



# DEPARTMENT OF SUSTAINABLE DEVELOPMENT

## Final Plat Application

PROJECT NAME: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

PLAT NAME: \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_ ACREAGE: \_\_\_\_\_ FOLIO NO.: \_\_\_\_\_

EXISTING USE: \_\_\_\_\_ FUTURE LAND USE DESIGNATION: \_\_\_\_\_

PLAT RESTRICTION: \_\_\_\_\_

### DESCRIBE IN DETAIL APPLICATION REQUEST

AGENT/CONTACT: \_\_\_\_\_ PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**NOTE: ATTACH COPY OF AGENT LETTER**

OWNER'S NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**ADDITIONAL INVOLVED PARTIES: SEE ATTACHED SHEET**

### DEVELOPMENT ACTION:

PLAT  OTHER \_\_\_\_\_

### FEES:

- PLAT, FIRST 10 ACRES: **\$1,500.00** (ADD **\$100.00** PER ACRE FOR EACH AREA OVER 10 ACRES)
- PLATS WITH RESIDENTIAL USE ADD **\$10.00** PER RESIDENTIAL UNIT
- PLATS WITH NON-RESIDENTIAL USE, ADD **\$10.00** PER 1,000 SQUARE FEET OF DEVELOPMENT
- RE-PLAT (MINIMUM FEE) **\$1,000.00**

**NOTE: ADDITIONAL FEES MAY BE ASSIGNED AS COST RECOVERY FOR CONSULTANT REVIEW**

**\*PLEASE ENSURE APPLICATION IS COMPLETED IN ITS ENTIRETY PRIOR TO SUBMISSION\***

PHONE (954) 973-6756 ✉ [www.coconutcreek.net](http://www.coconutcreek.net) ✉ FAX (954) 956-1424



**ADDITIONAL INVOLVED PARTIES:**  
(include name, address, phone number, fax number & email)

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**OWNER:**

**APPLICANT/AGENT:**


**DEVELOPER:**

**LANDSCAPE ARCHITECT:**


**ENGINEER:**

**PLANNER:**


**SURVEYOR:**

**ATTORNEY:**


**TRAFFIC ENGINEER:**

**OTHER:**


# DRC MEMBERS

## **PLANNING & ZONING:**

*W. Scott Stoudenmire, Deputy Director of Sustainable Development* 954-973-6756  
*Lizet Aguiar, Development Review Supervisor* 954-973-6756

## **BUILDING:**

*Sean Flanagan, Chief Structural Inspector* 954-973-6750

## **LANDSCAPE ARCHITECTURE:**

*Pamela Stanton, Landscape Architect* 954-973-6756

## **UTILITIES & ENGINEERING:**

*Raj Verma, Director of Engineering & Utilities* 954-973-6786  
*Osama Elshami, Senior Engineer* 954-973-6786

## **FIRE:**

*Steve Pollio, Fire Rescue Administrator* 954-956-1534  
*Rodney Zancanata, Deputy Fire Marshal* 954-956-1563

## **POLICE:**

*Anthony Avello, Public Information Officer* 954-973-6721

**FAX No. 954-956-1424**

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## **DRC SCHEDULE\***

1. Application Submittal Deadline: 4<sup>th</sup> Tuesday of each month
2. DRC Meeting: 2<sup>nd</sup> Thursday of each month
3. Resubmit: As indicated on DRC comments
4. Planning & Zoning Board Meeting: 2<sup>nd</sup> Wednesday of each month
5. City Commission Meetings (if applicable): 2<sup>nd</sup> & 4<sup>th</sup> Thursday of each month

\* Please contact Marianne Bowers at 954-973-6756 to confirm dates and times.

**NOTE: ALL SUBMITTALS AND RE-SUBMITTALS MUST BE RECEIVED NO LATER THAN 5:00 PM ON THE SUBMITTAL DAY. ANY SUBMITTAL RECEIVED AFTER 5:00 PM WILL BE CONSIDERED A SUBMITTAL FOR THE NEXT MONTH'S DEADLINE DATE.**



## OWNERSHIP CERTIFICATION /AGENT LETTERS

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All applicants must provide proof of ownership of the subject property for development or modification at the time of submittal. If an applicant is other than the owner, the applicant must also provide an agent letter authorizing the agent to represent the property owner at the time of submittal. The following is a list of requirements that must be included with proof of ownership/agent letters:

1. Legal description of property.
2. Property tax folio number.
3. Effective date of ownership of property.
4. Copy of Warranty Deed.
5. Description of developer interest, if different than owner.
6. Copy of executed contract of sale and purchase.
7. Owner's name, address, telephone number, fax number, and email.
8. Agent's name, address, telephone number, fax number, and email.
9. Agent's authorization from owner to submit specific action (site plan, plat, etc.)
10. Names, addresses, telephone numbers and fax numbers of all firms involved in the application process including attorneys, engineers, architects, etc.

**NOTE: Owner must attest to ownership and his/her notarized signature must be included on ownership certification/agent letters.**

**The application may not proceed to the Planning and Zoning Board meeting if the above information is not provided to the Department of Sustainable Development one week prior to the scheduled meeting date.**



## GUIDELINES FOR FINAL PLAT APPROVAL

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1. The applicant is required to schedule a pre-application conference with staff no later than one week prior to the DRC submittal date. The purpose of the meeting shall be to advise the applicant of filing requirements, filing fees, the City's development review process, and other issues which may affect the application. Please call 954-973-6756 to schedule an appointment.
2. A final plat shall be prepared in accordance with State Plat Law, F.S. Chapter 177 and shall be reviewed in accordance with the standards established in the City's Land Development Code, Section 13-165 "Final plat submission" as described below:
  - (1) *The title under which the subdivision is to be recorded on each sheet;*
  - (2) *The date, scale and north-pointing arrow on each sheet and a key map showing the general location of the proposed subdivision on the first sheet;*
  - (3) *The legal description of the area being platted;*
  - (4) *Permanent reference monuments and permanent control points, as described in Section 13-275 of the Land Development Code;*
  - (5) *Accurate distances and bearings of all boundary lines of the subdivision including all section lines and established survey data;*
  - (6) *Identification of all adjoining properties;*
  - (7) *Lines of all lots with systematic method of numbering to identify all lots and blocks;*
  - (8) *The purpose of all reserved areas such as parks, rights-of-way, easements and other areas reserved for the use of residents and/or public shall be defined in the dedication on the plat;*
  - (9) *All easements provided for public service together with their dimensions and any limitations of easements. Platted easements should conform to Section 13-266(d);*
  - (10) *The layout, location and dimensions of all streets including rights-of-way and centerlines. Names of streets shall be shown on the plat;*
  - (11) *The exact street angles of intersection, lengths and location of radii or curvature, tangent bearings, all lot lines with dimensions in feet and hundredths with bearings and angles if other than right angles to the street right-of-way line;*

- (12) *A certificate of ownership, showing simple title and encumbrances;*
- (13) *Private restrictive covenants, deed restrictive covenants, deed restrictions and their period of existence;*
- (14) *A signature block on the first sheet which shall read as follows:*

*CITY OF COCONUT CREEK  
PLANNING AND ZONING BOARD  
This is to certify that this plat has been approved by the Planning and Zoning Board of the City of Coconut Creek, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.*

\_\_\_\_\_  
*Chairman*

*CITY COMMISSION:  
This is to certify that this plat has been approved for record by the City Commission of the City of Coconut Creek by Ordinance No. \_\_\_\_\_ adopted this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_ , pursuant to Section 13-166, Coconut Creek Code of Ordinances.*

\_\_\_\_\_  
*City Clerk*

*CITY ENGINEER:  
This plat is hereby approved for record this \_\_\_\_\_ day of \_\_\_\_\_, A. D. 20\_\_.*

\_\_\_\_\_  
*City Engineer  
Florida P.E. Reg. No. \_\_\_\_\_*

3. In addition to the above information, a current survey (no older than six (6) months) that shows the following information is required:
- a. The location of all existing structures, paved areas and easements on the property.
  - b. Existing roadway details adjacent to the property including rights-of-way, pavement widths, sidewalks, driveways (curb cuts), curb and gutter, turn lanes, bus bay, medians, median openings, traffic signals and signal equipment, streetlights, pull boxes, utility poles and utility equipment, drainage structures, and fire hydrants.

4. An application for plat approval which abuts a trafficway, is functionally classified as a state road, and proposes direct vehicle access to the state road, shall also be accompanied by a valid pre-application approval letter from the Florida Department of Transportation issued pursuant to the "State Highway System Access Management Classification System and Standards," as amended.
5. DRC re-submittals are due one week after the DRC meeting or as directed by staff. DRC comments will be emailed to the applicant. The applicant is required to provide written responses to each comment in the format emailed to them and revise plans accordingly by the re-submittal date.
6. Once all DRC comments are addressed, 20 copies of the reduced 11" x 17" plat package must also be provided for Planning and Zoning Board and City Commission review. The plat application shall be considered by the Planning and Zoning Board and then forwarded to the City Commission for final action



## SUBMITTAL REQUIREMENTS

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The Final Plat Application must include **6 sets** of the submittal. Each set of the submittal must be saved onto a compact disc.

Each disc must be identical and include required application materials in pdf format. Pdf files should be organized in two folders with the titles as described below:

**Folder #1:** Project Name and Application Type (e.g. '*Creek Homes Final Plat*')

Pdf files located in Folder #1:

- Completed Application
- Involved Parties List
- Ownership Certification Documents
- Agent Letters
- Letter Detailing Proposed Plat

**Folder #2:** Project Name and Plans (e.g. '*Creek Homes Final Plat*')

Pdf files located in Folder #2:

- Plat, which is Prepared in Accordance with State Plat Law, F.S. Chapter 177, and standards established in the City's Land Development Code, Section 13-165 (see page 5 of application instructions).
- Current Survey (see page 6 of application instructions)
- Valid Pre-application Approval Letter from the Florida DOT for Plats Abutting a State Road (see page 7 of application instructions)

Note: Within Folder #2, each pdf should be named to identify its contents (e.g. Pdf of current survey should be named 'Current Survey')

**Re-submittals:** City staff will advise applicant on re-submittal procedures and deadlines as needed.