the public of all streets, highways, alleys, parks, parkways, easements, commons or other public places included within the plat, such dedication to be subscribed to by the legal and equitable owners of such lands and by all persons holding mortgages against such lands, with dedication shall be acknowledged before an officer authorized to take acknowledgments of deeds. Such plat containing such dedication, when properly recorded, shall constitute a sufficient, unrevokable conveyance to vest in the City fee title to the parcel of land dedicated for public use, to be held by the City in trust for the uses and purposes intended, and the approval of the plat by the City Commission shall have the force and effect of an acceptance.
  - q) Payment of Taxes. No plat shall be accepted by the City or approved by the City Commission unless and until all taxes and improvement liens levied against the land included in such plat have been paid and discharged.

# Page 3: Sign Notification Requirements and Affidavit

## SIGN NOTICE

Applicant must **POST SIGNS** (for Planning and Zoning Board and City Commission Hearings) according to Sec. 47-27.4.

- Sign Notice shall be given by the applicant by posting a sign provided by the City stating the time, date and place of the Public Hearing on such matter on the property which is the subject of an application for a development permit. If more than one (1) public hearing is held on a matter, the date, time and place shall be stated on the sign or changed as applicable.
- The sign shall be posted at least fifteen (15) days prior to the date of the public hearing.
- The sign shall be visible from adjacent rights-of-way, including waterways, but excepting alleys.
- If the subject property is on more than one (1) right-of-way, as described above, a sign shall be posted facing each right-of-way.
- If the applicant is not the owner of the property that is subject of the application, the applicant shall post the sign on or as near to the subject property as possible subject to the permission of the owner of the property where the sign is located or, in a location in the right-of-way if approved by the City.
- Development applications for more than one (1) contiguous development site shall be required to have sign notice by posting one (1) sign in each geographic direction, (north, south, east and west) on the public right-of-way at the perimeter of the area under consideration.
- If the sign is destroyed or removed from the property, the applicant is responsible for obtaining another sign from the City and posting the sign on the property.
- The sign shall remain on the property until final disposition of the application. This shall include any deferral, rehearing, appeal, request for review or hearings by another body. The sign information shall be changed as above to reflect any new dates.
- The applicant shall, five (5) days prior to the public hearing, execute and submit to the department an affidavit of proof of posting of the public notice sign according to this section. If the applicant fails to submit the affidavit the public hearing will be postponed until the next hearing after the affidavit has been supplied.

## AFFIDAVIT OF POSTING SIGNS

STATE OF FLORIDA  
BROWARD COUNTY

RE: \_\_\_\_\_ BOARD OF ADJUSTMENT  
\_\_\_\_\_ HISTORIC PRESERVATION BOARD  
\_\_\_\_\_ PLANNING AND ZONING BOARD  
\_\_\_\_\_ CITY COMMISSION

CASE NO. \_\_\_\_\_

APPLICANT: \_\_\_\_\_

PROPERTY: \_\_\_\_\_

PUBLIC HEARING DATE: \_\_\_\_\_

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_, who upon being duly sworn and cautioned, under oath deposes and says:

1. Affiant is the Applicant in the above cited City of Fort Lauderdale **Board or Commission** Case.
2. The Affiant/Applicant has posted or has caused to be posted on the Property the signage provided by the City of Fort Lauderdale, which such signage notifies the public of the time, date and place of the Public Hearing on the application for relief before the **Board or Commission**.
3. That the sign(s) referenced in Paragraph two (2) above was posted on the Property in such manner as to be visible from adjacent streets and waterways and was posted at least **fifteen (15)** days prior to the date of the Public Hearing cited above and has remained continuously posted until the date of execution and filing of this Affidavit. Said sign(s) shall be visible from and within twenty (20) feet of streets and waterways, and shall be securely fastened to a stake, fence, or building.
4. Affiant acknowledges that the sign must remain posted on the property until the final disposition of the case before the **Board or Commission**. **Should the application be continued, deferred or re-heard, the sign shall be amended to reflect the new dates.**
5. Affiant acknowledges that this Affidavit must be executed and filed with the City's Planning & Zoning Division **five (5)** calendar days prior to the date of Public Hearing and if the Affidavit is not submitted, the Public Hearing on this case shall be cancelled.
6. Affiant is familiar with the nature of an oath or affirmation and is familiar with the laws of perjury in the State of Florida and the penalties therefore.

\_\_\_\_\_  
**Affiant**

SWORN TO AND SUBSCRIBED before me in the County and State above aforesaid this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(SEAL)

\_\_\_\_\_  
**NOTARY PUBLIC**  
**MY COMMISSION EXPIRES:**

NOTE: I understand that if my sign is not returned within the prescribed time limit as noted in Sec. 47.27.3.i of the City of Fort Lauderdale ULDR, I will forfeit my sign deposit. \_\_\_\_\_ (initial here)  
\_\_\_\_\_ Initials of applicant (or representative) receiving sign as per 47-27.2(3)(A-J)