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

DATE: April 21, 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
Florida Indoor Racquet Club (010-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 has submitted a traffic study analyzing the traffic impacts of the development proposed for this plat. Staff of the Public Works Department have determined that the traffic study demonstrates that based upon the volume of traffic accessing the site from the proposed 50-foot opening on Atlantic Boulevard the absence of a right turn lane will not adversely affect traffic conditions. This determination provides the basis for the County Commission to waive the right turn lane construction requirements pursuant to Section 5-182.5 of the Broward County Land Development Code.

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 Atlantic Boulevard except at 50-foot opening with centerline located approximately 410 feet west of the east plat limits.

2 This opening is restricted to right turns only.

ACCESS REQUIREMENTS

3 The minimum distance from the non-vehicular access line of Atlantic Boulevard, at any driveway, to the outer edge of any interior service drive or parking space with direct access to such driveway shall be 25 feet.

4 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 radius shall be 30 feet.

TRAFFICWAYS IMPROVEMENTS (Secure and Construct)

5 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.

TURN LANE IMPROVEMENTS (Secure and Construct)

6 Eastbound right turn lane on Atlantic Boulevard at the 50-foot opening with 135 feet of storage and 50 feet of transition.

***** Recommended for Waiver by the Board of County Commissioners *****

SIDEWALK REQUIREMENTS (Secure and Construct)

7 Along Atlantic Boulevard adjacent to this plat.

PAVEMENT MARKINGS AND SIGNS (Secure and Construct)

8 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

9 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 (BCF#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)

10 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.

11 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

12 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.

13 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.

14 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.

15 SURVEY DATA

A. Depict the Recorded documents where a portion of Canal-14 R/W were transferred. These two portions of land appear on the Plat as utility easements.
    1. The document (Instr# 120941772) listed on the drawing does not exist. Submit the correct document for review and depict on the plat.
B. Square footage shall be shown for each parcel. The total acreage shall be accurate to the nearest square foot.
C. 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.
    2. The submitted survey shows found monumentation for many PRM corners while the plat shows set monumentation for PRM's. review and revise.
D. Two land ties to two independent land corners or one land corner and one other recorded corner shall be shown. Show found monumentation.
E. 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.

F. 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. Depict in the Survey the location of Government Lots 4 and 5.

G. 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.

H. The surveyor shall submit digital plat information (after all corrections are completed and Highway Construction & Engineering Division staff requests digital information).

16 RIGHT OF WAY DELINEATION AND DEDICATION LANGUAGE

A. Dedication language shall clearly dedicate all right-of-way and easements shown on the plat.
B. Existing right-of-way shall be identified and verified by instrument.
C. Centerlines of right-of-way and construction (if they are different) shall be shown.
D. 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.
E. All existing easements shall be clearly labeled and dimensioned.

17 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

18 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. Adjacent plats shall be identified or identified as “Acreage.”
    1. Revise the identification for “Residences at Palm Aire” to remove the extra page numbers. Only list the Plat Book and first page of the plat (PB 181 PG 178). This also applies to the identification of the NVAL.

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, Urban Planning Division Director Signature
F. Highway Construction and Engineering Director Signature
G. City/District scanned copy of mylar, as required.