



Public Works Department

**HIGHWAY CONSTRUCTION AND ENGINEERING DIVISION**

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

DATE: July 29, 2022

TO: Josie Sesodia, Director  
Urban Planning 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  
Peaceful Center (008-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 COMMENT

- 1 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.

## 2 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. There are bearings and distances in the legal description that do not match the plat. review and revise as necessary
  2. On the plat drawing, show the distance dimension from the Point of Commencement, along the north line of Tract 2 to the northerly extension of Parcel 2, as called out in the description.
  3. Revise the labels on the south and east plat boundary lines so that they correspond to the description.
  4. For simplicity and clarity, add a "more particularly described as follows" metes and bounds description of the plat boundary.
  5. Recommend using one of the found section corners as the Point of Commencement for the metes and bounds description.
- B. Bearings and distances shall be on all lines.
- C. Show radial bearings where lines intersect non-tangent curves.
- D. Grid bearings or azimuths 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. P.R.M. coordinates shall be accurate within +/- 0.05 feet.
- G. Square footage shall be shown for each parcel. The total area shall be accurate to the nearest square foot.

- H. Provide closure reports, with areas, of the plat boundary and parcels created by the plat.
- I. Bearings, angles, and dimensioning shall be shown for each lot or parcel. Curvilinear lot lines shall show the radii, arc distances, and central angles. Radial lines will be so designated.
- J. 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".
  - 1. Show PRM to PRM Labels where applicable.
- K. Show P.C.P.s as appropriate.
- L. 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>.
- M. The surveyor shall submit digital plat information (after all corrections are completed and Highway Construction & Engineering Division staff requests digital information).

### 3 RIGHT OF WAY DELINEATION AND DEDICATION LANGUAGE

- A. Dedication language shall clearly dedicate all right-of-way, specific purpose parcels and easements created by the plat.
  - 1. The dedication blocks for Parcel B and Parcel 2 seem to be dedicating the same easements. Remove the Dedication for Parcel 2 as this info is already dedicated in Parcel B dedication. Revise the plat drawing to remove reference to Parcel 2.
  - 2. Remove the sentence which refers to folio numbers in the dedication block for Parcel B
  - 3. Provide confirmation of the creation of the Homeowner's Association (Cypress Bend LLC Homeowners Association) referenced in the Dedication.
- B. 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.

#### 4 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>

#### 5 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. Increase the size of the detail shown in the location sketch.
- C. Adjacent plats shall be identified or unplatted parcels shall be identified as "Acreage."
  - 1. Remove "Acreage" from the identifications of the parcels east, west, and south of the plat. also correct the Township and Range for the identification of the parcel to the west of the plat.
- D. No text on the plat drawing should be obstructed or overlapped by lines or other text.
- E. For clarity, show the linework for parcel and lot boundary lines slightly darker and thicker than linework for easements.
- F. Lettering on the plat shall be no smaller than 0.10" (10-point font).
- G. Correct the spelling of "TOWNSHIP" in the title block on page one of the plat mylar.
- H. Add an 's to the underlying plat name in the title block so that it read "NEWMAN'S"
- I. Correct the spelling of Datum in Notes #2, also remove the word vertical.

#### 6 SIGNATURE BLOCKS

- A. The plat shall include space for signature by the **Broward County Environmental Protection and Growth Management Department**.
  - 1. Revise this title block to read Broward County Resilient Environment Department.
- 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:

1. Revise the note to read:

"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"

7 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, Urban Planning Division Director Signature
- F. Highway Construction and Engineering Director Signature