



**DELEGATION REQUEST  
SUBMITTAL CHECKLIST**

**REVIEW COMMITTEE: (14 sets)**

- Submit 12 sets of all information listed below with the application on top. Please contact the Planning and Zoning Department at 954-797-2225 if you have any questions.
- Plan size submitted shall not exceed 24" X 36" and must be submitted in collated and folded sets. Oversized, uncollated, or rolled plans will not be accepted.
- All sets of plans shall be signed and sealed.

**Development Review Application \_\_\_\_\_**

**Fee Calculation Form (1 original) and Fee \_\_\_\_\_**

**Written explanation \_\_\_\_\_**

**(Indicating existing plat restriction and proposed plat amendment)**

**Executed copy of Broward County Plat Amendment Application \_\_\_\_\_  
(with back-up materials, if applicable)**

**CITY COUNCIL: (14 sets)**

- Submit 14 sets of all information listed below with the application on top. Please contact the Planning and Zoning Department at 954-797-2225 if you have any questions.
- Plan size submitted shall not exceed 24" X 36" and must be submitted in collated and folded sets. Oversized, uncollated, or rolled plans will not be accepted.
- All sets of plans shall be signed and sealed.
- For presentation before City Council, submit (2) disks containing all plans and documentation in a PDF format.

**Development Review Application \_\_\_\_\_**

**Written response to Review Committee comments \_\_\_\_\_**

**Written explanation \_\_\_\_\_**

**(Indicating existing plat restriction and proposed plat amendment)**

**Executed copy of Broward County Plat Amendment Application \_\_\_\_\_  
(with back-up materials, if applicable)**

**Notice to Proceed \_\_\_\_\_**