



Instructions For Filing Plat Application

1. YOU ARE REQUIRED TO DISCUSS YOUR APPLICATION AND PLANS WITH STAFF IN ORDER TO AVOID FILING AN INCOMPLETE APPLICATION. CALL THE CITY PLANNER AT (954) 746-3281 TO SCHEDULE AN APPOINTMENT. PRE-APPLICATION MEETINGS MUST BE HELD AT LEAST FOURTEEN (14) DAYS PRIOR TO THE SUBMITTAL DEADLINE. ALL APPLICATION FEES, INCLUDING ADVERTISING AND POSTAGE/HANDLING (SEE CITY OF SUNRISE PLANNING & DEVELOPMENT DEPARTMENT FEE SCHEDULE) MUST BE PAID AT THE TIME OF SUBMITTAL.
2. Application for Plat form (1 original and 11 copies) duly executed by owner.
3. Twelve (12) copies of proposed plat will be required. All plats are to be folded to legal size with title block shown.
4. Twelve (12) copies of a letter describing the request.
5. It is required that within a 500 foot radius of the property line of the property, which is the subject of this application that all property owners shall receive timely notification of said hearing. Therefore, the following is required of the applicant and must be provided with applicable fees at the time a public hearing is tentatively scheduled.
 - a. A certified list of the names and addresses of all property owners located within the aforementioned radius of the exterior boundary of the subject property. If the subject property constitutes only a portion of a contiguous ownership parcel, the exterior boundary from which the appropriate radius is to be projected will be the exterior boundary of the entire contiguous ownership parcel. All unit owners in a condominium must be notified.
 - b. One (1) typewritten set of gummed labels with the above names and addresses printed thereon. These labels will be used by the City to notify the public of your hearing.
 - c. The certified list may be obtained in one of the following two ways:
 - 1) The applicant may contract with any company listed below who will prepare the mailing list for a fee charged to the applicant. The City of Sunrise neither recommends nor endorses any of these companies, but is merely providing you with the names and phone numbers of those that are

presently available to the City's knowledge. Fees may vary among these companies:

NotificationMaps.com	(866) 752-6266
All Data Real Estate Systems	(954) 772-1800
Cutro & Associates	(954) 920-2205
Florida Real Estate Decisions	(954) 761-9003

2) Alternatively, the applicant may go to the Department of Public Information of the Broward County Property Appraiser at 115 South Andrews Avenue, Room 111, Fort Lauderdale. The office is open from 8:30 a.m. to 5:00 p.m. Monday through Friday, Phone # (954) 357-6957. With the provision of a folio ID number, their staff will assist you in the determination of the radius and furnish you with copies of the current tax roll. However, their staff will not certify the accuracy or completeness of the list. Therefore, the accurateness of the list provided to the City for mailing is done so at the owner/agent's risk and must be supplemented with the attached affidavit.

6. Sign on site: At least thirty (30) days prior to each scheduled hearing before the City Commission, the applicant shall place upon the property a four foot by four foot (4'x 4') sign (or a four-foot, six-inch x four-foot, six-inch sign [4'6" x 4'6"] if for rezoning or a land use plan amendment) facing each of the road rights-of-way, on which the property fronts. If the property does not front on a road right-of-way, the sign(s) shall be placed on the property in such a manner as to give maximum exposure to the public. The sign(s) shall remain on the property until the final disposition of the site plan by the City Commission. The sign(s) must be removed within seven (7) days thereafter. Each sign shall contain large lettering which can be easily read by the public from the perimeter of the property, and said lettering shall indicate the following:

- a) name of project
- b) type of project (use)
- c) address, date and time of City Commission hearing
- d) phone number for information (954) 746-3281

This application includes an affidavit for the required posting of hearing notice signs on the site, which must be completed, signed, notarized and submitted to the City prior to the Planning and Zoning Board meeting. The applicant must also provide photograph(s) of the sign(s), signed and dated, and a copy of a plat or site plan indicating the locations(s) of the required signage in reference to the subject site.

FAILURE TO COMPLY WITH THIS REQUIREMENT WILL DELAY THE APPROVAL PROCESS.

6. Check or money order for the filing fee, postage/handling, etc. made payable to the City of Sunrise, in the amount indicated by the CITY OF SUNRISE PLANNING & DEVELOPMENT DEPARTMENT FEE SCHEDULE, a copy of which is attached.
7. Applicant will attend the Planning and Zoning Board meeting and City Commission meeting when the request is considered. Failure to comply with the aforementioned will result in the item being withheld from the agenda, withdrawn, or tabled at the meeting.
8. The Planning and Zoning Board meets the first Thursday of the month unless otherwise stipulated. Meetings are held in the Commission Chambers commencing at 6:00 p.m.
9. The City Commission meetings are held the second and fourth Tuesday of the month, at 6:30 p.m. in the City Commission Chambers. After the Planning and Zoning Board meeting, check with the Legislative Aide to the City Commission at (954) 746-3250, to determine when project will be heard by City Commission.

The following items are to be included on all final plats submitted to the City of Sunrise:

1. The final plat shall be a complete and exact development plan tracing, in the form of a linen or dimensionally stable plastic film, whose overall size shall be twenty-four (24) inches by thirty-six (36) inches, with property borders, drawn to scale no smaller than one (1) inch equals one hundred (100) feet, prepared in accordance with the State Plat Law, Chapter 177, Florida Statutes, and showing the following information:
 - a. In case of a subdivision, proposed subdivision name and identifying title.
 - b. Location sketch within Section.
 - c. North arrow, scale and date.
 - d. Name of the owner of the property or his authorized agent.
 - e. Name of the registered engineer or surveyor responsible for the plat.
 - f. Locations and names of adjacent subdivisions.
 - g. Property boundaries with angles and distances. Boundaries must be clearly marked with a heavy line.
 - h. All existing watercourses, canals and bodies of water.
 - i. All existing streets and alleys on or adjacent to the tract, including name and right-of-way width.
 - j. All existing property lines, easements and rights-of-way and purpose for which the easements or rights-of-way have been established, where known to the surveyor.

- k. Location and width and names of all streets, alleys, rights-of-way, easements, proposed lot lines with dimensions, playgrounds, public areas and parcels of land proposed or reserved for public use.
 - l. Legal description of the land being platted.
 - m. Points of access to all local streets and traffic ways.
 - n. Plat title, with all lettering of the same size and type. No subdivision shall duplicate nor closely approximate the name of any other subdivision in the county except in cases where the subdivision is an added section to a former subdivision or where it is a replat of a portion or all of a former subdivision.
 - o. Dedication: if by corporation, with seal and signature of president and secretary.
 - p. Acknowledgment.
 - q. Space for approval of city authorities.
 - r. Space for approval of county commission.
 - s. Space for signature of circuit court clerk.
 - t. Surveyor's certificate and signature with seal.
 - u. Mortgage holders signature.
 - v. Space for city engineer's signature.
 - w. Space for county engineer's signature and seal.
 - x. Space for approval by Sunrise Drainage District.
 - y. Plat boundary dimensions and courses, with ties to two (2) or more land corners, or to a recorded subdivision and one (1) land corner.
 - z. Adjacent streets and plat names with plat book and page numbers.
 - aa. Lot and block numbers of designations properly numbered.
 - bb. PRM's and HCP's and their locations. HCP's will be shown on the plat by appropriate designation and will be placed along the centerline intersections, PC's and PRM's are considered improvements and shall be included in the performance bond and approved by the city inspectors.
 - cc. Block corner radii.
 - dd. Lot dimensions to hundredths, except where riparian boundaries are involved which may be plus or minus.
 - ee. Curvilinear lots shall show arc distance; central angles and radial lines will be so designated.
 - ff. Sufficient angles or bearings to show direction of all lines.
 - gg. The centerline of all streets shall be shown with distances, angles, PC's and PY's, arc distance central angles, tangents and radii.
 - hh. Seals, as applicable.
 - ii. Notes and/or legend.
 - jj. Parks and recreation areas.
 - kk. Label limits of subdivision.
2. Additional information. If required, the following additional information must be submitted in conjunction with the final plat:

- a. If the proposed development requires a surface water management permit (more than ten (10) acres of land or more than two (2) acres impervious), a letter from the South Florida Water Management District indicating that the submitted plans seem to conform with SFWMD standards.



PLANNING AND DEVELOPMENT DEPARTMENT

APPLICATION FOR PLAT

1. Name of Development _____
Name of Applicant _____
Company Name _____
Address _____
Telephone No. _____ Fax No. _____

Contact Person/Agent _____
Company Name _____
Address _____

Telephone No. _____ Fax No. _____
(IF AGENT, SUBMIT LETTER OF AUTHORIZATION)

2. Name of Property Owner _____
Address _____

- Telephone No. _____ Fax No. _____

3. Legal Description of Property Covered by this Application:

4. Address, Location of Subject Property:

5. Folio Number (with copy of recent tax bill) _____
Current Zoning _____

6. Size of Property _____ Ft. by _____ Ft. Acres _____

7. Does property owner own contiguous property to the subject property? If so, give complete legal description of entire contiguous property.

*8. Is there an option to purchase or lease subject property or property contiguous thereto, predicated on the approval of this application? Yes No If yes, who are the affected parties?

* Copy of purchase contract must be submitted with this application.

AFFIDAVIT OF OWNER OR AGENT
Certification of Property List

I, _____(as the owner or the authorized agent), for the property known as _____, specifically located at _____, and recorded in the _____County Public Records in Plat Book _____, Page _____ being first duly sworn, depose and say that I am the owner or agent of the Property described in the above application for public hearing; that I have submitted or have caused to be submitted a Property Owner List located within a 500 foot radius or 300 foot radius (whichever is applicable) of the subject application and that to the best of my knowledge and belief said list is true and accurate.

The list of the names and addresses of all property owners located within the aforementioned radius of the exterior boundary of the subject property is to be made a part of this application. If the subject property constitutes only a portion of a contiguous ownership parcel, the exterior boundary from which the appropriate radius is to be projected will be the exterior boundary of the entire contiguous ownership parcel. All unit owners in a condominium building that partially falls within the applicable radius will be notified.

Print Name

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this _____ day of _____, 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires: _____

Notary Public for the State of Florida

Print Name

AFFIDAVIT OF OWNER OR TENANT

I, _____, (all owners on deed / all tenants on lease), being first duly sworn, depose and say that I am the owner tenant (check one) of the Property described in the above application for public hearing; that all the answers to the questions in this application, sketches, data, and other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on my behalf, am found to have made a material misrepresentation regarding this application, I understand the application can be cancelled, and any re-plat granted can be made null and void by the City, at its sole option.

Print Name

State of Florida,
County of Broward:

Sworn and subscribed to before me, a Notary Public, by _____, this _____ day of _____, 20__, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____

Print Name

ATTORNEY AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am an Attorney at Law, who is licensed to practice in the State of Florida, who represents the Owner of the property described above, and which is the subject matter of a proposed public hearing; that all data and other supplementary matter attached to and made a part of this application are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. I have advised my client that if any material misrepresentation is made regarding this application, either oral or written, can cause this application to be cancelled, and any special exception granted may become voided by the City of Sunrise, at its sole option.

Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____,
this ____ day of _____ 20____, who is either personally known to me or who
has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

CORPORATION AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am the President of _____, a corporation existing under the laws of the State of _____, and who is authorized by the corporation to file this application for public hearing; that all answers to the questions in said application, sketches, data, and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief; that said corporation is the owner tenant of the property described herein and which is the subject matter of the proposed hearing. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on behalf of the corporate applicant, am found to have made a material misrepresentation, either oral or written, regarding this application, it is understood that the application can be cancelled, and any special exception granted may be made null and void by the City of Sunrise, at its sole option.

President's Signature (Corp. Seal)

ATTEST:

Secretary's Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this ____ day of _____ 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

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DISCLOSURE OF OWNERSHIP

Please list below the name, address, and percentage of ownership of any owner of the real property that is the subject matter of this application. Include all parties who have a financial interest, either directly or indirectly, in the subject real property, including but not limited to, all shareholders, beneficiaries to a trust, partners to any partnership agreement, and members of an investment group involving local participation.

OWNER'S SWORN CONSENT

PERMITTING TENANT TO FILE FOR A HEARING

I, _____, being first duly sworn, depose and say that I am the owner of the Property described in the above application, which is the subject matter of the proposed hearing, and do hereby authorize _____, my tenant, to file this application for a public hearing.

Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this ____ day of _____ 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

Note: Each owner of the Property must execute this form.

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OWNER'S SWORN CONSENT

PERMITTING CONTRACT PURCHASER TO FILE FOR A HEARING

I, _____, being first duly sworn, depose and say that I am the owner of the Property described in the above application, which is the subject matter of the proposed hearing, and do hereby authorize _____, my contract purchaser, to file this application for a public hearing.

Signature

State of _____,
County of _____:

Sworn and subscribed to before me, a Notary Public, by _____, this ____ day of _____ 20____, who is either personally known to me or who has produced _____ as identification.

My Commission Expires:

Notary Public for the State of _____
Print Name: _____

Note: Each owner of the Property must execute this form.

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Affidavit - Section 16-34 Posting Notice

PLAT OR SUBDIVISION

I, _____, as the owner authorized agent
(check one) for the property known as _____,
and recorded in the Broward County Public Records at Plat Book _____, Page _____
(if applicable), do hereby attest that I installed or caused to have installed, _____
sign(s) located on the above-referenced property in compliance with City Code Section
16-34 on _____, 20____, which is at least 30 days in advance
of the City Commission hearing on the plat/subdivision for the proposed project
scheduled for _____, 20_____.

Signed: _____

Print Name: _____
Owner/Authorized Agent
(Circle one)

Date of Signing: _____

Notary Public

My commission expires on _____