

*Planning and Zoning Division
18605 NW 27th Ave
Miami Gardens, Florida 33056
Phone: (305) 622-8023
Fax: (305) 626-4220
www.miamigardens-fl.gov*



Office Use Only

Date Received: _____

Process No. _____

TENTATIVE PLAT APPLICATION

APPLICANT INFORMATION:

APPLICANT'S MAILING ADDRESS, TELEPHONE NUMBER:

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____ E-mail: _____

OWNER INFORMATION:

OWNER'S NAME, MAILING ADDRESS, TELEPHONE NUMBER:

Owner's Name (Provide name of ALL owners): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____ E-mail: _____

DULY APPOINTED AGENT INFORMATION:

CONTACT PERSON, MAILING ADDRESS, TELEPHONE NUMBER:

Contact Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____ E-mail: _____

PROJECT INFORMATION:

1. PROPOSED SUBDIVISION NAME: _____

2. FOLIO NUMBER(S) IF ANY ASSIGNED: _____

3. LEGAL DESCRIPTION (provide on separate page and in WORD format) :

SUBMITTAL CHECKLIST

<u>Required</u>	<u>Provided</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of original application - <u>completely</u> filled out and properly executed.
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) signed and sealed copies of Tentative Plat survey – copies must be signed and sealed and folded.
<input type="checkbox"/>	<input type="checkbox"/>	Opinion of Title/Warranty Deed – an opinion of title on form acceptable by Miami-Dade County and a certified copy of the warranty deed.
<input type="checkbox"/>	<input type="checkbox"/>	Plat Committee Action Report –plat committee action report from Miami-Dade County must be submitted prior to scheduling for final approval by City Council.
<input type="checkbox"/>	<input type="checkbox"/>	Electronic File Submission – In addition to hard copies, all plats, surveys must be submitted in pdf format as well as all legal descriptions in WORD format .
<input type="checkbox"/>	<input type="checkbox"/>	Application of Lobbyists – must register with the City Clerk’s office as lobbyists. Accordance to Ordinance No. 2004-02-18
<input type="checkbox"/>	<input type="checkbox"/>	School Concurrency Management – The City is committed to supporting the Miami Dade County School District’s programs to improve Miami Gardens’ schools. All residential plats shall fully comply with the District’s facility requirements including but not limited to the payment of education impact fees and of additional school facility mitigation fees.
<input type="checkbox"/>	<input type="checkbox"/>	Other - List all plat restrictions zoning conditions or any other declaration, restriction, condition etc. that might affect the subdivision plat.
<input type="checkbox"/>	<input type="checkbox"/>	Fees – fees paid per the below schedule

FEE SCHEDULE

zplt02	Tentative Plat Application Base Fee	\$3,132.15	3,132.15
zplt04	Additional fee for each site over 6 sites/lots/tracts	\$ 76.80	
zplt05	Resubmission of Tentative Plat	\$1,344.00	
zplt06	Resubmission of Tentative Plat with New Owner, no other revision	\$1,075.00	
zplt08	Request for Extension of Tentative Plat: Prior to Expiration	\$1,344.00	
zplt09	Request for Extension of Tentative Plat: After Expiration	\$1,920.00	
	Concurrency Fees		
	MIAMI GARDENS SURCHARGE 15%		
	Zplt03- Surveyor Review Fee – To be paid separately		TBD
	Total Fees		

* Please make all checks payable to “City of Miami Gardens”, credit cards and debit cards also accepted

OWNERSHIP AFFIDAVIT FOR INDIVIDUAL

STATE OF

COUNTY OF

Before me, the undersigned authority, personally appeared , hereinafter the Affiant, who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the fee owner of the property that is the subject of this request. In addition, I agree to furnish additional items as may be necessary such as abstract or opinion of title to determine accurate ownership information. Furthermore, I am aware that the use of a public water supply and/or public sewer system may be required for this development. If so required, I recognize that engineering drawings for the extension of these utilities must be approved by the appropriate utility entity and government agency prior to the approval of the final plat.

2. The subject property is legally described as:

3. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.

4. The Affiant has authorized as the applicant/duly appointed agent to file this request and to receive all correspondence and represent the Affiant.

Witnesses:

Signature

Affiant's signature

Print Name

Print Name

Signature

Print Name

Sworn to and subscribed before me on the ____ day of _____, 20___. Affiant is personally known to me or has produced _____ as identification
_____.

Notary

(Stamp/Seal)

Commission Expires:

OWNERSHIP AFFIDAVIT FOR CORPORATION

STATE OF

COUNTY OF

Before me, the undersigned authority, personally appeared _____
_____ hereinafter the Affiant(s), who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the president, vice-president or CEO of the Corporation, or otherwise authorized to sign on behalf of the Corporation, doing business at the following address:
2. The Corporation owns the property which is the subject of this request. In addition, I agree to furnish additional items as may be necessary such as abstract or opinion of title to determine accurate ownership information. Furthermore, I am aware that the use of a public water supply and/or public sewer system may be required for this development. If so required, I recognize that engineering drawings for the extension of these utilities must be approved by the appropriate utility entity and government agency prior to the approval of the final plat.
3. The subject property is legally described as:
4. Affiant is legally authorized to file this Plat application or the Affiant has authorized as the applicant/duly appointed agent to file this Plat application and to receive all correspondence and represent the Affiant.
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning action granted at public hearing.

Witnesses:

Signature

Affiant's signature

Print Name

Print Name

Signature

Print Name

Sworn to and subscribed before me on the ____ day of _____, 20 ____.

Affiant is personally known to me or has produced _____
as identification.

Notary

(Stamp/Seal)

Commission Expires:

PLAT PROCEDURES

Tentative Plat:

1. Application for Tentative Plat shall be submitted to Planning and Zoning Division along with all the items on highlighted on submittal checklist on the application.
2. The Tentative Plat will be reviewed for compliance with Chapter 34 City Code of Ordinances, and Florida Statutes Chapter 177.081(1) by the City Surveyor.
3. After the Tentative Plat is found to be compliance by the City Surveyor, the City shall issue letter recommending approval to Miami-Dade County, and notify the applicant to proceed with the plat process at Miami-Dade County.
4. The applicant must complete a Tentative Plat submittal to Miami-Dade County and obtain a recommendation of approval for the Tentative Plat from the Miami-Dade County Plat Committee.
5. When Miami-Dade County's Plat Review Committee issues a Plat Action Report with its' recommendation and conditions. Applicant shall be responsible to transmit copy of Plat Action Report to the Planning and Zoning Division along with a PDF version of the final version of the Tentative Plat.
6. The applicant must then file a Final Plat application with the City.
7. After the Final Plat is approved by the City Surveyor, the Final Plat is scheduled for approval by the City Council.
8. After adoption by the City Council the applicant must submit a Final Plat application to Miami-Dade County along with the Resolution from the City indicating approval of the Final Plat.
9. The Final Plat is processed by Miami-Dade County for recordation.
10. The applicant is required to submit certified version of the recorded plat to the City prior to issuance of building permit or Certificate of Occupancy.
11. Public Works shall assure all improvements, installations etc. required as part of approval are complete and to the satisfaction of the City prior to release of bonds, letter of credits etc.
12. Planning and Zoning Division shall assure that conditions of the of the plat approval are complete to the satisfaction of the City prior to issuance of building permit on property.

SUBMITTAL REQUIREMENTS FOR MIAMI-DADE COUNTY PUBLIC WORKS AND WASTE MANAGEMENT

Tentative Plat Submittal Checklist

Note: The City of Miami Gardens has provided this checklist for informational purposes, it is the applicant's responsibility to confirm any updates, revisions, or changes in the requirements by Miami-Dade County.

The application package must include the following items:

1. Two (2) executed original Tentative Plat applications. (See instruction page on our Web Site for details)
2. One copy of the recorded Warranty Deed as proof of ownership. If the property owner is an LLC, LLLP, LP, LTD, or any other limited organization, the application must be accompanied by a current original Opinion of Title (last verified no later than three (3) months from submittal date) stating who is authorized to sign on behalf of said organization.
3. Appropriate Tentative Plat review fee. (See instruction page on our Web Site for details). **Notice: Contact Alissa Turtletaub (Parks, Recreation and Open Spaces Department) at (305)755-7952, Guillermo Castillo (Fire Department) at (786)331-4545 and Ron Acle (Department of Regulatory and Economic Resources) at (305)375-2640, for details concerning additional fees required by those Departments.**
4. Copy of municipal approval when property falls outside the unincorporated Miami-Dade County jurisdiction.
5. Five (5) copies of the proposed Tentative Plat. Said Tentative Plat shall be a "Boundary and Topographic Survey" signed and sealed by a State of Florida registered, active Professional Surveyor and Mapper depicting the proposed Subdivision lay-out.

The "Boundary and Topographic Survey" must be current (not older than six (6) months) and comply with the Minimum Technical Standards as set forth by the Florida Board of Professional Surveyors and Mappers in Chapter 5J-17.50 , Florida Administrative Code; pursuant to Chapter 472.027, Florida Statutes; along with the following additional requirements:

Sheet Size: Depending on the property size and the scale; either an 18" x 24" or a 24" x 36" sheet size is acceptable. Prints must be folded to fit into a 15" x 10 ½" x 3 ½ expansion file.

Title: Proposed Subdivision name, municipality name, (if applicable) and the Section, Township and Range.

Main Sketch: The boundary and topographic survey must match the proposed subdivision legal description; shall be clearly identified with a heavy line; and shall show dimensions, bearings and be tied to a fractional section corner or any other well-established corner. Show dimensions and bearings of the proposed lots and tracts and, in the case of odd or irregular shaped lots, the building envelope and lot area shall be shown.

Where the Tentative Plat submitted covers only a part of the subdivider's entire ownership, a master tentative plat showing the proposed future road system of the remainder ownership must be submitted.

Show the center line geometry and right-of-way width of all proposed public and/or private roads.

All proposed public and/or private roads shall be identified and numbered in accordance with the Miami-Dade County numbering system, except in those municipalities that have their own numbering system. Contact Mr. Mohammed Mansuri at (305)375-2707, for a preliminary review of the proposed road designations and numbering prior to Tentative Plat submittal.

The numbering of all lots and blocks shall be shown on the tentative plat. All lots shall be numbered progressively. All blocks shall be progressively numbered except that blocks in numbered additions bearing the same name shall be numbered consecutively throughout the several additions.

Tracts shall be identified using letters. If the number of tracts on a given plat exceeds the number of letters in the alphabet, the continuing set of tracts shall be identified using the following system: Tract A1, B1, C1...Z1, A2, B2, C2.... etc., if applicable.

Show details of adjacent recorded subdivisions: lots, blocks, plat book and page numbers and plat name.

Show all existing structures and ground elevations on the property a minimum of 25 feet beyond the boundaries.

Show details of all existing roadways adjacent to the property including, but not limited to, right-of-way dimensions, pavement widths and condition, pavement markings, sidewalks, driveways (curb cuts), medians, median openings, drainage structures and center line geometry.

Boundary corner descriptions shall state whether the corner was found or set, size, material, and cap identification.

Scale: Main sketch must be drawn at a standard engineering scale not smaller than 1"=100'.

Legal Descriptions: Must match, or be a portion of the legal description as shown on the recorded Warranty Deed.

Location Sketch: Must be drawn at a scale of 1"=300' and should include an area 300 feet beyond the proposed development, or a sufficient area around it, to provide adequate orientation and landmark identification. Show adjacent recorded subdivision information, road lay-out and identification (Street and Avenue names). Provide a title and the Section, Township and Range.

Zoning Information: Verify the current zoning classification of the property with the Permitting, Environment and Regulatory Affairs.

Miami Dade County Flood Criteria: As per Plat Book 120, Page 13; contact Mayra De Torres (R.E.R) at (305)372-6681 for details.

FEMA information: Show the Flood Zone information of the property based on the Federal Emergency Management Agency, Flood Insurance Maps.

Development Information: Contact Laura Hernandez (R.E.R.) at (305)372-6639 and Elena Cata (RER) at (305)375-2268 for the type of information required by each agency.

Property owner and contact person information, including e-mail address(es).

Folio number(s).

Legend: To include only applicable items.

Disclaimer:

Although the Platting Section has attempted to include all applicable technical requirements as part of this check-list, please note that this is simply a suggested guide to assist surveyors and mappers in the preparation of the technical aspects of a Tentative Plat. Any Tentative Plat submitted to this office will be subject to a complete technical review which may reveal certain Subdivision Code and/or Florida Statute requirement deficiencies not covered by this check-list that will need to be addressed and corrected before the Tentative Plat can be recommended for approval by the Miami-Dade County Plat Committee.