



## Department of Engineering and Public Works

### Land Development Division

2300 North Jog Road  
 West Palm Beach, FL 33409  
 561-684-4090

# Plat Review Process

The technical compliance review process is based on calendar days.

Day	Action	By
1	Technical Compliance Application Received and date stamped	Senior Clerk Typist
1	Technical Compliance Application Package Reviewed for Completeness (incomplete packages will be returned)	Electronic Platting Specialist
1-5	Verification of Project Control Number	Electronic Platting Specialist
1-5	Project assigned to Project Coordinator	Plat Manager
1-5	Transmittal of Plat and Construction plans (or just Plat if applicable) to the following agencies: <ul style="list-style-type: none"> <li>• Land Development Division</li> <li>• Traffic Division</li> <li>• Survey Section</li> <li>• Zoning Division</li> <li>• Addressing Section</li> <li>• Park and Recreation Department</li> <li>• Roadway Production Division</li> <li>• Environmental Resources Management</li> <li>• Florida Department of Transportation (for lands abutting state roads)</li> <li>• Local water control district (for lands abutting water control district facilities)</li> <li>• County Attorney</li> <li>• Director of Property and Real Estate Management</li> </ul>	Project Coordinator
20	Comments due from agencies to Project Coordinator	Agencies
20-25	Comments letter prepared by project coordinator and reviewed by plat manager	Project Coordinator & Plat Manager
25	Comments due to Director for Review and Approval	Project Coordinator
30	Comment Letter mailed to the Developer or his/her agent	Senior Clerk Typist
31-90	Engineer or Survey has 60 calendar days to respond to Comments Letter	Engineer or Surveyor

*The review process shall continue until all comments by the Project Coordinator and all other review agencies have been satisfied. Technical Compliance is issued once it has been determined that all comments, clarification, errors have been corrected, adjusted or otherwise satisfied.*