



Public Works Department

HIGHWAY CONSTRUCTION AND ENGINEERING DIVISION

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M E M O R A N D U M

DATE: May 20, 2025

TO: Josie Sesodia, Director
Urban Planning Division

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

Jason McKoy, Staff Engineer
Capital Programs Division, Broward County Transportation Department

SUBJECT: Application for New Plat – Letter to Proceed
Solterra (008-MP-24)

The Highway Construction and Engineering Division, Traffic Engineering, and the Transportation Department, Transit Division have reviewed the application for a project update sheet for a new plat. Our review included the information contained in the previous and current 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 RECOMMENDATIONS

ACCESS EASEMENT REQUIREMENTS

- 1 The current plat submittal includes a parcel, completely encompassed within the proposed plat boundary and labeled as not to be included in the plat. The newly created "lessed out" parcel requires vehicular access to the public roadway system. Provide a minimum 24-foot-wide ingress/egress easement from the public roadway system to the newly created residual parcel. Evidence shall be provided that the location of the proposed access is acceptable to the owner of the parcel. If the parcel is to be granted, dedicated, or ownership is otherwise to change, acceptability of the location shall be witnessed by the proposed owner. Any proposed modifications are subject to the review and approval of the Highway Construction and Engineering Division prior to plat recordation.
- 2 The aforementioned easements shall be noted within the dedications portion of the plat.

GENERAL RECOMMENDATIONS

- 3 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.

4 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. Cross out the Legal Description (Per Title Commitment) on page 1 since the Legal Description (More Particularly Described As) on page 3 which includes the less out for the conservation parcel is now the correct representation of the plat.
 - 2. Add a note on page one that states, "See Page 3 for Legal Description".
- B. Plat boundary perimeter closure shall be within +/- .03 feet.
 - 1. Send Roberto Chavez the CAD file, only the lines without text of the Plat's perimeter closure for review.
- C. Land corner coordinates shall be verified with resurvey.
- D. P.R.M. coordinates shall be accurate within +/- .05 feet. (Resurvey sections).
- E. Square footage shall be shown for each parcel. The total acreage shall be accurate to the nearest square foot.
- F. 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.
 - 1. Insufficient monumentation is shown for the line called out. Needs to be found monumentation not set monumentation. Revise the plat and Surveyor's Note Number 5.
- G. 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. Revise in the Survey the gap between V-4 & V-5, also the Block number in this area is 1 instead of Block 4.
- H. 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>.
 - 1. The submitted CCR's are not signed and sealed. Submit signed & sealed CCR's
- I. The surveyor shall submit digital plat information (after all corrections are completed and Highway Construction & Engineering Division staff requests digital information).

5 RIGHT OF WAY DELINEATION AND DEDICATION LANGUAGE

- A. All existing easements shall be clearly labeled and dimensioned.
 - 1. On page 8 completely delineate the 5' Bell Telephone easement per O.R.B. 22767 PG. 583 B.C.R.

6 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>

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