



Plat Application

DEADLINE: Initial paper submission and fee must be received by 5:00 PM on the day of the deadline. *Electronic file submission must be provided on a USB with the submittal.* Refer to the Department Meeting Schedule & Submittal Deadline” document provided on the City’s website for submission deadlines. **To ensure quality submittal, this project will only be added to the agenda when a complete submission has been provided. If a complete submission is not uploaded by the deadline, the application will be notified via email with an itemized list of outstanding items and/or corrections.**

Application Review Process:

Application Type	Step 1	Step 2	Step 3	Step 4	Step 5
Plat Applications	Pre-Application Meeting (Required Prior to DRC Submittal)	DRC Review	P&ZB Review	City Commission Review	Resolution by the City Commission

APPLICATION SUBMISSION PROCESS: Upon reception of the **PAPER SUBMISSION** (see below) by Staff. Staff will review to ensure a complete submittal with 5 business days.

SUBMISSION: The following paper documents must be submitted:

PAPER	One (1) completed application with original signatures.
	One (1) Affidavit (must be completed by the Landowner)
	One (1) Letter of Authorization (signed by the Landowner), <i>if the Applicant is not the Landowner</i>
	Application Fee as established by the City Commission. Refer to Chapter 6 – Section. 6-10 – Enumeration of permit fees, regulations and inspection fees. Checks must be made payable to the “City of Lauderhill.”
	Copy of the recorded plat (if replatting)
	Narrative describing the project specifics, to include a description of the proposed development and a response to the considerations by the Board (Article IV Section 6.3)
	One (1) preliminary plat
	One (1) current survey
One (1) conceptual site plan	
USB	One (1) electronic version of the plat package.

SCHOOL CONCURRENCY: PURSUANT TO THE INTERLOCAL AGREEMENT WITH THE BROWARD COUNTY SCHOOL BOARD RESIDENTIAL PLATS AND SITE PLAN APPLICATIONS shall not be approved without providing the appropriate written approvals from Broward County School District. **Applicants must transmit residential plats and site plans to Broward County School District.** The most current application may be retrieved by visiting their website:

<https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/13479/PublicSchoolImpactApplication1.pdf>

For additional information or questions, please contact the Growth Management Department of the School Board of Broward County at their phone number: (754)-321-2160, or physical office: Facility Planning & Real Estate, 600 SE 3 Avenue, Fort Lauderdale, Florida 33301.



Plat Application

Development Review Applicability

Article IV – Development Review Requirements

Section 6.1 Plat Regulations

Plat regulations are adopted for the following purposes:

6.1.1.To establish uniform standards for the design of subdivisions and the preparation of subdivision plats.6.1.2.To coordinate all official requirements pertaining to plats in a convenient form.6.1.3.To facilitate coordination of subdivision plats with the zoning, highway, and public improvement plans of the City.6.1.4.To assure consistency and equitable treatment for engineers, surveyors, and subdividers in the review of their plats.

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Section 6.3. – Consideration by the Board

The Board, in studying the preliminary plat, will take into consideration the requirements of the community and the best use of the land being subdivided. Particular attention will be given to width, arrangement, and location of streets, surface drainage, lot size and arrangement, as well as requirements for parks, playfields, playgrounds, school sites, public building sites, parkways and highways. Adequate street connections shall be considered to insure free access to and circulation for adjoining subdivisions and lands, where appropriate. In cases where the proposed subdivision plat is a resubdivision of portions of an existing subdivision of a replat in connection with the abandonment of a portion of existing public streets and public places, or there are existing conditions on subject property or on nearby property which unduly affect the platting and development of the subject property, the Board shall have the right to vary the strict application of these subdivision regulations in appropriate cases in such a manner as to carry out the spirit and purpose of these regulations.



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Type of Development Review

Plat Type		
New Plat	Re-Plat	Plat Note Amendment

Property Description	
Street Address:	Folio Number(s):
Nearest Cross Street:	
Subdivision:	Block:
	Lot:

Applicant, Owner's Representative or Agent	Landowner (Owner of Record)
Business Name (if applicable):	Business Name (if applicable):
Name and Title:	Name and Title:
Signature:	Signature:
Date:	Date:
Mailing Address:	Mailing Address:
City, State & Zip:	City, State & Zip Code:
Phone Number:	Phone Number:
Email:	Email:

All communication will be sent to the Landowner (Owner of Record) and Applicant, unless otherwise requested. Indicate who should be provided with copies of written correspondence:

Architect	Engineer	Attorney	Other
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City of Lauderhill
 Planning & Zoning Department
 5581 W. Oakland Park Blvd., Lauderhill, FL 33313
 Phone: 954.730.3050

Plat Application

Architect	Engineer
Business Name (if applicable):	Business Name (if applicable):
Name and Title:	Name and Title:
Signature:	Signature:
Date:	Date:
Mailing Address:	Mailing Address:
City, State & Zip:	City, State & Zip Code:
Phone Number:	Phone Number:
Email:	Email:

Attorney	Other
Business Name (if applicable):	Business Name (if applicable):
Print Name and Title:	Print Name and Title:
Signature:	Signature:
Date:	Date:
Mailing Address:	Mailing Address:
City, State & Zip:	City, State & Zip Code:
Phone Number:	Phone Number:
Email:	Email:



Plat Application

Site Data			
*Acres should be rounded to the nearest tenth.		**Square feet for non-residential developments should be rounded to the nearest thousand.	
Gross Acres*:	Net Acres*:	Number of units (Residential):	Total square feet of the building** (Non-Residential):
Development / Project Name:			
Proposed development by use & intensity:			
Briefly describe the proposed scope of work/ improvements (a project narrative must be submitted separately that explains in greater detail the full project scope):			

Additional Information		
Have any other applications been submitted for this site?	Yes	No
If so, list the other applications & provide reference to the Meeting Date/ Results:		
Pre-Application Conference Date:		



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AFFIDAVIT

I AM THE LANDOWNER OF RECORD (OR I HAVE FURNISHED THE CITY OF LAUDERHILL WITH A NOTARIZED LETTER FROM THE LANDOWNER AUTHORIZING ME TO SUBMIT THIS APPLICATION ON THEIR BEHALF), AND DO HEREBY SWEAR OR AFFIRM THE FOLLOWING: THAT ALL OF THE INFORMATION CONTAINED IN THIS APPLICATION AND THE ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Landowner's Name: _____
(or Authorized Official – Owner's Authorization Letter required if not the Owner of Record)

Address: _____

(City) (State) (Zip Code)

Signature of Owner or Authorized Representative

SWORN AND SUBSCRIBED before me this _____ day of _____, _____ by means of
 physical presence or online notarization.

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Notary Public: Print, stamp, or Type as Commissioned.)

Personally know to me, or
 Produced identification: _____
(Type of Identification Produced)



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PLAT CHECKLIST

*** STAFF RECOMMENDS THAT THE APPLICANT UTILIZE THIS CHECKLIST WHILE PREPARING THE DOCUMENTS. ALL OF THE FOLLOWING DRAWINGS ARE REQUIRED UNLESS APPROVED BY CITY PLANNER. ***

<input type="checkbox"/>	Cover Sheet	<input type="checkbox"/>	Survey	<input type="checkbox"/>	Architectural Elevations	<input type="checkbox"/>	Landscape & Irrigation Plans	<input type="checkbox"/>	Color Renderings w/ material descriptions	<input type="checkbox"/>	Photometric Plan
<input type="checkbox"/>	Site Plan(s)	<input type="checkbox"/>	Recorded Plat	<input type="checkbox"/>	Floor plans and tabular data	<input type="checkbox"/>	Tree Survey	<input type="checkbox"/>	Civil Plans	<input type="checkbox"/>	Security Plan

All plans to be oriented the same as survey.

The following items must be submitted:	
<input type="checkbox"/>	Current surveys – Must be signed and sealed by a Florida Registered Surveyor
<input type="checkbox"/>	Copy of recorded plat (if application is to replat)
<input type="checkbox"/>	Copy of proposed Plat
<input type="checkbox"/>	Agent authorization letter (if applicable).
<input type="checkbox"/>	Written documents with approvals from the Broward County School District. Prior to submitting, transmit residential plans and site plans to Broward County School District with the completed Public School Impact application.
<input type="checkbox"/>	Written Narrative describing project specifics. Must be on letterhead, dated, and with author indicated. Include size restrictions on the building(s), proposed building area, square foot restrictions, and general location of all improvements.
<input type="checkbox"/>	*Approval letter from AT&T
<input type="checkbox"/>	*Approval letter from FPL
<input type="checkbox"/>	*Approval letter from TECO People Gas
<input type="checkbox"/>	*Approval letter from Comcast
<input type="checkbox"/>	*Approval letter from FDOT (if applicable)
<input type="checkbox"/>	*Approval letter from Septic tank or well letter from the nearest utility company.
<i>*Applicant must coordinate with the utility agencies.</i>	

PLAT REQUIREMENTS:	
<input type="checkbox"/>	Spaces for signature and seal of the City Clerk, City Engineer, Mayor and the Chair of the Planning & Zoning Board; dates of such approval and the number of the ordinance approving the plat.
<input type="checkbox"/>	Legal description
<input type="checkbox"/>	Plat net & gross acreage and acreage by zoning district and land use designation
<input type="checkbox"/>	Location map
<input type="checkbox"/>	All existing and proposed public or private streets, alleys, right-of-ways, easements for utilities, bike paths, bus shelters, or bus bays, canals, lakes and other major water courses either on or adjacent to property.
<input type="checkbox"/>	North arrow, scale, and date.
<input type="checkbox"/>	Dedication of streets or other improvements.
<input type="checkbox"/>	Area of each lot and of the plat as a whole to the nearest square foot area tabulation including the right-of-way dedication, easements, etc.