



Public Works Department

HIGHWAY CONSTRUCTION AND ENGINEERING DIVISION

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M E M O R A N D U M

DATE: September 30, 2022

TO: Josie Sesodia, Director
Planning and Development Management Division

FROM: David (D.G.) McGuire, Construction Project Manager
Plat Section, Highway Construction and Engineering Division

Amir Al Ali Planner
Transportation Department, Service Development

SUBJECT: Application for New Plat – Letter To Proceed
441 Commercial Center (014-MP-21)

The Highway Construction and Engineering Division, Traffic Engineering, and the Transportation Department, Transit Division have reviewed the application for a new plat. Our review included the information contained in the application, the property survey, the site plan (or conceptual access plan), and any previously recorded plats.

As a result of our review, staff has determined that the comments and recommendations are required with respect to the safe and adequate access standards of the Broward County Land Development Code.

STAFF RECOMMENDATIONS

NON-VEHICULAR ACCESS LINE REQUIREMENTS

It is the express intent of this non-vehicular access line to eliminate all proposed openings and existing driveways not specifically delineated in the following comments:

- 1 Along the ultimate right-of-way for State Road 7 except at 50-foot opening with centerline located approximately 132 feet south of the north plat limits.

This opening is restricted to right turns only.

ACCESS REQUIREMENTS

- 2 The minimum distance from the non-vehicular access line of State Road 7, at any ingress or egress driveway, to the outer edge of any interior service drive or parking space with direct access to such driveway shall be 25 feet.
- 3 For the two-way driveway that will be centered in a 50-foot opening: the minimum pavement width shall be 24 feet, the minimum entrance radii shall be 30 feet.

TRAFFICWAYS IMPROVEMENTS (Secure and Construct)

- 4 The removal of all existing driveways in locations not consistent with approved openings in the non-vehicular access line and the construction of curb, gutter, and sidewalk in these openings when necessary to complete the required improvement.
- 5 A two-way opening on State Road 7 at the 50-foot opening with centerline located approximately 132 feet south of the north plat limits.

SIDEWALK REQUIREMENTS (Secure and Construct)

- 6 Along State Road 7 and adjacent to this plat.

PAVEMENT MARKINGS AND SIGNS (Secure and Construct)

- 7 Construction of the required improvements shall include installation of signs and thermoplastic pavement markings. Pavement markings and signs shall be designed, fabricated, and installed in accordance with Traffic Engineering Division standards. The minimum security amount for pavement markings and signs is \$1,000.

IMPROVEMENT AGREEMENT AND SECURITY REQUIREMENTS

- 8 Section 5-184(d)(2) of the Broward County Land Development Code requires a recordable agreement for the required improvements. The owner of this plat shall enter into the standard Installation of Required Improvements Agreement (CAF#450) and submit it to the Highway Construction and Engineering Division for review and approval prior to plat recordation. The completion date for all required improvements listed as Exhibit "B" shall indicate completion prior to issuance of Certificates of Occupancy. Alternate phasing schedules must receive prior approval from the Highway Construction & Engineering Division. The use of a non-standard agreement will require independent approval by the County Commission.

The Installation of Required Improvements Agreement shall be secured by letter of credit, cash, lien, or other security acceptable to the County. Security instruments for all required improvements shall be submitted prior to NVAL Amendment Agreement recordation and/or commencement of construction. Security amounts shall be based upon the one of the following:

- a. Approved construction plans. When security is based on approved construction plans, the security will be calculated at one hundred (100%) percent of the cost of the improvements. Requirements for submitting construction plans are outlined below.
- b. Engineer's cost estimate. When security is based on an engineer's cost estimate, the security will be calculated at one hundred twenty-five (125%) percent of the cost of the improvements. Engineer's cost estimate(s) must be submitted for review by the Highway Construction and Engineering Division. Use of approved cost estimate forms is required. Payment of the applicable review fee is required pursuant to Chapter 38.8 of the Broward County Administrative Code.
- c. All forms are available on the Highway Construction & Engineering Division's web page at:
<http://www.broward.org/Publicworks/BCEngineering/Pages/Default.aspx>

IMPROVEMENT PLAN SUBMITTAL (Pre-construction and Security Release Requirements)

- 9 Construction plans for the required improvements (including pavement marking and signing plans) shall be submitted to Highway Construction and Engineering Division for review for conformance to Plat recommendations, and must be approved prior to the commencement of construction. Construction shall be subject to inspection and approval by the County.
- 10 Communication Conduit/Interconnect plans (3 sets and a cost estimate) shall be submitted to the Traffic Engineering Division. Any easements necessary for relocation and maintenance of the conduit must be provided and shown on the submitted plans. No security shall be released without field inspection and final approval of all materials, installations and locations by the Traffic Engineering Division.

GENERAL RECOMMENDATIONS

- 11 Distance and measurement recommendations contained in this report were based on the best information available at the time of review. County staff may approve minor adjustments based on verified field conditions or details provided in approved construction plans.
- 12 All construction must include all necessary transitions to existing pavement, the lengths of which shall be determined by the design speed of the roadway. All designs, construction, studies, etc., shall conform to the applicable sections of the following:
 - A) United States Department of Transportation: "Manual on Uniform Traffic Control Devices" (MUTCD).
 - 1) State of Florida Department of Transportation:
 - 2) "Roadway and Traffic Design Standards."
 - 3) "Standard Specifications."
 - 4) "FDOT Transit Facilities Guidelines."
 - B) Broward County: "Minimum Construction Standards for Roadways Under Broward County Jurisdiction" (Exhibit 25A of Section 25.1, Broward County Administrative Code).

In addition, all designs for construction shall be certified by a Professional Engineer, registered in the State of Florida, that they meet the standards included above.

All standard forms are available for downloading from the Highway Construction and Engineering Division's website:

<http://www.broward.org/Publicworks/BCEngineering/Pages/Default.aspx>.

- 13 This plat will not be recorded until all real estate taxes (including taxes for the current year and any delinquent taxes) for the property being platted have been paid as required by Florida Statutes Chapter 197.192. The applicant shall request a current tax letter be forwarded from the Revenue Collection Division to HCED Plat Section.

F.S. 177 PLAT REVIEW COMMENTS

The following comments note the corrections necessary for the plat mylar to comply with the requirements of Florida Statutes Chapter 177. If additional clarification is necessary, please contact Jason Espinosa at (954) 577-4593 or via email at JESPINOSA@BROWARD.ORG.

Please note that additional changes made to the plat mylar beyond this list of corrections may necessitate additional review time; delay recordation; and result in additional review fees.

All resubmittals shall include a paper copy of the plat with changes from the original plat review application highlighted.

14 SURVEY DATA

- A. The legal description in the title opinion or certificate shall match the legal description on the plat. The plat drawing shall follow the legal description.
 - 1. For clarity and simplicity in the MORE PARTICULARLY DESCRIBED AS paragraph in the description eliminate reference to documents recorded in separate instruments and right-of-way maps. Call out land corners or corners per previously recorded plats as a Point of Commencement (if applicable) and a Point of Beginning. Include calls to lot lines and corners of the abutting plat recorded in P.B. 114, PG. 14, B.C.R. to define the limits of this plat.
 - 2. Show a bearing on the north line of the underlying Tract 6 to correspond to the applicable call in the description.
- B. Verify the east – west location of the east line of the underlying Tract 6. Numerous older, adjacent plats indicate the Tract line is coincident with the north – south quarter-section line shown on the plat. Additionally, the underlying plat recorded in P.B. 2, PG. 26, D.C.R. does not show right-of-way abutting the east line of the underlying Tract 6. Review and revise, as necessary.
- C. Bearings and distances shall be on all lines.
- D. Grid bearings and State Plane Coordinates shall be on all P.R.M.s, plat corners and land ties in sections within Western Broward Resurveys.
- E. Plat boundary perimeter closure shall be within +/- 0.03 feet.

- F. The bearing reference line must be a well-established and monumented line. Depict said line with its monumentation and tie to the plat boundary. Insufficient monumentation is shown for the line called out. Review and revise, as necessary.
- G. P.R.M. coordinates shall be accurate within +/- 0.05 feet.
- H. Square footage shall be shown for each parcel. The total area shall be accurate to the nearest square foot.
- I. P.R.M.s shall be shown at every change of direction, not more than 1,400 feet apart, P.R.M.s shall be labeled "Found" or "Set".
- J. Show P.C.P.s as appropriate.
- K. Two land ties to two independent land corners or one land corner and one other recorded corner shall be shown. Show found monumentation at both corners.
- L. Identify the north and south endpoints of the 3210.61' distance dimension on the east line of the NW 1/4 of Section 36-50-41.
- M. Show any monumentation at the southeast corner of P.B. 143, PG. 36, B.C.R. depicted on the plat.
- N. The platting surveyor shall submit Certified Corner Records for section corners used in preparation of the plat to both the State and Broward County. County staff will confirm submittal to the State prior to plat recordation. For section corners which have Certified Corner Records on file, the surveyor shall submit an affidavit confirming that the Section corner was found to be substantially as described in the most recently available certified corner record. Standard affidavit forms are available at:
<http://www.broward.org/BCEngineering/Pages/PlatSectionForms.aspx>.
- O. The surveyor shall submit digital plat information (after all corrections are completed and Highway Construction & Engineering Division staff requests digital information).

15 RIGHT OF WAY DELINEATION AND DEDICATION LANGUAGE

- A. Dedication language shall clearly dedicate all right-of-way, specific purpose parcels and easements shown on the plat.
 - 1. The dedication language refers to Utility Easements, but none are shown on the plat. Review and revise as necessary
- B. Mortgagee dedication shall clearly join in the dedications on the plat.
- C. Proposed right-of-way shall be clearly labeled and dedicated by the plat.
- D. Depict the entire right-of-way width of State Road 7/U.S. 441 and S.W. 52nd Street adjacent to the plat. Label the right-of-way shown with all recorded instruments which establish public rights-of-way adjacent to this plat.
- E. Obtain and provide copy of the latest FDOT Right-of-Way map for State Road 7 adjacent to the plat. Add label for same indicating the State road designation, roadway section number, sheet number, and the latest date of revision.
- F. Centerlines of right-of-way and construction (if they are different), shall be shown.

- G. Verify the north – south location of S.W. 51st Street where it intersects State Road 7. Refer to the plats recorded in P.B. 21, PG. 48, B.C.R. and P.B. 114, PG. 14, B.C.R. Review and revise, as necessary.
- H. Existing canals shall be identified by instrument.
- I. All proposed easements shall be clearly labeled and dimensioned. Utility easements should be granted to the public (or to the Town – but not to any specific utility company). Utility easements created by the plat should NOT be located within any road right-of-way.

16 TITLE CERTIFICATION AND DEDICATION SIGNATURE BLOCKS

The title shall be updated for review of any agreements and the recordation process. Standard format for Title Certificates, Opinions of Title, the Adjacent Right-of-way Report, and a Guide to Search Limits of Easements and Right-of-way may be obtained by contacting the Highway Construction & Engineering Division or by visiting our web site: <http://www.broward.org/BCEngineering/Pages/PlatSectionForms.aspx>

17 DRAFTING AND MISCELLANEOUS DATA

- A. Address any undefined abbreviations or symbols used on the plat or added during revision. Remove any abbreviations and symbols from the Legend that do not appear on the plat. Add any missing abbreviations and symbols to the Legend that appear on the plat or are added during revisions.
- B. Location Map and Scale (Depicting 2 major street names; one North/South and one East/West) shall be shown.
 - 1. Identify the parcel shown on the Location Map as “THIS PLAT”.
 - 2. Show a North arrow on the Location Map.
- C. Adjacent plats shall be identified or unplatted parcels shall be identified as “Acreage.”

Review the depiction of the Blocks in P.B. 21, PG. 48, B.C.R., east of U.S. 441, and revise, as necessary.
- D. Plat limits shall be labeled and shown with a heavy line.
- E. Tabular data shall be verified.
- F. Lettering on the plat shall be no smaller than 0.10" (10-point font).
- G. No text on the plat drawing should be obstructed or overlapped by lines or other text.
- H. Remove duplicate text where applicable.

18 SIGNATURE BLOCKS

- A. The Surveyor's Certification shall be signed and the plat sealed by professional surveyor and mapper, and state that the plat was prepared under his or her direction and supervision, and complies with all of the survey requirements of FS Chapter 177. The printed name and registration number of the professional

surveyor and mapper shall appear directly below the Surveyor's Certificate, along with the printed name, address, and certificate of authorization number of the legal entity.

1. Fill in the date the PRM's were set.
- B. If applicable, the plat shall include space for approval of Drainage District, City, special improvement district, or taxing district (including space for seals). The language preceding the designated municipal official's signature on the plat drawing shall include the following wording:

"Concurrency/impact fees for the construction, expansion, and/or conversion of a building within this plat shall be paid on the date of building permit issuance"

- 19 HIGHWAY CONSTRUCTION & ENGINEERING DIVISION INTERNAL PROCEDURES
(These items are required for plat recordation but are completed by County staff)
- A. Planning Council Executive Director or Designee Signature
 - B. Completion of all POSSE Inputs; Impact Fee and Security reports printed
 - C. County Surveyor Signature
 - D. PRM's Verified
 - E. Development Order, Planning & Development Management Division Director Signature
 - F. Highway Construction and Engineering Director Signature
 - G. City/District scanned copy of mylar, as required.