



Public Works Department

**HIGHWAY CONSTRUCTION AND ENGINEERING DIVISION**

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**M E M O R A N D U M**

DATE: February 25, 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  
CENTRUM DEERFIELD BEACH (010-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 COMMENT

- 1 Prior to plat recordation, a letter from Palm Beach County mass transit system (provider for this site) indicating the proposed easement is sufficient. Additional comments and/or recommendations may result in additional information.

## RATIONAL NEXUS REVIEW

- 2 This plat has been evaluated by staff for the relationship between the impact of the proposed development and the right-of-way dedications required by the Broward County Land Development Code. Staff has made a finding that the proposed development meets the threshold for rational nexus and this report includes right-of-way dedication requirements.

## 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:

- 3 Along the ultimate right-of-way for Federal Highway except at 40-foot opening with centerline located approximately 356 feet north of the end of the corner chord at NE 2<sup>nd</sup> Street. Said non-access line will include corner chord(s) and extend along both, NE 2<sup>nd</sup> Street and NE 4<sup>th</sup> Street for a minimum of 100 feet.

This opening is restricted to right turns and left turn in only.

### RIGHT-OF-WAY REQUIREMENTS (Dedicate)

- 4 Right-of-way for a corner chord based on a 30-foot radius at the intersection of Federal Highway and NE 4<sup>th</sup> Street.
- 5 Right-of-way for corner chords based on a 30-foot radius at the intersection of Federal Highway and NE 2<sup>nd</sup> Street.

### ACCESS REQUIREMENTS

- 6 The minimum distance from the non-vehicular access line of Federal Highway, at any driveway, to the outer edge of any interior service drive or parking space with direct access to such driveway shall be 50 feet. Provide a revised site plan showing this dimension.
- 7 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 radii shall be 30 feet.

TRAFFICWAYS IMPROVEMENTS (Secure and Construct)

- 8 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)

- 9 Northbound left turn lane on Federal Highway at the 40-foot opening with 200 feet of storage and 50 feet of transition.

SIDEWALK REQUIREMENTS (Secure and Construct)

- 10 Along Federal Highway adjacent to this plat.

SIGNALIZATION IMPROVEMENTS (Secure Construction)

- 11 Any necessary modifications to the existing traffic signal at the intersection of Federal Highway and NE 2<sup>nd</sup> Street to provide for the required improvements.

PAVEMENT MARKINGS AND SIGNS (Secure and Construct)

- 12 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

- 13 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)

- 14 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.

#### GENERAL RECOMMENDATIONS

- 15 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.
- 16 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>.

- 17 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.

#### 18 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. On the plat drawing, show labels on all applicable lot corners and lot/block lines that correspond to calls in the description.
- B. Square footage shall be shown for each parcel. The total area shall be accurate to the nearest square foot.
- C. Full dimensioning and square footage shall be shown on all right-of-way created by this plat.
- D. Review the bearing along the north line of Parcel R/W 4 and revise as necessary.
- E. Permanent Reference Monuments (P.R.M.s) shall be shown at every change of direction, not more than 1,400 feet apart P.R.M.s shall be labeled as "Found" or "Set".

- F. Add labels (TOTAL and/or PRM TO PRM) where applicable.
- G. Two land ties to two independent land corners or one land corner and one other recorded corner shall be shown. Show found monumentation at both corners.
- 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>.
- I. The surveyor shall submit digital plat information (after all corrections are completed and Highway Construction & Engineering Division staff requests digital information).
- J. Explain why the distance from SW corner of SE 1/4 of Sec. 31-47-43 to Centerline of construction of SR-5/US-1 is short by 1.57' vs the distance depicted on the Right-of-Way (R/W) Map along south line of Sec.31-47-43 (NE 2nd St).

## 19 RIGHT OF WAY DELINEATION AND DEDICATION LANGUAGE

- A. Proposed right-of-way shall be clearly labeled and dedicated by the plat.
- B. Correct the plat book number for the right of way dedicated by Plat Book 38 Pg 45 along NE 9<sup>th</sup> Avenue south of NE 2<sup>nd</sup> Street.
- C. Add label for R/W per P.B. 39, PG. 14 at NE 4<sup>th</sup> St and NE 9<sup>th</sup> Ave just north of Lot 1, Block 3.
- D. Obtain and provide copy of the latest Florida Department of Transportation (FDOT) Right-of-Way map for Federal Highway adjacent to the plat. Add label for same indicating the State Road designation, roadway section number, sheet number, and the latest date of revision.
- 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 but not to any specific utility company). Utility easements created by the plat should NOT be located within any road right-of-way.
- G. Depict and label with type, width, and recording information for any applicable existing easements within the plat as identified in the title work or provide evidence of their release/vacation.
  - 1. Review ORB 3212 Page 274 and revise the plat as necessary.

20 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>

21 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. Review and revise the label of 6' U.E. (P.B. 39, PG. 14) at Lot 1, Block 5 it should be P.B. 38, PG. 45.
- C. Review the dash line crossing the corridor R/W of NE 2<sup>nd</sup> St.
- D. Adjacent plats shall be identified or identified as "Acreage."
  - 1. Review and revise the name and recording information of the plat located to the southwest of this plat, south of NE 2<sup>nd</sup> Street.

22 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.