

*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. _____

FINAL 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) copies of Final Plat survey
<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"/>	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"/>	PRM’s - All PRM’s must be set prior to final plat approval.
<input type="checkbox"/>	<input type="checkbox"/>	Fees – fees paid per the below schedule

FEE SCHEDULE

zplt17	Final Plat for more than ten sites/lots/tracts: Base Fee for 10 sites/lots/sites or less	\$1920.00	1920.00
zplt17	Final Plat for more than ten sites/lots/tracts: Base Fee Plus \$150.00 per site in excess of 10 sites/lots/sites	\$1,920.00+ \$150.00	
		MIAMI GARDENS SURCHARGE 15%	
		SUB -TOTAL FEES	
		SURVEYOR REVIEW FEE	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:

- 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.
- The subject property is legally described as:
- 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.
- 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

Final Plat:

1. 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.
2. 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.
3. The applicant must then file a Final Plat application with the City with all items listed on the checklist.
4. It is recommended the original Plat Mylar not be submitted to the City until the City Surveyor has issued approval of the final version of the Final Plat to avoid timely delays.
5. After the Final Plat is approved by the City Surveyor, the Final Plat is scheduled for approval by the City Council.
6. 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.
7. The Final Plat is processed by Miami-Dade County for recordation.
8. 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.
9. 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.
10. 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

ITEMS REQUIRED FOR SUBMITTAL OF FINAL PLAT

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.

REQUIRED ITEMS TO PROCESS

(Unable to accept or input into computer without all the items listed within this section)

1. Original Mylar Plat
 - a. Verify that the plat measures 36 inches width by 30 inches height and that the margins are a minimum of ½ inch margins on the top, bottom and right side, with a three inch binding margin on the left side
 - b. Make sure that the contents shown on the original mylars are drawn in permanent black ink on a stable media with a minimum of three mils thickness
 - c. Make certain that all lettering on the plat is no less than 1/8 inch in size
 - d. Verify that all mortgages, corporate executions acknowledgements, and certifications are executed in **black ink**
 - e. Check that all appropriate County and Municipal approval statements have been incorporated and that a signature line has been provided with correct wording
 - f. Check that all required seals have been embossed on the original mylar and are legible (these include but are not limited to: Surveyor's, Notary, Corporate, and Municipality)
 - g. On plats which are within municipalities, confirm that a statement has been provided concerning F.S. 177.081(1)
2. Two copies of the mylar plat (folded)
 - a. Confirm that all the sheets have been included
 - b. Check that the copies match the Original Mylars
3. Department of Regulatory and Economic Resources processing fees for Final Plat
 - a. Verify check made to the order of "MIAMI-DADE COUNTY"

- b. Count the number of lots and tracts and calculate the check amount based on current FINAL PLAT FEE schedule for that number of sites
 - c. The amount must be exact and fees can be in multiple checks
4. Plats that are within municipalities require copies of approved resolution executed by the municipality
5. Copies of paid tax receipts for the current year
6. Opinion of Title
 - a. Verify signature of attorney is original
 - b. Make sure legal description is included along with all exhibits
 - c. Opinion of Title for Plats which are within the unincorporated areas of the county are valid for thirty days past last verification date.
 - d. Opinion of Title for Plats which are within municipalities are valid for forty-five days past last verification date.

**SUPPLEMENTAL ITEMS TO PROCCES—recommended to be included on original final submittal
(able to accept or input into computer without all the items listed within this section)**

1. Recording cashier's check or money order made to the order of "Clerk of the Court"
 - a. Amount based on \$30.00 for the first sheet and \$15.00 for each sheet thereafter of the original mylar
2. Public Works Monument verification fee
3. Check made to the order of "BOARD OF COUNTY COMMISSIONERS"
 - a. The check must be in the amount of \$230.00