



**City of Parkland  
DEVELOPMENT SERVICES DEPARTMENT  
ADMINISTRATIVE POLICY**

**Policy Number: DS 2015-000-01  
Date Approved: February 2, 2015**

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**SUBJECT:** Plat process

**PURPOSE:** To provide a policy and procedure for guiding the plat process

**POLICY &**

**PROCEDURE:** The following policy and procedure shall be adhered to with regard to the plat process and how it relates to other necessary development approvals in the City.

- 1.) The Development Services Department shall accept and review all Plat applications and charge necessary fees as described in Sec. 22-206 of the Land Development Code as amended from time to time.
- 2.) There are two (2) applications in the Plat Process, Preliminary Plat and Final Plat:
  - a.) Preliminary Plat – This is the initial Plat submittal described in Sec. 22-206 of the Land Development Code as amended from time to time. The Preliminary Plat shall be reviewed by the Development Review Committee (DRC), considered by the Planning and Zoning Board, and then considered by City Commission, as described in Sec. 22-206 of the Land Development Code as amended from time to time.
  - b.) Final Plat – A Final Plat application submittal is required as described in Sec. 22-206.E.2 of the Land Development Code as amended from time to time, and shall only be accepted by the Development Services Department after it is approved by the Broward County Board of County Commissioners and all Broward County comments have been received. The Final Plat shall be reviewed by DRC and deemed approved administratively if it meets all of the requirements of the DRC.
- 3.) No permits, licenses or agreements shall be issued, nor work commence, until the Plat is recorded in the land records of Broward County per Sec. 22-419.A.2 of the Land Development Code as amended from time to time. Engineering permits may be issued to an applicant and it may proceed "at risk" only if the Final Plat has been approved by the City per Sec. 22-206.E of the Land Development Code as amended from time to time; and the Applicant has obtained approval to proceed "at risk" by the City of Parkland City Commission ("City Commission") at a regularly scheduled City Commission meeting. The Applicant's request shall be placed on a City Commission agenda only after the Final Plat is approved by City.
- 4.) To clarify Sec. 22-358.B.1 of the Land Development Code as amended from time to time – In order to obtain engineering permits for construction a Final Plat must be approved by the DRC.

A handwritten signature in blue ink that reads "Michele Mellgren".

Michele Mellgren, AICP Director of P&Z

A handwritten signature in blue ink that reads "Sowande Johnson".

Sowande Johnson, City Engineer