



TOWN OF PEMBROKE PARK PLANNING & ZONING DIVISION

3150 SW 52nd Avenue Pembroke Park, Florida 33023
954.966.4600
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PLAT SUBDIVISION APPROVAL APPLICATION CHECKLIST

The following checklist is designed to assist the applicant in preparing the required materials for review. The application will not be accepted if all required items are not present at the time of submittal. The following items are required as part of a complete application for a Plat Subdivision Approval:

Completed Town of Pembroke Park Plat Subdivision Approval Application.

Current Survey (must be electronically signed and sealed by a Florida Registered Surveyor).

One (1) copy of a 24"x36" plat/survey dated within the last twelve (12) months.

Digital copy in MS Word (.docx) format of legal description.

Digital copy of proposed Plat.

Agent Authorization Letter (if applicable).

Written approval documents from the Broward County School District. Prior to submittal, transmit residential plans and site plans to Broward County School District with a completed Public School Impact Application.

Written Narrative describing project specifics. Must be on letterhead, dated, signed, and with author indicated in a (.pdf) format. Include size restrictions on the building(s), proposed building area, square foot restrictions, and general location of all improvements.

Appropriate fee (download from P&Z website)

<http://pembrokeparkfl.civiccms.acsitefactory.com/town-planner/pages/applications-and-fee-schedule>

Make an appointment with a Town Planner at (954) 966-4600 to discuss.

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****