



Community Development Department – Planning Division  
10770 West Oakland Park Boulevard, Sunrise, FL 33351  
P: 954.746.3270 F: 954.746.3287  
AskZoning@sunrisefl.gov

## **Instructions for filing Plat Application**

### **PLEASE NOTE:**

**A PRE-APPLICATION MEETING IS REQUIRED PRIOR TO SUBMITTAL. TO SCHEDULE AN APPOINTMENT, CALL THE COMMUNITY DEVELOPMENT DEPARTMENT AT (954) 746-3286. SUBMITTALS ARE NOT ALLOWED ON THE SAME DAY AS THE PRE-APPLICATION MEETING. APPLICATION FEES, EXCLUDING NOTIFICATION FEES, MUST BE PAID IN FULL AT TIME OF SUBMITTAL.**

1. Application for Plat form (1 original and 11 copies) duly executed by owner. Original documents should to be signed with blue ink.
2. Twelve (12) copies of proposed plat will be required. All plats are to be folded to legal size with title block shown.
3. Letter describing the request (1 original and 1 copies). Original documents should to be signed with blue ink.
4. It is required that within a 500 ft. radius of the property line of the property which is the subject of this application, that all property owners shall be notified of said hearing. Therefore, the following is required of the applicant and must be presented at the time the application is filed:
  - 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:

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

- 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.
5. Sign on site: At least fifteen (15) 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 Community 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 at City Hall Annex, located at 1601 NW 136 Avenue, Building A, Sunrise commencing at 6:00 p.m.
9. The City Commission meetings are held the second and fourth Tuesday of the month, at 5:00 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.
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- 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.



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**Application for Plat**

1. Name of Development \_\_\_\_\_  
Name of Applicant \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Cellular No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email Address \_\_\_\_\_

Contact Person/Agent \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Cellular No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email Address \_\_\_\_\_  
**(IF AGENT, SUBMIT LETTER OF AUTHORIZATION)**

2. Name of Property Owner \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Cellular No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email Address \_\_\_\_\_

3. Legal Description of Property Covered by this Application:

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4. Address, Location of Subject Property \_\_\_\_\_

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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.

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\*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?

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\* 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

State of Florida  
County of Broward

Sworn to (or affirmed) and subscribed before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 202\_\_\_, by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority . . . e.g., officer, trustee, attorney in fact) for \_\_\_\_\_ (name of corporation/LLC).

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, type or stamp commissioned name of Notary Public

Personally Known \_\_\_ OR Produced Identification \_\_\_  
Type of Identification Produced \_\_\_\_\_

**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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

State of Florida  
County of Broward

Sworn to (or affirmed) and subscribed before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 202\_\_\_, by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority . . . e.g., officer, trustee, attorney in fact) for \_\_\_\_\_ (name of corporation/LLC).

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, type or stamp commissioned name of Notary Public

Personally Known \_\_\_ OR Produced Identification \_\_\_

Type of Identification Produced \_\_\_\_\_



**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

\_\_\_\_\_  
Print Name

State of Florida  
County of Broward

Sworn to (or affirmed) and subscribed before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 202\_\_\_, by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority . . . e.g., officer, trustee, attorney in fact) for \_\_\_\_\_ (name of corporation/LLC).

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, type or stamp commissioned name of Notary Public

Personally Known \_\_\_ OR Produced Identification \_\_\_

Type of Identification Produced \_\_\_\_\_

**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 Florida  
County of Broward

Sworn to (or affirmed) and subscribed before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 202\_, by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority . . . e.g., officer, trustee, attorney in fact) for \_\_\_\_\_ (name of corporation/LLC).

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, type or stamp commissioned name of Notary Public

Personally Known \_\_\_ OR Produced Identification \_\_\_  
Type of Identification Produced \_\_\_\_\_

**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.

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**DISCLOSURE OF OWNERSHIP AFFIDAVIT**

All owners, must separately complete this affidavit and list their name, business address and percentage of ownership of any owner of the real property that is the subject matter of this application. 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 must provide a separate affidavit.

The undersigned hereby represents that he/she is an owner of the subject property and that the names, addresses, and ownership percentages of each owner are set forth below:

Property Owner Name, Business Address and Ownership Percentage

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Property Address/Legal Description Signature Print Name State of

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

State of Florida

County of Broward

Sworn to (or affirmed) and subscribed before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 202\_\_\_, by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority . . . e.g., officer, trustee, attorney in fact) for \_\_\_\_\_ (name of corporation/LLC).

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, type or stamp commissioned name of Notary Public

Personally Known \_\_\_ OR Produced Identification \_\_\_

Type of Identification Produced \_\_\_\_\_

**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

\_\_\_\_\_  
Print Name

State of Florida

County of Broward

Sworn to (or affirmed) and subscribed before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 202\_, by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority . . . e.g., officer, trustee, attorney in fact) for \_\_\_\_\_ (name of corporation/LLC).

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, type or stamp commissioned name of Notary Public

Personally Known \_\_\_ OR Produced Identification \_\_\_

Type of Identification Produced \_\_\_\_\_

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

**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

\_\_\_\_\_  
Print Name

State of Florida

County of Broward

Sworn to (or affirmed) and subscribed before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 202\_, by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority . . . e.g., officer, trustee, attorney in fact) for \_\_\_\_\_ (name of corporation/LLC).

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, type or stamp commissioned name of Notary Public

Personally Known \_\_\_ OR Produced Identification \_\_\_

Type of Identification Produced \_\_\_\_\_

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

**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: \_\_\_\_\_

State of Florida

County of Broward

Sworn to (or affirmed) and subscribed before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 202\_, by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority . . . e.g., officer, trustee, attorney in fact) for \_\_\_\_\_ (name of corporation/LLC).

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, type or stamp commissioned name of Notary Public

Personally Known \_\_\_ OR Produced Identification \_\_\_

Type of Identification Produced \_\_\_\_\_