



City of Margate  
DEVELOPMENT REVIEW COMMITTEE  
**Application for Subdivision Resurvey**

901 NW 66th Avenue, 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		
Current Land Use Designation		Current Zoning Designation
Legal Description		

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

Applicant Name	
Business/Corporate Name	
Address	
Phone Number	Fax Number
Email Address	

Agent/Contact Name	
Business/Corporate Name	
Address	
Phone Number	Fax Number
Email Address	

# CITY OF MARGATE PLAT/SUBDIVISION RESURVEY APPROVAL PROCEDURES

Contact Broward County Planning and Development Management Division (954-357-8695) for County applications and approval process.



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



Development Review Committee



**Public Notification:** Petitioner(s) are required to pay for advertising costs, if any. All property owners of record within 1,500 radius of the subject parcel are notified of the pending action by US Mail 14 days prior to meeting. Petitioners are responsible for advertising costs. Petitioners must post a public hearing announcement sign on the subject parcel at least 14 days prior to meeting and pay \$150 sign bond.



Planning & Zoning Board



**Public Notification:** Petitioners(s) must update posted public hearing announcement sign on subject property at least 14 days prior to Commission meeting. A second mailing will be required if the actual hearing dates are different than indicated in the first mailing.



City Commission (resolution)



County for recordation.

\*No waiver to F.S. 166.033 will affect standard procedure

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

1. Completed DRC application form.
2. Application fee (\$500).
3. Completed “PUBLIC HEARING SIGN REMOVAL BOND” and **\$150** sign bond fee.
4. Submittal requirements are described in Section 31-18 of the Margate Code of Ordinances.

**NOTES:**

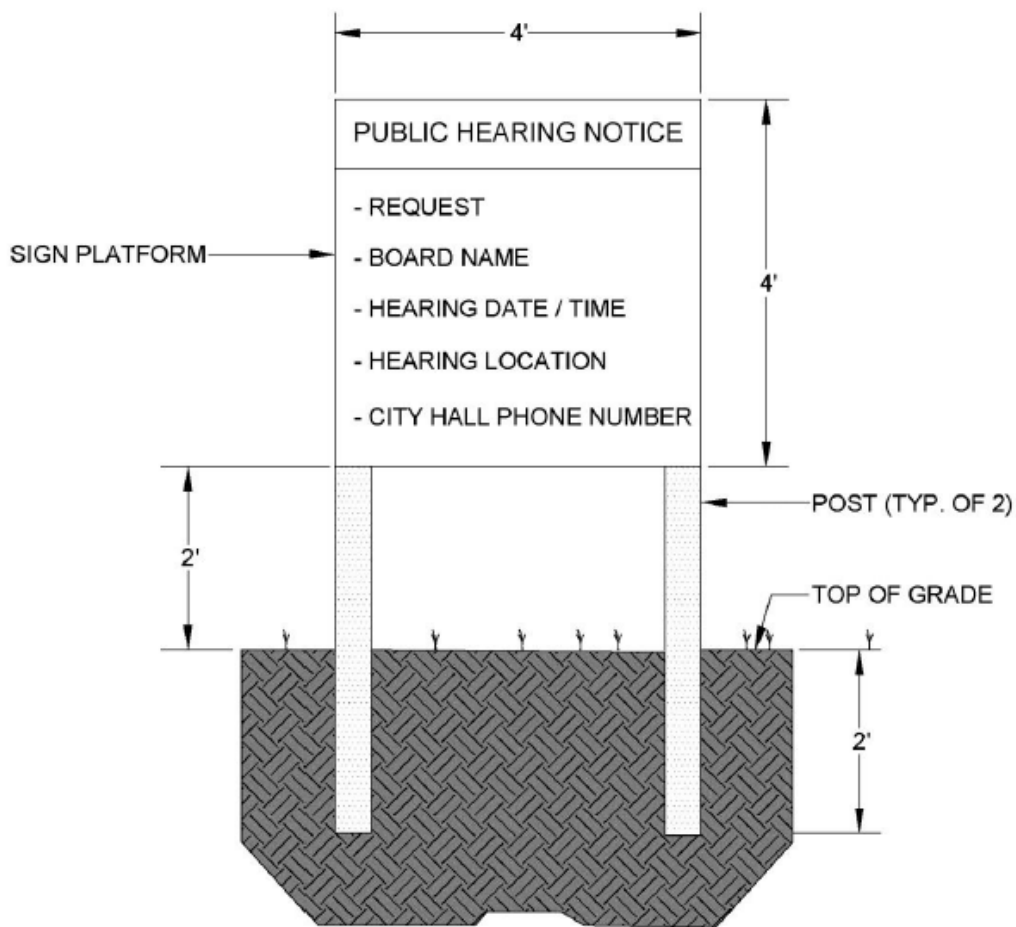
1. 3 paper sets of backup material (1 original, stamped/sealed + 2 copies\*) and 1 compact disc in pdf format must be submitted with 1 original application cover sheet (p.1) to the Economic Development Department at least 30 days prior to DRC meeting.  
\* Copies can use a copy of the original stamp/seal.
2. The applicant or authorized 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 collated, stapled, and folded into quarters, and then in half into 3 distinct sets.
5. Backup material must be collated and bound into 3 distinct sets.

# 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.





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

**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 SUBDIVISION RESURVEY 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 \_\_\_\_\_

**If you would like this document in an alternate format, please call (954) 979-6213 or email  
dsd@margatefl.com**