

LAND USE DESIGNATION:

EXISTING ZONING:

FOLIO NUMBER:

Town Use Only
Plat Application No: _____
Fee Paid: \$ _____
Receipt No: _____

NEW PLAT / WAIVER OF PLAT
REVIEW APPLICATION
TOWN OF SOUTHWEST RANCHES

Complete this form in full. Type or clearly print the required information. Signatures must be notarized. Checks must be made payable to "Town of Southwest Ranches."

Call The Mellgren Planning Group at 954.475.3070 for an application submission appointment.

DATE FILED: _____

ACREAGE: _____

FINAL PLAT: _____

PRELIMINARY PLAT: _____

RESIDENTIAL: _____

NON-RESIDENTIAL: _____

NO. OF UNITS: _____

PROPOSED SUBDIVISION NAME:

ADDRESS/LOCATION:

LEGAL DESCRIPTION:

PROPERTY OWNER (APPLICANT):

ENGINEER/SURVEYOR RESPONSIBLE FOR PLAT (AGENT):

ADDRESS:

PHONE:

E-MAIL:

TOWN USE ONLY

DEVELOPMENT REVIEW:

PLANNING & ZONING BOARD:

TOWN COUNCIL:

OWNER'S NAME(S)

PETITIONER'S NAME

OWNER'S NAME(S)

PETITIONER'S SIGNATURE

OWNER'S SIGNATURE (ALL OWNERS MUST SIGN)

OWNER'S SIGNATURE (ALL OWNERS MUST SIGN)

ADDRESS

ADDRESS

CITY, STATE, ZIP

CITY, STATE, ZIP

PHONE

PHONE

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ who is personally known to me or who has produced _____ as identification and who did take an oath.

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ who is personally known to me or who has produced _____ as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

Sign: _____

Sign: _____

Print: _____

Print: _____

My Commission Expires:

My Commission Expires:

Please note that an application for a rezoning or variance will be considered by the Town Council at a public hearing, and that Town Council may approve or deny the application at its discretion. *No fees will be refunded if the Town Council denies the rezoning or variance requested.* **By signing this agreement, you acknowledge that the Town operates on a strict cost-recovery basis; the total cost of this application will be based upon the time spent by staff on the overall process, including in-office meetings, phone calls, plan review, administration and inspections, if applicable. Any additional cost incurred by the Town in excess of the initial application fee has to be collected prior to approval.**

PLAT SUBMISSION REQUIREMENTS

PLAT SUBMISSION PACKAGE CHECKLIST:

- ___ Completed and notarized application
- ___ Opinion of title on Town-approved form (see attached).
- ___ School Capacity Availability Determination (SCAD) Letter from the Broward County School Board (or equivalent letter from Broward County School Board, stating that development is exempt from concurrency requirements).
- ___ Base application fee payable to **THE TOWN OF SOUTHWEST RANCHES**. See fee schedule. Plat review is provided on a cost recovery basis. **THE BASE APPLICATION FEE GENERALLY COVERS ONLY THE INITIAL REVIEW BY ALL TOWN REVIEWING AGENCIES.** Applicant will be advised if additional amounts are owed due to additional review requirements, meetings, or any corrections to the plat and/or clarifications requested by a Town reviewing agency. This additional fee must be paid in full to the Town prior to placing the plat application onto a Town of Southwest Ranches Town Council Agenda.
- ___ Fire review fee. All plats are reviewed by the Broward County Fire Marshal.
 - ___ Provide a \$560 check, cashier's check or money order payable to **BROWARD SHERIFF'S OFFICE.**
 - ___ Properties east of SW 172 Ave and that are dedicating new right-of-way: Provide one additional copy of the plat for the Town of Davie.
- ___ Written verification that FPL, the applicable gas company, cable company and BellSouth have reviewed the plat and either required or waived dedication of utility easements. See utility provider contact list.
- ___ Five (5) copies of the proposed plat. An electronic copy of the plat (.pdf or .jpeg ONLY) must be submitted prior to Town Council consideration.
- ___ Five (5) sealed surveys, not more than one (1) year old, showing property boundaries, existing structures, water bodies, canals, easements, rights of way and all existing structures.
- ___ Five (5) sealed topographic surveys (topographic data can be incorporated into the required property surveys).
- ___ Park impact fee for residential lots: \$406 per residential lot created, payable to the **TOWN OF SOUTHWEST RANCHES**.

Note: If corrections or amendments are necessary, revised plats will be required. The applicant is responsible for ensuring that the appropriate number of plats is submitted for each deadline.

All plats, surveys and other drawings must be folded to 8½" by 11". Plats, property surveys and topographic surveys must be stapled into individual packages and not submitted separately.
ROLLED, UNFOLDED OR UNSTAPLED SUBMISSIONS WILL NOT BE ACCEPTED.

Separate application must be made with the applicable drainage district. (Properties west of SW 148 Avenue submit to the South Broward Drainage District; properties east of SW 148 Avenue submit to the Central Broward Water Control District.)

PLAT REQUIREMENTS:

The requirements contained in the Southwest Ranches Unified Land Development Code are applicable with respect to the information required on a plat.

PROCESSING TIME:

Plats will be reviewed and comments provided to the applicant within twenty (20) working days after the date of submission of the completed application package. A plat that is deemed by the Town to be in final form will be placed on the next available public hearing agenda. A total of ten (10) copies of the final plat must be submitted to the Town one week prior to the public hearing.

**3111 Stirling Road
Ft. Lauderdale, Florida 33312-6525
Phone: (954) 987-7550 Fax: (954) 985-4176
US Toll Free: 800-432-7712**

**Mailing Address:
P.O. Box 9057
Ft. Lauderdale, FL 33310-9057**

**Reply To:
Carol Capri Kalliche, Esq.
Direct: (954) 985-4104
facsimile: (954) 985-4170
ckalliche@becker-poliakoff.com**

RE: Town of Southwest Ranches ("Town") Plat approval

Dear Resident:

Congratulations on the initiation of your project. We hope that the process of obtaining plat approval proceeds as efficiently as possible.

Prior to approving any plat within the Town limits, the individual and/or entity submitting the plat must provide the Town with an Opinion of Title which must include, among other things, the correct legal description of the property to be platted as well as the name of the individual and/or entity with vested title. The Opinion of Title must be prepared and submitted by an attorney, duly admitted to practice in the State of Florida, and a member in good standing of the Florida Bar. The date of certification on the Opinion of Title must be within thirty (30) days of the date of submission and will need to be updated prior to review by the Town Council.

Enclosed please find an Opinion of Title form which should be used by your attorney. The original Opinion of Title, together with hard copies of all exceptions, and a copy of a current survey should be sent to the undersigned attorney at the address on the first page of the Opinion of Title.

Should you have questions, please do not hesitate to have your attorney contact me.

We hope that you have a successful project and we look forward to hearing from you if you have any questions or need any assistance.

Very truly yours,

Carol Capri Kalliche
Assistant Town Attorney
Southwest Ranches

CCK/ms
768110_1.DOC

OPINION OF TITLE

To: TOWN OF SOUTHWEST RANCHES
6589 SW 160th Avenue
Southwest Ranches, Florida 33331

Carol Capri Kalliche, Esquire
Becker & Poliakoff, P.A.
3111 Stirling Road
Ft. Lauderdale, Florida 33312-6525

With the understanding that this Opinion of Title is furnished to the Town of Southwest Ranches, as inducement for acceptance of a Plat or in compliance with Chapter 177, and as an inducement for acceptance of a proposed final subdivision plat covering the real property, hereinafter described, it is hereby certified that I have examined a complete Abstract of Title covering the period from the beginning to the ____ day of _____, 20__, inclusive, of the following described property:

I am of the opinion that on the last mentioned date, the fee simple title to the above-described real property was vested in:

(Note: For Limited Partnership or Joint Venture indicate parties comprising the Limited Partnership or Joint Venture and identify who is authorized to execute.)

Subject to the following encumbrances, liens and other exceptions (If "none" please indicate):

1. RECORDED MORTGAGES:
2. RECORDED MECHANICS LIENS, CONTRACT LIENS & JUDGMENTS:
3. GENERAL EXCEPTIONS:
 1. The rights or claims of parties in possession not shown by the public records.

2. Taxes or special assessments which are not shown as existing liens by the public records.
3. Easements, or claims of easements, not shown by the public records.
4. Encroachments, overlaps, boundary line disputes, or other matters which would be disclosed by an accurate survey and inspection of the premises.
5. Any lien, or right to a lien, for service, labor, or material heretofore or hereafter furnished, imposed by law and not shown by the public records.

4. SPECIAL EXCEPTIONS:

1. Taxes and assessments for the year _____ and subsequent years, not yet due and payable.

NOTE: All of the recording information contained herein refers to the Public Records of Broward County, Florida, unless otherwise indicated.

I HEREBY CERTIFY that I have reviewed all the aforementioned encumbrances and exceptions.

Therefore, it is my opinion that the following party(ies) must execute the Plat in order to make the Plat a valid and binding instrument on the lands described herein.

<u>NAME</u>	<u>INTEREST</u>	<u>SPECIAL EXCEPTION NUMBER</u>
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The following is a description of the aforementioned abstract and its continuations:

<u>POLICY NO.</u>	<u>TITLE COMPANY</u>	<u>NO. OF ENTRIES</u>	<u>EFFECTIVE DATE OF POLICY</u>
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I HEREBY FURTHER CERTIFY that the legal description contained in this Opinion of Title coincides with, and is the same as, the legal description in the proffered Plat submitted for approval.

I, the undersigned, further certify that I am attorney-at-law duly admitted to practice in the State of Florida, and a member in good standing of the Florida Bar.

Respectfully submitted, this _____ day of _____, 20__.

By: _____

Florida Bar No. _____

Address: _____

The foregoing instrument was acknowledged before me this ___ day of _____, 20__, by _____, who is personally known to me and did take an oath.

Notary Public

Notary print name

My commission expires:

UTILITY PROVIDER CONTACT LIST

CITY OF SUNRISE (water):

Person: Mark Lubelski

Phone: (954) 746-3270

Fax: (954) 746-3287

Address: 10770 W. Oakland Park Blvd., Sunrise, FL. 33351

BELL SOUTH:

Person: George Quintero

Phone: (954) 476-2926

Fax: (954) 423-6533

Address: 8601 W. Sunrise Blvd., Plantation, FL. 33322

COMCAST:

Person: Diane Amsler, Chris Perry

Phone: (954) 534-7370

Fax: (954) 534-7083

Address: 2601 SW 145th Avenue, Suite 100, Miramar, FL. 33027

FPL:

Person: Derek Fahey

Phone: (954) 442-6358

Fax: (954) 442-6336

Address: 4000 Davie Road Extension, Hollywood, FL. 33024

TECO/People's Gas:

Person: Tracy Yaledy

Phone: (954) 453-0817

Fax: (954) 453-0804

Address: 5101 NW 21st Avenue, Suite 460, Ft. Lauderdale, FL. 33309

Person: Angel Quant (Regional Operations Manager)

Phone: (305) 957-3857, 1-800-235-4427

Fax: (305) 944-3114

Address: 15779 W. Dixie Hwy., North Miami Beach, FL., 33162

To help locate utilities on the site:

U.N.C.L.E. 1-800-432-4770

www.callsunshine.com