



City of Parkland

Planning and Zoning Department

6600 University Drive
Parkland, FL 33067

Phone (954) 753-5040
Fax (954) 341-5161

STAFF USE ONLY

Intake Date: _____ By _____

Fee Paid: _____ Receipt # _____

Case #: _____

[] Administrative review only (sec.22-204H.)

[] Commission review only (sec. 22-199 J.2)

[] Full review process (sec. 22-199 J.1)

PLAT APPLICATION

INSTRUCTIONS TO APPLICANTS:

1. Please complete all questions on the application. If not applicable, indicate with N/A.
2. Provide required attachments as shown on the attached checklist.
3. Pay a filing fee in the amount of two thousand dollars (\$2,000), professional fees in the amount of one thousand dollars (\$1,000.00), engineering fees in the amount of one thousand dollars (\$1,000.00), and an escrow for advertising fees in the amount of four hundred dollars (\$400.00). (Please note that each escrow must maintain a minimum balance of \$500.00 at all times.) Since advertising costs vary, the final amount will be reconciled upon receipt of invoices from the newspaper. **NOTE:** All cost recovery accounts must be current prior to any public hearing before the City Commission.

I. PROPERTY OWNER AND AGENT INFORMATION

Property Owner(s) of Record: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ E. Mail Address: _____

Applicant (if other than owner): _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ E. Mail Address: _____

Agent: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ E. Mail Address: _____

Consultants: If applicable to your request, please attach a separate list of all consultants that will provide information on this request. You should include the name, address, telephone number, and fax number as well as the type of professional service provided.

II. PROPERTY LOCATION

A. Is the subject property located within one mile of another municipality? yes no
If 'yes' please specify: _____

B. Folio Number: If additional folios, list on a separate sheet and attach to the application.
Folio: [] [] -- [] [] -- [] [] -- [] [] - [] [] - [] [] [] - [] [] [] []

C. Section: _____ Township: _____ Range: _____ Total Acreage of Subject Property _____

D. Project Name: _____

E. Project Address: _____

F. General Location Description (proximity to closest major intersection in miles or fractions thereof): _____

III. LAND USE AND ZONING INFORMATION

A. Zoning Designation: _____ Future Land Use Designation: _____

B. Existing Use(s) on Property: _____

C. Proposed Use(s): _____

IV. PROJECT HISTORY

(List in sequence from first application to most recent – attach additional page if necessary):

OWNER ACKNOWLEDGEMENT

I/We: _____, do hereby swear/affirm that I/we am/are the owner(s) of the property referenced in this application

I/We certify that the above statements and the statements or showings made in any paper or plans submitted herewith are true to the best of my/our knowledge and belief. Further, I/we understand that this application, attachments and fee become part of the official record of the Planning & Zoning Department of the City of Parkland and the fee is not refundable. I/We understand that any knowingly false information given by me/us will result in the denial, revocation or administrative withdrawal of the application or permit. I/We further acknowledge that additional information may be required by the City of Parkland in order to process this application.

I/We further consent to the City of Parkland to publish, copy or reproduce any copyrighted document for any third party submitted as part of this application.

Signature(s) of Owner(s)_____

Print Name(s)_____

CONSENT STATEMENT

Owner to complete if using agent/representative

I/We, the aforementioned owner(s), do hereby give consent to _____ to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the request(s) and property I/we own described in the attached application. Furthermore, as owner(s) of the subject property, I/we hereby give consent to the party designated above to agree to all terms or conditions that may arise as part of the approval of this application for the proposed use.

Signature(s) of Owner(s)_____

Print Name(s)_____

NOTARY

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by
_____. He/She is personally known to me or has produced
_____ as identification and did/did not take an oath.

(Signature of Notary) My Commission Expires: _____

(Name – Must be typed, printed, or stamped)

(NOTARY'S SEAL OR STAMP)



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PLAT SUBMITTAL CHECKLIST

PLEASE CHECK		
YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I. GENERAL

- a. A completed application signed by owner, agent and/or applicant. Agent's authorization or power of attorney must be attached if applicant is other than owner.
- b. Required application fees.
- c. One (1) copy of a warranty deed including property control number or folio number and legal description of the property.
- d. Legal description of property (8.5' X 14' with 1' margins) on CD (Word format).
- e. Eight (8) copies of a signed and sealed survey (not more than a year old) including any and all easements of record (referenced by OR Book and page, prepared by a surveyor registered in the State of Florida).

II.***Plat (Three (3)Blueprints and Fifteen (15) Copies)*****PLEASE CHECK**

YES NO N/A

- a. Name of subdivision.
- b. Legal description.
- c. Names of adjacent subdivision or acreage as applicable.
- d. Names or numbers and widths of streets immediately adjoining plat.
- e. All plat boundaries.
- f. Bearings and distances to the nearest established section or quarter section corner or other recognized permanent monuments which shall be accurately described on the plat.
- g. Section, township, and range lines accurately tied to the boundaries of the subdivision by distance and bearing.
- h. Accurate location of all monuments.
- i. Length of all arcs together with deltas, degrees of curves, radius, tangent distances, internal angles, points of curvatures and tangent bearings.
- j. The right-of-way width of each street or other public right-of-way shown on plat.
- k. The numbering of all lots and blocks shown on the plat. All lots shall be numbered by progressive numbers individually or in blocks progressively numbered or lettered. Blocks in numbered additions bearing the same plat name shall be numbered consecutively throughout the several additions. Excepted parcels must be marked "not part of this plat".
- l. All areas dedicated for public purposes.
- m. The dimensions of all lots and angles.
- n. Square foot areas to the nearest foot of each lot shown in a rectangle within each lot.
- o. Locations, dimensions and purposes of any easements.
- p. Certification by a state registered land surveyor to the effect that the plat represents a survey made under the direction and that all monuments shown thereon actually exist or will exist, and that their location is correctly shown.

PLEASE CHECK

YES NO N/A

- q. An acknowledgement by the owner of his adoption of the plat and of the dedication of streets and other public areas and other public areas and the consent of any mortgage holders to such adoption and dedication. Existing rights-of-way beneath a proposed plat must be vacated in accordance with city regulation prior to approval and acceptance of a final plat by the city commission.
- r. The signature lines for the city engineer and the city clerk.
- s. Space provided and clearly marked along the edge of the cover sheet for all required professional seals.
- t. Meet all requirements of the Florida Statutes Chapter 177.
- u. Impact Analysis Report as referenced in Section 22-202 of the Code of Ordinances.



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PLAT PROCESS

**Total time
approximately
3 to 4 months**

3-5
days

5 weeks

3 to 5
weeks

3 to 5
weeks

Complete Application Submission
See schedule

Project Sufficiency
(Exact date of DRC Meeting determined by sufficiency date)

Development Review Committee (DRC)
2nd or 4th Wednesday of each month

Development Review Committee Certification

Planning and Zoning Board/Public Hearing
1st Thursday of the month

Public Hearing
*Advertise
10-15 days prior to public
hearing

City Commission Public Hearing
3rd Wednesday of the month

Public Hearing
*Advertise
10-15 days prior to public
hearing

Broward County Platting Process