

Development Services Department  
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**Office Use Only**

Date Received: \_\_\_\_\_

Process No. \_\_\_\_\_

# SUBDIVISION PLAT APPLICATION

## **TYPE OF APPLICATION:**

Waiver of Plat       Tentative Plat       Final Plat       Other

## **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: \_\_\_\_\_

## **SURVEYOR'S INFORMATION:**

SURVEYOR'S NAME, MAILING ADDRESS, TELEPHONE NUMBER:

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROJECT INFORMATION:**

1. PROPOSED SUBDIVISION NAME: \_\_\_\_\_

2. FOLIO NUMBER: \_\_\_\_\_

3. ADDRESS OR STREET BOUNDARIES (For location, use description such as NE corner of, etc.):

4. LEGAL DESCRIPTION of all property covered by the application

(Provide complete legal description, i.e., lot, block, subdivision name, plat book & page number, or metes and bounds. Include section, township, range. If the application contains multiple rezoning requests, a legal description for each requested zone must be provided. Attach separate sheets as needed and clearly label (identify) each legal description attached. In addition to paper version it is requested that lengthy metes and bounds descriptions be provided on diskette or compact disc in Microsoft Word or compatible software.)

5. SIZE OF PROPERTY (in acres): \_\_\_\_\_ (divide total sq. ft. by 43,560 to obtain acreage)

6. PRESENT ZONING CLASSIFICATION: \_\_\_\_\_

7. ANTICIPATED ZONING CLASSIFICATION: \_\_\_\_\_

8. PROPOSED USE OF PROPERTY:

Single Family Res.( \_\_\_\_\_ Units), Duplex( \_\_\_\_\_ Units), Apartments( \_\_\_\_\_ Units),

Industrial/Warehouse( \_\_\_\_\_ Sq.Ft.), Business( \_\_\_\_\_ Sq.Ft.), Office( \_\_\_\_\_ Sq.Ft.),

Restaurant( \_\_\_\_\_ Sq.Ft. & No.Seats \_\_\_\_\_), Other( \_\_\_\_\_ Sq.Ft. & No. of Units \_\_\_\_\_)

**SUBMITTAL CHECKLIST**

<b>Required</b>	<b>Provided</b>	<b>Description</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Application</b> - <u>completely</u> filled out and properly executed.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plat Survey – (4) four copies</b> (required with every application) Depicting all information required in accordance to Chapter 34, Article VII Subdivisions, Plats, Excavations, Address Assignments, and F.S. Ch 177
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plat Mylar</b> – required with final plat submittal, signed and sealed accordingly

<input type="checkbox"/>	<input type="checkbox"/>	<b>Application of Lobbyists</b> – must register with the City Clerk’s office as lobbyists. Accordance to Ordinance No. 2004-02-18
<input type="checkbox"/>	<input type="checkbox"/>	<b>Opinion of Title</b> – For all Final Plats it is <b>Mandatory</b> to submit an opinion of title on form acceptable by Miami-Dade County.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plat Committee Action Report</b> – for all final plat submittals, and waiver of plat adoption plat committee action report from Miami-Dade County must be submitted.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Boundary Survey</b> - (required with every application, no older than 1 year. Must show all structures, rights-of-way, etc. and any municipal boundary, if any).
<input type="checkbox"/>	<input type="checkbox"/>	<b>Electronic File Submission</b> – In addition to hard copies, all standard set plans, plats, surveys must be submitted in <b>.pdf</b> format as well as all legal descriptions in <b>word format</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>PRM’s</b> - All PRM’s must be set prior to final plat approval
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fees</b> – Pay fees
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other</b> - List all plat restrictions zoning conditions or any other declaration, restriction, condition etc. that might affect this Tentative Plat.

## FEE SCHEDULE

### Tentative Plat

zplt02	Tentative Plat Application Base Fee	\$4,474.50	<input type="text"/>
zplt03	Surveyor Review Fee	\$1,920.00	<input type="text"/>
zplt04	Additional fee for each site over 6 sites/lots/tracts	\$ 76.80	<input type="text"/>
zplt05	Resubmission of Tentative Plat	\$1,920.00	<input type="text"/>
zplt06	Resubmission of Tentative Plat with New Owner, no other revision	\$1,536.00	<input type="text"/>
zplt07	Resubmission of Tentative Plat due to non-compliance	\$1,920.00	<input type="text"/>
zplt08	Request for Extension of Tentative Plat: Prior to Expiration	\$1,920.00	<input type="text"/>
zplt09	Request for Extension of Tentative Plat: After Expiration	\$3,840.00	<input type="text"/>

### Waiver of Plat

zplt10	Waiver of Plat Application Base Fee	\$2,688.00	<input type="text"/>
zplt11	Waiver of Plat Revision to change parcels at owner’s request (same or new owner)	\$ 768.00	<input type="text"/>
zplt12	Waiver of Plat change of owner, no other revisions	\$ 768.00	<input type="text"/>

zplt13	Resubmission of Waiver of Plat due to non-compliance with staff/DRC recommendations	\$1,152.00	<input type="text"/>
zplt14	Waiver of subdivision code requirements, additional fee for review of Tentative Plat or Waiver of Plat which includes a request to waive subdivision	\$ 768.00	<input type="text"/>
zplt15	Waiver of subdivision code requirements, additional fee for request to waive underground requirements	\$ 384.00	<input type="text"/>
zplt16	Waiver of subdivision, fee for correspondence answering inquiries	\$ 384.00	<input type="text"/>

**Final Plat**

zplt17	Final Plat Base Fee, ten sites/tracts/lots or less	\$3,840.00	<input type="text"/>
zplt18	Final Plat for more than ten sites/tracts/lots Base Fee Plus \$150 per site in excess of 10 sites/tracts/lots	Varies	<input type="text"/>

**Bonding**

zplt20	Bonding: initial submittal and review of Agreement/Letter of Credit	\$1,786.50	<input type="text"/>
zplt21	Bonding: review of corrected bonding documentation	\$ 645.25	<input type="text"/>
zplt22	Bonding: processing the reduction or release of bond amount	\$1,402.50	<input type="text"/>

Subtotal

Concurrency Review Fee (\*6% of Sub-Total)

Subtotal

Miami Gardens Surcharge of 15%

Grand Total

**\* Make check for the total Processing Fee Payable to: Planning and Zoning.**

## AFFIDAVIT

I HEREBY CERTIFY that I am the owner of the parcel(s) described in Item 4 and that the information contained in this application is true and correct to the best of my knowledge and belief. Attached is a copy of the recorded deed showing my acquisition of this land. 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 by D.E.R.M. prior to the approval of the final plat.

STATE OF FLORIDA)                      SS: Signature of Owner: \_\_\_\_\_

BEFORE ME, personally appeared \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ A.D. and (he/she) acknowledge to and before me that (he/she) executed the same for the purposed therein. Personally known \_\_\_ or produce \_\_\_\_\_ as identification and who did (not) take an oath.

WITNESS my hand and seal in the County and State last aforesaid this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ A.D.

Signature of Notary Public: \_\_\_\_\_ Print name \_\_\_\_\_

\_\_\_\_\_  
(NOTARY SEAL) (Commission Expires) (Commission Number)

## **PLAT PROCEDURES, EXCERPTS FROM CHAPTER 34 CITY CODE OF ORDINANCES ARTICLE VII, PLATS, SUBDIVISION, EXCAVATIONS, ADDRESS ASSIGNMENT**

### **Waiver of Plat:**

1. Application for waiver of plat shall be submitted to Planning and Zoning Department along with all the items on highlighted on checklist.
2. Waiver of plat will be reviewed for compliance with Chapter 34 City Code of Ordinances, and Florida Statutes Chapter 177.081(1).
3. Upon compliance, City shall issue letter of approval to proceed with the plat process.
4. Letter shall be transmitted to County authorizing to undertake its' review of the waiver.
5. County's Plat Review Committee will issue 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 Department.
6. Upon receiving plat action report, City shall adopt Resolution approving waiver of plat with conditions, dedications, bonding, etc. as imposed by DRC.
7. After City adoption, applicant must submit the Resolution approving waiver of plat to Miami Dade County, Plat Division for recordation; copies shall be kept as official records by the Planning and Zoning Department.
8. 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.
9. Planning and Zoning shall assure that conditions of the waiver of plat approval are complete to the satisfaction of the City prior to issuance of building permit on property.

### **Tentative Plat:**

1. Application for plat shall be submitted to Planning and Zoning Department.
2. Tentative plat request shall be reviewed for compliance with Chapter 34 City Code of Ordinances, and Florida Statutes Chapter 177.081(1).
3. Upon compliance, City shall issue a letter of approval to proceed with the plat process.
4. Letter shall be transmitted to County authorizing to undertake its' review of the plat.
5. County's Plat Review Committee will issue a Plat Action Report with its' recommendation and conditions. Applicant shall be responsible to transmit copy of Plat Action Report and copy of approved Tentative Plat to Planning and Zoning Department prior to submittal of a Final Plat.
6. County will issue a plat action report; applicant must provide a copy of the plat action report to the Planning & Zoning dept. for the file.
7. Upon receiving plat action report, applicant can proceed to submit the Final Plat for approval.

### **Final Plat:**

1. Application for plat shall be submitted to Planning and Zoning Department.
2. Final plat request shall be reviewed for compliance with Chapter 34 City Code of Ordinances, and Florida Statutes Chapter 177.081(1).
3. Upon compliance, City shall issue a letter of approval to proceed with plat process.
4. Letter shall be transmitted to County authorizing to undertake its' review of the waiver.
5. County's Plat Review Committee will issue a Plat Action Report with its' recommendation and conditions. Applicant shall be responsible to transmit copy of Plat Action to Planning and Zoning Department

6. Upon receiving plat action report, City shall adopt Resolution approving final plat with conditions, dedications, bonding, etc. as imposed by DRC.
7. Mylar will be signed and given to applicant to send to the county for recordation. Applicant MUST submit a copy of the signed and recorded plat to the Planning and Zoning Department.
8. 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.
9. Planning and Zoning shall assure that conditions of the final plat approval are complete to the satisfaction of the City prior to issuance of building permit on property.
10. Upon receiving letter of compliance from City surveyor, City shall adopt Resolution approving waiver of plat with conditions, dedications, bonding, etc. as imposed by DRC.
11. Resolution shall be transmitted to applicant authorizing County to undertake its' review of the waiver.
12. After its' review, the County's Plat Review Committee will transmit a letter of recommendation to City Clerk with County's conditions of approval.
13. Prior to City Council adopting Resolution approving the Final Plat, Public Works Department, Planning Department, and Finance Department shall assure all conditions of approval, including all dedications, cost estimates, bonding, letter or credits etc. are secured.
14. City shall adopt a Resolution approving Final Plat upon applicant's compliance with all conditions and/or acceptance of dedications, and/or performance bonds, etc...
15. Approved Final Plat surveys shall be kept as official records by the Planning and Zoning Department.
16. 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.
17. Planning and Zoning shall assure that conditions of the plat approval are complete to the satisfaction of the City prior to issuance of building permit on property.