



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

MEMORANDUM

DATE: December 11, 2024

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
1001 Sub (028-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.

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.

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. Review the following call in the legal "RADIUS OF 2212.66 FEET" as it is different on the drawing. Revise the legal and or the plat accordingly.
- B. Perimeter bearings, distances shall be on all lines.
- C. Square footage shall be shown for each parcel. The total acreage shall be accurate to the nearest square foot.
- D. 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.
- E. Full dimensioning and square footage shall be shown on all dedicated RIGHT-OF-WAY.
- F. 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.
- G. Two land ties to two independent land corners or one land corner and one other recorded corner shall be shown.
- H. 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.

- 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 platting surveyor shall submit a Surveyor's affidavit for found monuments used in preparation of the Plat.
- K. 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.
- 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. 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.
- F. All existing easements shall be clearly labeled and dimensioned.
- G. Any existing easements, located within a parcel of land being dedicated on the plat as right-of-way, shall be vacated, subordinated, or subjugated to the county's interests.

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 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>

- 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.
- 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. Plat borders shall be 1/2-inch on three sides with a 3-inch margin on the left side.
- C. Location Map and Scale (Depicting 2 major street names; one North/South and one East/West) shall be shown.
- D. The plat shall be prepared by a professional surveyor and mapper with the name of the professional surveyor and mapper or legal entity, along with the street and mailing address, shall be shown on each sheet included.

- E. The plat original shall be drawn with black permanent drawing ink; or nonadhered scaled print on a stable base film.
- F. The sheet size shall be 24 inches by 36 inches.
- G. Adjacent plats shall be identified or identified as "Acreage."
- H. Plat limits shall be labeled and shown with a heavy line.
- I. The Urban Planning Division file number 028-MP-24 shall be shown inside the border in the lower right hand corner on each page.
- J. Tabular data shall be verified.
- K. Lettering on the plat shall be no smaller than 0.10" (10-point font).

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. The plat shall include space for signature by Records Division - Minutes Section (County Commission).
- E. The plat shall include space for signature by Planning Council Chair and Executive Director.
- F. 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"
- G. The plat shall include proper dates for signatures.
- H. 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.