



Resilient Environment Department  
**URBAN PLANNING DIVISION**  
1 N. University Drive, Box 102A · Plantation, FL 33324 · T: 954-357-6634 · F: 954-357-6521  
Broward.org/Planning

## DELEGATION REQUEST.....BROWARD COUNTY

Please fill out this form and return to:		
<p>You will be contacted promptly with an appearance date. If you have printed material you want the Commission to receive in regard to your appearance, please enclose it when you return this form. Do not wait until the day of your appearance to distribute it. Thank you for your cooperation.</p>		
Plat Name		
Plat Number		
Plat Book & Page		
Name of Delegation or Group		Date of Request
Name of Person Representing Group		Phone Number
Address		
Subject You Wish to Discuss		
Explanatory Comments		
Have you ever contacted anyone in county government in regard to this subject? YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, who?	
	When?	
	What was the result?	
Approximate Time You Will Need	How Many Persons Will Appear with Your Group?	Are Materials Attached for the Commission's Review?
<b>To be completed by the Administrator's Office only</b>	Date Delegation Scheduled to Appear	Delegation Notified

**SEE REVERSE SIDE FOR SUBMISSION REQUIREMENTS**

## Submission Requirements for Delegation Requests

### **OBTAIN BUILDING PERMITS PRIOR TO PLAT RECORDATION AFTER FINAL PLAT APPROVAL**

1. For Municipal Plats - One original agreement executed by the city, the developer, and the mortgagee. For Unincorporated Plats - One original agreement executed by the developer and the mortgagee. Form agreements are available at the Urban Planning Division.

The following are additional submission requirements:

- OPINION OF TITLE/TITLE CERTIFICATE - rendered within the last thirty (30) days to ensure all necessary individuals or legal entities with a property interest, including mortgagee, execute the agreement. (A warranty deed may be accepted for requests for one (1) single family residence).
- CORPORATE RESOLUTION/PARTNERSHIP AGREEMENT - granting authority to execute agreement, if applicable.
- CORPORATE SEAL - if executing party is a corporation.
- Please note: Request cannot be scheduled until the executed agreement is approved by the County Attorney.

2. Three (3) folded copies of a site plan drawn to scale, showing the following: Location of buildings, driveways with connection to dedicated rights-of-way, parking spaces and a legal description.
3. A check payable to the Broward County Board of County Commissioners for the applicable application fees based upon the published fee schedule.

### **AGREEMENT IN LIEU OF IMPACT FEES**

1. A fully executed original agreement.
2. OPINION OF TITLE/TITLE CERTIFICATE rendered within the last thirty (30) days to ensure all necessary individuals or legal entities with a property interest, including mortgagee, execute the agreement.
3. CORPORATE RESOLUTION/PARTNERSHIP AGREEMENT - granting authority to execute agreement, if applicable
4. CORPORATE SEAL - if executing party is a corporation.

Please note: Request cannot be scheduled until the executed agreement is approved by the County Attorney.

5. A check payable to the Broward County Board of County Commissioners for the applicable application fees based upon the published fee schedule.

### **OTHER REQUESTS**

Please contact Urban Planning Division staff. Customer service hours are 7:30am to 4:00pm, Monday through Friday, except designated holidays. Email PDMDinfo@broward.org or call 954-357-6666, opt 2.

### **NOTE: REQUESTS WILL NOT BE ACCEPTED UNLESS ALL SUBMISSION REQUIREMENTS ARE INCLUDED.**

- Requests will be placed on the County Commission Meeting Agenda in accordance with the published schedule available at the Urban Planning Division.
- Additional information/documentation may be required depending upon unique circumstances.
- Applicants will be required to pay applicable charges for recording documents, after the request is approved by the County Commission.

### **For Office Use Only**

Time	Application Date	Acceptance Date
Fee	Comments Due	CC Meeting Date
<input type="checkbox"/> Site Plans/Drawings <input type="checkbox"/> Agreements <input type="checkbox"/> Other:		
Adjacent City or Cities		
Title of Request		
Received By		