



# SUBDIVISION – PLAT APPLICATION

## City of Miami Gardens, Florida

### **PLAT PROCEDURES**

#### **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 28, 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 28, 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 28, 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.



**OFFICE USE ONLY**

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

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

Project Location: \_\_\_\_\_

**PLAT APPLICATION**

**TYPE OF APPLICATION:**

- ☐ Waiver of Plat
- ☐ Tentative Plat
- ☐ Final Plat
- ☐ Other

**Office Use Only**

**OWNER INFORMATION:**

OWNER'S NAME, MAILING ADDRESS, TELEPHONE NUMBER:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone#: \_\_\_\_\_

**DULY APPOINTED AGENT INFORMATION:**

CONTACT PERSON, MAILING ADDRESS, TELEPHONE NUMBER:

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

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

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

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

**SURVEYOR'S INFORMATION:**

SURVEYOR'S MAILING ADDRESS, TELEPHONE NUMBER:

Name of Surveyor: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone#: \_\_\_\_\_

**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.)

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**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**

Required	Provided	Description
<input type="checkbox"/>	<input type="checkbox"/>	<b>Application</b> - <u>completely</u> filled out and properly executed. (Folio numbers are mandatory).
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plat Survey</b> – <b>(4) four 24 x 36 hard copies</b> (required with every application) Must show all rights-of-way, subdivisions, lots, etc.
<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> -
<input type="checkbox"/>	<input type="checkbox"/>	<b>Warranty Deed</b> -
<input type="checkbox"/>	<input type="checkbox"/>	<b>Plat Action Report</b> – if any
<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 and renderings must be submitted in <b>.pdf or .jpg</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 need to be in place immediately after application submittal
<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**

<b><u>Description</u></b>	<b><u>Fee</u></b>	<b><u>Applicable</u></b>
Subdivision Control	\$1240.00	\$ 1240.00
Surveyor Review Process	\$1000.00	\$ 1000.00
Concurrency Review Fee (*6% of Sub-Total)	\$134.40	\$ 134.40
Subtotal	\$ 2374.40	\$ 2374.40
Miami Gardens Surcharge of 15%	\$ 356.16	\$ 356.16
Grand Total	<b>\$ 2730.56</b>	<b>\$ 2730.56</b>

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

**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:**

**CITY OF MIAMI GARDENS)**

**(Print name & Title here):**

**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, Type name here:** \_\_\_\_\_)

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