



TOWN OF PEMBROKE PARK PLANNING & ZONING DIVISION

3150 SW 52nd Avenue, Pembroke Park, FL 33023
954.966.4600 - www.tppfl.gov

PLAT NOTE AMENDMENT APPROVAL APPLICATION & NONVEHICULAR ACCESS LINE (NVAL) AMENDMENT 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.

Completed Town of Pembroke Park Plat Note Amendment (PNA) Approval Application.

Letter of Request - must include the "existing plat note" (what the plat note currently states) and the "proposed plat note" (amended language) in a word format. Note: It is critical that the amended language is that which is suggested by the County's Urban Planning Division, Resilient Environment Department to prevent having it rejected by the County later in the process.

Additionally, the Letter of Request must explain:

- the reason for request.
- current type of use & square footage.
- provide address and/or BCPA Control Number.
- list any associated applications and status (i.e. site plan review application/approval date).

Submit Ownership Permission or Authorization Letter (notarized).

- Fee is \$1,500 (subject to change according to the fee schedule on the P&Z Webpage). Make check payable to the "Town of Pembroke Park".
- Submit Legal Description (*NVAL applications must include current and proposed Legal Description & Sketch*).
- *Submit a Location Map - aerial of the subject property with streets and outlined.
- *Submit a copy of any previously approved PNAs for the plat.
*Submit a copy of the Plat (*not required for NVAL application*).

Justification Letter. The letter shall encompass all requirements from Section 13.5-75 (b) (1) of the Town's Land Development Code.

Proof of Property Ownership (i.e., deed, property appraisers report, or contract to purchase).

One (1) copy of existing Plat and one (1) copy of proposed Plat indicating proposed Plat Note or nonvehicular access easements/openings modifications.

Provide a copy of Broward County Planning Council Plat Note Amendment Application after receipt of the City's letter of support.

Appropriate fee (download from Planning & Zoning Division's website)

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

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

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