Public Works Department
HIGHWAY CONSTRUCTION AND ENGINEERING DIVISION
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M E M O R A N D U M

DATE: May 15, 2025

TO: Josie Sesodia, Director
Urban Planning Division

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

SUBJECT: Application for New Plat – Letter to Proceed
Saltgrass (022-MP-24)

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.

The applicant requested to forgo the F.S. 177 review at this time. No modifications to the F.S. 177 comments were made to this memorandum.

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

GENERAL RECOMMENDATIONS

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.

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. The legal description on the opinion of Title doesn't match the legal description on the plat.
    2. Delete "and a radial line that bears N51°03'00"W, located at the south existing R/W line of Heron Run Drive.
    3. Review the last two curve on Sheet 6 of 6, this point is a Reverse curvature or NOT tangent curve.
B. Perimeter bearings, distances shall be on all lines.
C. Grid bearings or azimuths and State Plane Coordinates shall be on all P.R.M.s and land ties in resurveyed sections.
D. Plat boundary perimeter closure shall be within +/-.03 feet
E. Land corner coordinates shall be verified with resurvey.
F. P.R.M. coordinates shall be accurate within +/-.05 feet. (Resurvey sections).
G. Square footage shall be shown for each parcel. The total acreage shall be accurate to the nearest square foot.
H. Full dimensioning and square footage shall be shown on all dedicated RIGHT-OF-WAY.

I. P.R.M.s shall be shown at every change of direction, not more than 1,400 feet apart, with a minimum of 4 indicated. P.R.M.s shall be labeled ”Found” or ”Set”. P.C.P.s as appropriate.
J. 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. Show found monumentation on the line.
K. Two land ties to two independent land corners or one land corner and one other recorded corner shall be shown. Show found monumentation.
L. The boundary survey submitted with this plat shall be performed and prepared under the responsible direction and supervision of a professional surveyor and mapper preceding the initial submittal of the plat to the local governing body. This subsection does not restrict a legal entity from employing one professional surveyor and mapper to perform and prepare the boundary survey and another professional surveyor and mapper to prepare the plat.
    1. Review and revise the drawing of the Location Map on the survey as it does not match the perimeter of the Plat.
M. 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.
N. 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 and easements shown on the plat.
    1. There are 2 different homeowners’ associations listed in the dedication. Review and revise.
B. Mortgagee dedication shall clearly join in the dedication of right-of-way.
C. Proposed right-of-way shall be clearly labeled and dedicated by the plat.
D. Existing right-of-way shall be identified and verified by instrument.
E. Centerlines of right-of-way and construction (if they are different), shall be shown.
F. Existing canals shall be identified by instrument.
G. All proposed easements shall be clearly labeled and dimensioned. Utility easements should be granted to the public (or to the City/Town – but not to any specific utility company). Utility easements created by the plat should NOT be located within any road right-of-way.

H. All existing easements shall be clearly labeled and dimensioned.

4 TITLE CERTIFICATION AND DEDICATION SIGNATURE BLOCKS

A. Plat review service charge form, review fee, and one copy of the plat with all changes from the original plat review application highlighted. The original plat mylar shall be submitted to the Highway Construction and Engineering Division accompanied by an original title certificate or an attorney's opinion of title which shall:

1) be based upon a legal description that matches the plat.
2) be based upon a search of the public records within forty-five (45) days of submittal.
3) contain the names of all owners of record.
4) contain the names of all mortgage holders of record and if there are no mortgages, it shall so state.
5) contain a listing of all easements and rights-of-ways of record lying within the plat boundaries.
6) contain a listing of all easements and rights-of-ways which abut the plat boundaries and are necessary for legal access to the plat, and if there are none it shall so state.

The title certificate or an attorney's opinion of title shall be updated to reflect a comprehensive search of the Public Records within 30 days prior to plat recordation. If the updated title shows any change to property ownership, then a new dedication on the plat mylar shall be executed by the new owner(s) with the proper acknowledgements. If the updated title shows any changes to or additional mortgage holders, then a new Mortgagee consent shall be executed with the proper acknowledgements.

B. The Dedication on the original mylar shall be executed by all record owners with original signatures. For property owned by an individual (or by individuals), the plat shall be executed in the presence of two witnesses for each signature. Property owned by corporations shall be executed by at least one of the following officers: the President, Vice President, or Chief Executive Officer together with either (i) two witnesses or (ii) the Corporate Seal. A plat which has been executed by any officer other than the President, Vice President, or Chief Executive Officer shall also provide documentation authorizing the individual(s) who executed the plat. The officers executing a plat shall be verified through the Florida Department of State, or by the applicant providing corporate documentation. Persons executing plats owned by a partnership or a trust shall provide documentation clearly demonstrating their authority to execute on behalf of the partnership or trust.

1. The owner listed on the plat does not match the owner listed on the opinion of title. Review and revise

C. All mortgagees shall execute the plat with original signatures, seals, and witnesses.
D. Acknowledgments and seals are required for each signature.

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. The “NOTICE” requirement re: graphic vs. digital format and “additional restrictions that are not recorded on this plat” per 177.091(27) shall be included.
C. The Utility Easement Note per FS 177.091(28) shall be included.
D. Plat borders shall be 1/2-inch on three sides with a 3-inch margin on the left side.
E. Location Map and Scale (Depicting 2 major street names; one North/South and one East/West) shall be shown.
F. The plat original shall be drawn with black permanent drawing ink; or nonadhered scaled print on a stable base film.
G. The sheet size shall be 24 inches by 36 inches.
H. North Arrow(s) shall be shown on each drawing page.
I. Adjacent plats shall be identified or identified as “Acreage.”
J. Lot, Block, Tract, or Parcel #s or letters shall be shown.
K. Space for Plat Book and Page shall be shown inside the border in the upper right hand corner on each page.
L. Plat limits shall be labeled and shown with a heavy line.
M. The Urban Planning Division file number 022-MP-24 shall be shown inside the border in the lower right hand corner on each page.
N. Tabular data shall be verified.
O. Lettering on the plat shall be no smaller than 0.10" (10-point font).
P. Review text cut-off (Heron Bay…) at Sheet 6 of 6
Q. Review this point is a Reverse curvature or NOT tangent curve at Sheet 6 of 6
R. Delete where applicable the label (Published coordinates PB.169-105) and show the information found and replaced and SET PRM.

6 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, if any. A professional surveyor and mapper practicing independently of a legal entity shall include his or her address.

B. 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, Part 1, Florida Statutes.
C. The plat shall include space for signature by the **Broward County Resilient Environment Department**.
D. Remove the signature block for the Broward County Finance and Administrative Services Department, County Records Division-Recording Section.
E. The plat shall include space for signature by Records Division - Minutes Section (County Commission).
    1. Remove Bertha Henry's info and Deputy signature line from this signature block.
F. The plat shall include space for signature by Planning Council Chair and Executive Director.
G. 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"

H. The plat shall include proper dates for signatures.
I. The original plat mylar shall be submitted to the Highway Construction and Engineering Division accompanied by a copy of City (or Town) conditions of approval. (Agenda Report or Resolution listing all of the conditions of municipal plat approval.)

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
G. City/District scanned copy of mylar, as required.