



Public Works Department

**HIGHWAY CONSTRUCTION AND ENGINEERING DIVISION**

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## MEMORANDUM

DATE: July 9, 2025

TO: Darby Delsalle, Director  
Urban Planning Division

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

SUBJECT: Application for New Plat -LTP  
Shotgun Road Subdivision (029-MP-23)

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 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 I-75 or any Florida Department of Transportation owned parcels.

### GENERAL RECOMMENDATIONS

- 2 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.
- 3 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>.

- 4 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](mailto: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.

## 5 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.
- B. Grid bearings and State Plane Coordinates shall be on all P.R.M.s and land ties in resurveyed sections.
- C. Plat boundary perimeter closure shall be within +/-0.03 feet.
- D. Land corner coordinates shall be verified with resurvey.
  - 1. Review coordinates of W 1/4 Corner of Section 16-50-40
- E. P.R.M. coordinates shall be accurate within +/-0.05 feet. (Resurvey sections).
- F. Square footage shall be shown for each parcel. The total acreage shall be accurate to the nearest square foot.
- G. Review and revise the inconsistencies between the Boundary Survey and the Plat, in bearings and monuments, for example, in the Survey a few monuments appear as SET and, in the Plat, these appear as FOUND.
- H. Submit all the information found about the points around the Point of Beginning that proves or supports its use by occupation. Contact Plat Section Surveyor (954 577-4606) to discuss.
- I. 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.
- J. Full dimensioning and square footage shall be shown on all dedicated RIGHT-OF-WAY.
- K. 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.
- L. Two land ties to two independent land corners or one land corner and one other recorded corner shall be shown.
- M. 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.

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

## 6 RIGHT OF WAY DELINEATION AND DEDICATION LANGUAGE

- A. Dedication language shall clearly dedicate all right-of-way and easements shown on the plat.
  - 1. Provide confirmation of the creation of the Homeowner's Association (Shotgun Homeowners Association, Inc.) referenced in the Dedication.
- 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. 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.
- G. All existing easements shall be clearly labeled and dimensioned.
  - 2. The FPL Easement per ORB 10002 Pg 211 is "labeled to be vacated" Submit the recorded document vacating this easement and remove this easement from the plat.

## 7 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>

## 8 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.
  - 1.- Add symbology for Found monuments.

9 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.