



SPECIFICATIONS FOR PLAT REVIEW

Applications: Plat | Rev. 1/20/2022

INFORMATION: The specifications listed herein are intended to guide applicants with the submittal of a plat review application. The specifications below are required in order for an efficient and accurate review of applications and plans. Failure to provide the required information will result in the application being deemed incomplete.

There are **THREE (3) SECTIONS** listed below with the specific information needed for submittal requirements.

SECTION 1 – PLAN SPECIFICATIONS: Plan sets shall adhere to the following order (A-C) and technical specifications. All sheets shall be signed and sealed by the individual responsible for preparing the drawing.

A. COVER SHEET	C. PLAT (continued)
<ol style="list-style-type: none"> Project name. Location map including address and or parcel number(s). Index of plans submitted including sheet name and number. List of all consultants including contact information. List of franchise and utility service providers for project. 	<ol style="list-style-type: none"> Boundary lines of the tract with accurate distances to hundredths of a foot and angles to half minutes. These boundaries shall be determined by accurate survey in the field, which shall be balanced and closed with error closures not to exceed one (1) foot to five thousand (5,000) feet. Surveys shall be coordinated and tied into the nearest established section corner or quarter section corner by angle and distance.
<p>B. CURRENT SURVEY</p> <ol style="list-style-type: none"> Signed and sealed survey of proposed project site excluding portions of lands not included in the proposal. Signed and sealed boundary and topographic survey. Existing above ground improvements including valve boxes, manholes, grates, and other utility features must be shown. Spot elevations of site, at property corners, along property lines (50' min. interval), existing roadway crowns and pavement edges adjacent to property as appropriate. Elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD 88). Existing easements and referencing of recorded documents. Survey shall be based on a Standard Title Commitment issued by a title insurer licensed to do business in Florida or an Opinion of Title issued by an attorney with an effective date no more than thirty days prior to date of submittal of the survey and must be certified to the City of Fort Lauderdale. 	<ol style="list-style-type: none"> The exact names, locations and widths along the property lines of all existing or recorded streets intersecting or paralleling the boundaries of the tract. The accurate location of all permanent reference monuments. The exact layout including: street and alley lines, street names, bearings, angles of intersection and widths (including widths along the lines of any obliquely intersecting streets); lengths of area and radius, points of curvature and tangent bearings: all easements owned by or rights-of-way provided for public utilities; all lot lines with dimensions in feet and hundredths, and with bearings or angles if other than right angles to the street and alley lines.
<p>C. PLAT</p> <ol style="list-style-type: none"> Title block including project name and design professional's address, email, and phone number. Subdivision name or identifying title including section (s), township (s), range(s), city, county, and state. Not more than scale of 1" = 100' (engineering scale). North point, graphic scale and month and year plat drawn. 10. Corporate limits when in or adjacent subdivision. Boundary lines of the tract with accurate distances to hundredths of a foot and angles to half minutes. These boundaries shall be determined by accurate survey in the field, which shall be balanced and closed with error closures not to exceed one (1) foot to five thousand (5,000) feet. Surveys shall be coordinated and tied into the nearest established section corner or quarter section corner by angle and distance. The exact names, locations and widths along the property lines of all existing or recorded streets intersecting or paralleling the boundaries of the tract. The accurate location of all permanent reference monuments. The exact layout including: street and alley lines, street names, bearings, angles of intersection and widths (including widths along the lines of any obliquely intersecting streets); lengths of area and radius, points of curvature and tangent bearings: all easements owned by or rights-of-way provided for public utilities; all lot lines with dimensions in feet and hundredths, and with bearings or angles if other than right angles to the street and alley lines. Title block including project name and design professional's address, email, and phone number. Subdivision name or identifying title including section (s), township (s), range(s), city, county, and state. Not more than scale of 1" = 100' (engineering scale). North point, graphic scale and month and year plat drawn. 10. Corporate limits when in or adjacent subdivision. Boundary lines of the tract with accurate distances to hundredths of a foot and angles to half minutes. These boundaries shall be determined by accurate survey in the field, which shall be balanced and closed with error closures not to exceed one (1) foot to five thousand (5,000) feet. Surveys shall be coordinated and tied into the nearest established section corner or quarter section corner by angle and distance. 	<ol style="list-style-type: none"> Lots numbered in numerical order within each block or lettered in alphabetical order. The accurate outline of all property which is to be dedicated or proposed for public use including open drainage courses and suitable easements, and all property that may be reserved by covenants in deeds for the common use of the property owners in the subdivision with the purposes indicated thereon. A complete description of land intended to be subdivided, and the extent and boundaries of the platted area shall be graphically indicated in a clear and understandable manner. Names and locations of adjoining subdivisions, the adjacent portions of which shall be shown in outline form. Acknowledgment by the owner or owners and all mortgage lienholders of lands included within the plat of the execution of same and the dedication to public use of all streets, alleys, parks, easements, and other public places shown upon same. The certificate of the surveyor attesting to the accuracy of the survey and that the permanent reference monuments have been established according to law. Space and forms for the following necessary approvals: <ul style="list-style-type: none"> City Commission City Planning and Zoning Board City Engineer County Commission County Engineer Dedication. The plat shall contain upon the face thereof an unreserved dedication to the public of all streets, highways, alleys, parks, parkways, easements, commons, or other public places included within the plat, such dedication to be subscribed to by the legal and equitable owners of such lands and by all persons holding mortgages against such lands, with dedication shall be acknowledged before an officer authorized to take acknowledgments of deeds. Such plat containing such dedication, when properly recorded, shall constitute a sufficient, unrevocable conveyance to vest in the City fee title to the parcel of land dedicated for public use, to be held by the City in trust for the uses and purposes intended, and the approval of the plat by the City Commission shall have the force and effect of an acceptance. Payment of Taxes. No plat shall be accepted by the City or approved by the City Commission unless and until all taxes and improvement liens levied against the land included in such plat have been paid and discharged.



SECTION 2 – PROJECT NARRATIVES: Project narratives are required for all application submittals. Narratives shall be provided on letterhead, dated, and signed by author.

- **Project Description** describing in detail the project type, uses, and overall development intent. Provide as much detail as possible including proposed plat note uses, dedications, easements, and other information pertinent for plat review.
- **Unified Land Development Code Narratives** for the applicable criteria based on application request with point-by-point responses to each criterion stating how the project complies with such. Generally, the following code sections require a narrative; however, the following sections are not inclusive of all criteria.
 - Section 47-25.2 Adequacy Review
 - Section 47-24.5, Plat/Subdivision Criteria

SECTION 3 – PUBLIC SIGN NOTICE: Plat applications are subject to public signs notices as outlined in ULDR Section 47-27. The city produces the sign and applicants are notified when sign is ready for posting. Applicants shall provide a signed and notarized [affidavit](#) stating compliance with sign posting requirements. An affidavit can be downloaded on the City's website. City planning staff will coordinate with applicants on applicability and timing of posting.

FOR QUESTIONS OR ASSISTANCE CONTACT:

Urban Design and Planning
954-828-6520 (select Option 3)
planning@fortlauderdale.gov