



**PLAT AND SITE DATA RECORD  
SUBMITTAL CHECKLIST**

**REVIEW COMMITTEE: (12 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 \_\_\_\_\_**

**Letter of Intent \_\_\_\_\_**

**Verification of ownership \_\_\_\_\_ Signed & Sealed Survey \_\_\_\_\_**

**Plat or Site Data Record \_\_\_\_\_**

**(including plat/site data record name, site location sketch within section, north arrow and date, scale, legal description, drawings not smaller than 1"=40', tract boundaries with angles and distances, lot dimensions and square footages, non-vehicular access lines, signature blocks for the engineer/surveyor and owner, and signature blocks for the City.**

**For site data records only - proof that the lot(s) are "of record" in the Broward County records prior to March 1, 1989**

**CITY ATTORNEY REVIEW (3 sets):**

- Submit 3 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 \_\_\_\_\_**

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

**Opinion of Title \_\_\_\_\_**

**Signed & Sealed Survey \_\_\_\_\_**



**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 \_\_\_\_\_**

**Letter of Intent \_\_\_\_\_**

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

**Plat or Site Data Record \_\_\_\_\_  
(with PAID approval, if applicable)**

**Signed & Sealed Survey \_\_\_\_\_**

**Park Impact Fee Payment Receipt (residential only) \_\_\_\_\_**

**Executed Concurrency Review Form \_\_\_\_\_**