



Public Works Department

**HIGHWAY CONSTRUCTION AND ENGINEERING DIVISION**

1 N. University Drive, Box B300, Plantation, Florida 33324-2038 • 954-577-4555 • FAX 954-357-5715

**M E M O R A N D U M**

DATE: March 16, 2021

TO: Josie Sesodia, Director  
Planning and Development Management Division

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

Noemi Hew, Planner  
Transportation Department, Service Development

SUBJECT: Application for New Plat – Letter to Proceed  
Vista Gardens Ballroom (020-MP-19)

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 COMMENT

### 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 Hillsboro Boulevard except at 50-foot opening with centerline located approximately 30 feet west of the east plat limit.

This opening is restricted to right turns only.

#### ACCESS REQUIREMENTS

- 2 The minimum distance from the non-vehicular access line of Hillsboro Boulevard, 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 50 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 driveway centered in the 50-foot opening on Hillsboro Boulevard and located approximately 45 feet west of the east plat limit with a minimum pavement width of 24 feet and a minimum entrance radius of 30 feet.

#### SIDEWALK REQUIREMENTS (Secure and Construct)

- 6 Along Hillsboro Boulevard 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](mailto: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. Verify the north – south dimension of the underlying TRACT 3 in BLOCK 85 per P.B. 2, PG. 45, P.B.C.R. The plats recorded in P.B. 160, PG. 15, B.C.R.; P.B. 164, PG. 45, B.C.R. and P.B. 174, PG. 18, B.C.R. east and west of this plat appear to indicate the north – south dimension of the Tract is 660.5' +/- . The sum of the north – south dimensions shown on this plat ( $315.91' + 60' + 280' = 655.91$ ) differs from that. Review and revise as necessary.
  - 2. Verify the north – south location of the south plat boundary line. The description calls for the line to be 60 feet north of the south line of TRACT 3. The south line of the plat as shown on the drawing appears to be 64 feet north of the Tract line. Review and revise as necessary.
  - 3. Revise the line weight and PLAT LIMIT label on the south plat boundary as necessary, based on the above comment.
  - 4. Review the labels on the east and west plat boundary lines and revise as necessary.
  - 5. For clarity, consider adding labels to the east and west plat boundary lines to indicate they are coincident with the boundary lines of the east and west abutting plats.
- B. Revise the bearings on the plat boundary to run all in a clockwise or counterclockwise direction.
- C. Provide closures, with areas, of the plat boundary and parcels created by the plat.
- D. Square footage shall be shown for each parcel. The total acreage shall be accurate to the nearest square foot.
- E. Full dimensioning and square footage shall be shown on all dedicated RIGHT-OF-WAY.
- F. The Fnd Nails & Discs adjacent to the southeast and southwest corners of the plat do not qualify as PRMs as defined in Florida Statutes, Chapter 177.031(15). Review and revise as necessary.
- G. 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.
- H. The Survey provided with the initial submittal of the plat does not meet the standards outlined in Broward County Land Development Code Sec. 5-189(b)(4). Review and revise as necessary. Provide a revised survey prior to plat recordation.

- I. 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>.
- J. The surveyor shall submit digital plat information (after all corrections are completed and Highway Construction & Engineering Division staff requests digital information).
- K. 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.

## 15 RIGHT OF WAY DELINEATION AND DEDICATION LANGUAGE

- A. Dedication language shall clearly dedicate all right-of-way and easements shown on the plat.
  - 1. The dedication block on the plat is dedicating Right of Way and Utility Easements however none are shown on the plat. review and revise the dedication block.
- B. Mortgagee dedication shall clearly join in the dedication of right-of-way.
  - 1. Remove the portion of the mortgagee dedication which states: Provided, that nothing hereon shall be deemed to constitute a waiver of any rights reserved or granted to the Mortgagee (or similarly situated parties) in said instruments.
- C. Depict the entire right-of-way width of W. Hillsboro Boulevard/State Road 810 adjacent to the plat. Label the right-of-way shown with all recorded instruments which establish public rights-of-way adjacent to this plat.
- D. Illustrate the north – south relationship of the south line of the underlying TRACT 3 and the centerline of construction of State Road 810. The plats recorded in P.B. 148, PG. 10, B.C.R. and P.B. 176, PG. 123, B.C.R. appear to indicate that they are not coincident. Review and revise as necessary.
- E. Obtain and provide copy of the latest FDOT Right-of-Way map for State Road 810 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. Reconcile the north – south location of the south plat boundary line/north right-of-way line of State Road 810. The F.D.O.T Right-of-Way map Section 86120-2508 shows the north right-of-way line as being 64 feet north of the centerline of construction. Review and revise as necessary.

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. Show the Section, Township and Range in which the plat is located, in the plat subtitle.

18 SIGNATURE BLOCKS

- A. The plat shall include space for signature by the Highway Construction and Engineering Director and Surveyor indicating that the plat has been reviewed for conformity with Chapter 177, Florida Statutes.
  - 1. Remove the reference to PART 1 in the signature block.

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.