



# Page 1: DRC Plat - 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>	<input type="checkbox"/> Warranty Deed or <input type="checkbox"/> 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>	<u>Existing:</u> _____ <u>New:</u> _____
<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

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

## Page 2: Required Documentation

### 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 agent letter signed by the property owner

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

### Four (4) copy sets, with plans at 24" x 36"

### Ten (10) copy sets, with plans at 11" x 17"

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- Narrative** describing project request. Narrative must be on letterhead, dated, and with author indicated.
- Narrative** quoting all applicable sections of the ULDR, with point-by-point responses of how project complies with such criteria. Narratives must be on letterhead, dated, and with author indicated.
- Land Use and Zoning maps** indicating all properties within 700 ft. of the subject property. These should be obtained from the Planning and Zoning Office, 700 NW 19 Avenue, 954-828-3266. Site should be highlighted or marked clearly to easily locate the parcel.
- Cover sheet** on plan set to state project name and table of contents.
- 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.
- Aerial photo** indicating all properties within 700 ft. of the subject property. Must be clear and current with site highlighted.

**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.

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### 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 3: Technical Specifications For Plat Submittal

**INSTRUCTIONS:** All applicable provisions of ULDR Sec. 47-24.5 (Subdivision Regulations) shall be satisfied. 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.