



City of Margate
DEVELOPMENT REVIEW COMMITTEE
Application for Plat Approval

5790 Margate Blvd., Margate, FL 33063
For Planning & Zoning Questions: 954-979-6213

Submittal Date (official use):
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Project Name		DRC #
Address		
Acreage	Folio Number	Paid:
Existing Use		
Legal Description		

Describe proposal/request in detail, including non-residential square footage and/or number of dwelling units

Applicant	
Address	
Phone Number	Fax Number
Email Address	

Agent/Contact	
Address	
Phone Number	Fax Number
Email Address	

Property Owner's Signature

Date

**CITY OF MARGATE
PLAT APPROVAL
PROCEDURES**

Submit to the City of Margate via Development Services Department (954-979-6213) 3 paper sets (1 original + 2 copies) and 1 compact disc in pdf format of the required documentation and required fee at least 30 days prior to scheduled DRC meeting. Petitioners may apply to Broward County for a concurrent review.



Development Review Committee



Apply to Planning & Zoning Board via Development Services Department. Submit 3 paper sets (1 original + 2 copies) and 1 compact disc in pdf format of the required documentation and required fee. All property owners of record within a 300' radius of the subject parcel are notified of the pending action by US Mail 10 days prior to meeting. Petitioners are responsible for advertising costs. Petitioners must post a public hearing announcement sign on the subject parcel at least 7 days prior to meeting, and pay **\$150** sign bond.



Send Public Notice mailings at least 14 days prior to scheduled hearing and provide proof of mailing to the City at least 10 days prior. Post public hearing announcement sign on property at least 14 days prior to meeting. (\$150 sign bond required). Applicant is responsible for all advertising costs.



Planning & Zoning Board



Apply to City Commission via Development Services Department. Submit 10 packages of required documentation. Petitioner(s) are required to pay for advertising costs, if any. Petitioner(s) must update posted public hearing announcement sign on subject property at least 14 days prior to Commission meeting.



City Commission (Resolution)



County approval process and recordation

To access the Margate Code of Ordinances on-line:

1. Go to www.municode.com
2. Click on “Library”
3. Where it directs, “Select State,” select Florida.
4. Scroll down to “Margate” and click on it.
5. Click on “Margate Code of Ordinances”
6. From this page, you have the following options:
 - a. Enter a word to search for in the Code (will search entire code). If you enter a search word, municode will bring up appropriate sections of the Code. If you click on one of those sections and wait for it to fully load, it will take you to the first instance of your search word and your search word will always be highlighted.
 - b. Use the menu on the left to find a specific chapter of the Code
 - c. If you want only the ZONING CODE, go to the menu on the left-hand side of the page and scroll down until you see “Appendix A Zoning” and click on it.

Application submissions will be considered incomplete without all of the following required materials:

1. Completed DRC application form.
2. Application fee.
3. Data required on preliminary plat to include the following:
 - a. Proposed subdivision name or identifying title
 - b. Location sketch with section
 - c. North arrow, scale and date
 - d. Name of the owner of property or authorized agent
 - e. Name of the registered engineer or surveyor responsible for the plat
 - f. Locations and names of adjacent subdivisions
 - g. Subdivision boundaries with angles and distances
 - h. All existing water courses, canals, and bodies of water
 - i. All existing streets and alleys on or adjacent to the tract, including name and right-of-way tract
 - j. All existing property lines, easements and rights-of-way and the purpose for which the easements or rights-of-way have been established
 - k. Location and width of all proposed streets, alleys, right-of-way easements; proposed lot lines with dimensions, playgrounds, public areas, and parcels of land proposed or reserved for public use
 - l. Tract boundaries, clearly identified on all sides
 - m. Location with respect to one (1) or more land lines, identifying the section lines or other landlines shown
 - n. Streets on or adjacent to the tract, including street layout
 - o. Lots and blocks of adjacent recorded plats, giving plat book and page number along with names of such plats
 - p. Significant physical features, such as canals, lakes, etc
 - q. Proposed general lot layout with typical lot sizes
 - r. All existing easements including FPL, gas, water, or other pipeline easements, or other utility easements
 - s. Any proposed lakes, canals, rock pits, etc
 - t. A location sketch as required on final plats
 - u. The approximate legal description of the property being platted
4. Survey of subject property depicting current conditions and that is no more than five years old.
5. Concurrency analysis per Sections 31-40 through 31-50 of the Margate Code of Ordinances.

NOTES:

1. 3 paper sets of back up material (1 original + 2 copies) and 1 compact disc in pdf format must be submitted to the Development Services Department by appropriate deadline with application forms and required fee.
2. The applicant or a representative must be present in order for a submission to be reviewed by the committee.
3. All required forms/materials must be typewritten or printed neatly. Illegible documents will not be accepted.

4. Large (24" x 36") surveys and/or plans must be folded into quarters, and then in half with the application visible.
5. Completed "PUBLIC HEARING SIGN REMOVAL BOND" and **\$150** must be submitted to the City Clerk's Office.
6. Completed "APPLICATION FOR PLAT APPROVAL PETITION", eleven (11) sets of required back-up material, and **\$250** application fee for Planning & Zoning Board must be submitted to the City Clerk's Office. Applicants are also responsible for cost of required advertisements/mailings.
7. Application materials must be collated and bound into 3 distinct sets.
8. Applicant is responsible for all advertising costs. Required notice to be mailed to all property owners within 1,500 feet of the subject property and public hearing signs to be posted at least 14 days prior to Planning and Zoning Board meeting and City Commission meeting, per Section 31-55 of the Margate code of Ordinances.

DRC APPLICATION FEE(S):

1. Non-residential plat: \$1,000 + \$50 per acre
2. Residential plat: \$750 + \$5 per unit



PUBLIC HEARING SIGN REMOVAL BOND AGREEMENT

I, _____, petitioner of record and on behalf of the property owner, hereby agree that the subject public hearing sign shall be removed within two (2) business days following a final determination by the governing body. Further, it is understood that by complying with this section, the \$150 cash bond will be returned to the petitioner of record.

If said public hearing sign is not removed in two (2) business days, I hereby authorize the administration of the City of Margate to remove said sign, billing the costs of the removal of the sign to the owner of the property.

I understand that the \$150 (one hundred fifty dollar) cash bond shall be forfeited and applied against the cost of removal to the City of Margate if said public hearing sign is not removed in two (2) business days.

Business or Property Name

Address

Signature

Date

OFFICE USE ONLY	
Date of Decision:	_____
Tabled to date certain?	_____
Two Business Days (after decision)	_____
COMPLIED?	Y N
If YES, initiate check request to Finance (601-0000-220.18-00)	
If NO, inform Finance to deposit Bond (001-0000-369.90-01)	

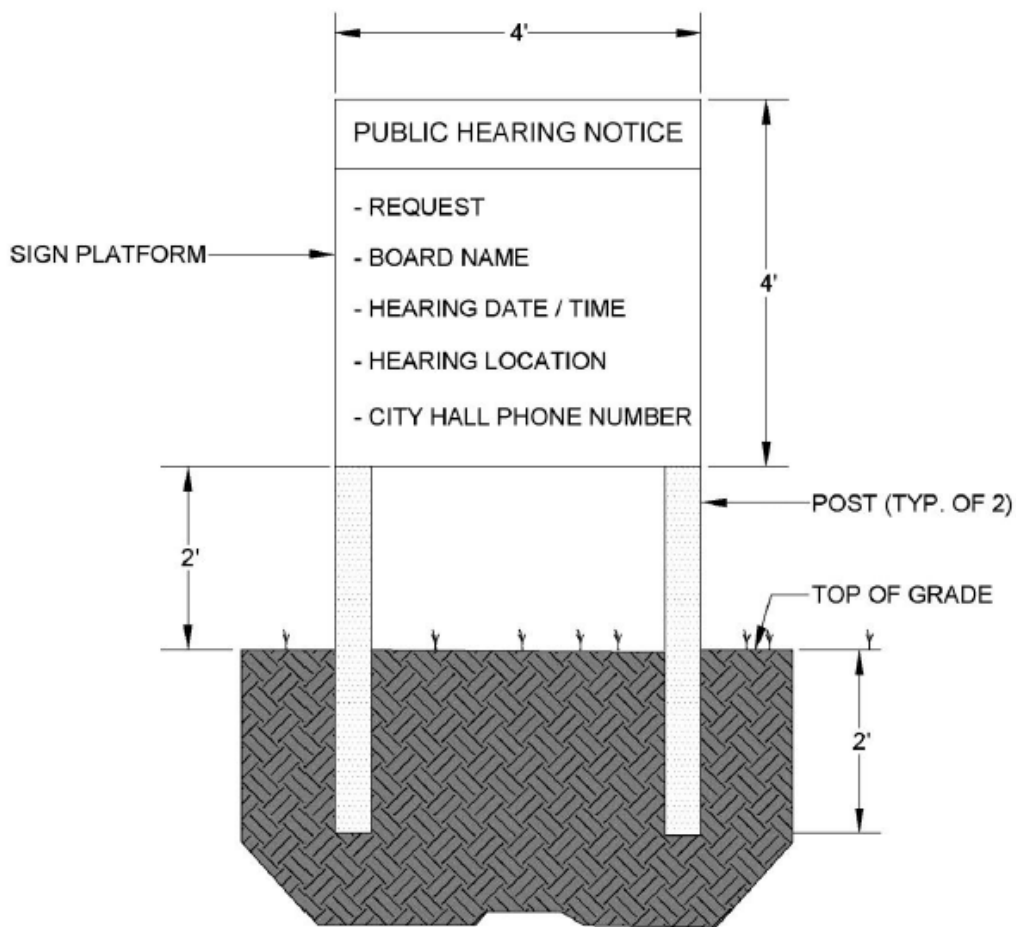
Copy to Petitioner, Finance Department
Original to File

CITY OF MARGATE

Public Hearing Announcement Sign Specifications

The sign must:

- Be professionally prepared.
- Be placed adjacent each right-of-way frontage, facing the road.
- Be installed 5 feet back from the property line.
- Be installed on property 14 days prior to scheduled public hearing.
- Be designed in accordance with Section 31-55(B)(2) of the Margate Code of Ordinances, as depicted below, and Section 31-55(B)(4).
- Display “954-972-6454” for the City Hall phone number.
- Display “5790 Margate Boulevard, Margate” for the hearing location.



PROPERTY OWNER CERTIFICATION AND PERMISSION TO PROCEED



I hereby certify that I am the owner of the property located at _____,
being the subject property for this PLAT APPROVAL application, and I give authorization to
_____ to file this petition for the said land use plan amendment.

I understand that I, or a representative on my behalf, must be present at the DRC meeting. I further understand that my petition will be subject to the regulations of Chapter 31 of the Margate City Code.

Print owner's name

Signature of owner

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this ____ day of _____, __ (year), by _____ (name of person making statement).

Print or type name of Notary

Signature of Notary

_____ Personally known to me

_____ Produced identification _____

CITY OF MARGATE



APPLICATION FOR PLAT APPROVAL PETITION

Petitioner		(official use) PZ #
Project Name		
Address		
Acreage	Folio Number	
Existing Zoning		Requested Zoning
Legal Description		

NOTE: Eleven (11) copies of supporting data/plans must be submitted as well. Fee is **\$250.00**. Petitioner will also be responsible for cost of advertisements and notification mailings.

Signature of Petitioner

Company Name

Address

Phone Number

Fax Number