COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT - PLANNING

APPLICATION for TENTATIVE / FINAL PLAT

SUBMIT ALL

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City of North Miami
Community Planning & Development Department
12400 NE 8 Avenue North Miami, FL 33161
305-893-6511, ext. 12139
www.northmiamifl.gov

SECTION 1: APPLICATION FOR TENTATIVE / FINAL PLAT

INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable).

Check one type ONLY (Use separate applications if applicable) ☐ Tentative Plat ☐ Final Plat

DEVELOPMENT/PROJECT NAME:	
DEVELOPMENT/PROJECT ADDRESS OR LOCATION:	
Legal Description (attach separate sheet if necessary):	
All Tax ID Folio Numbers:	
Project Narrative (Brief description)(Please attach Letter of Intent as a separate sheet)	
Residential Use(s)/Unit Type(s):	Site Area (sq. ft. & acres):
Number of Residential Units:	Existing Zoning Designation(s):
Non-Residential Use(s) (Type & sq. ft.):	Proposed Zoning Designation(s):
Current Use(s) of Property:	Existing Land Use Designation(s):
Proposed Use(s) of Property:	Proposed Land Use Designation(s):
Is the property platted? OR Book & Page: Plat Name: Is the property an existing legal lot of record? If No, please explain.	Will the plat be affected by this application? If yes, please explain. Is the property the subject of Code Enforcement Action? If yes, Code Enforcement Case No.:

PROPERTY OWNER / APPLICANT / AGENT INFORMATION

Property Owner (s) _____

Address _____

Phone _____ Fax _____ E-mail _____

Applicant _____

Address _____

Phone _____ Fax _____ E-mail _____

Agent _____

Address _____

Phone _____ Fax _____ E-mail _____

CONTACT PERSON

Identify one person to serve as the contact for the City during the application process. This will be the person notified by the City regarding comments and meetings (if needed).

Name _____

Address _____

Phone _____ Fax _____ E-mail _____

CERTIFICATION

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application I am acting with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I understand that all materials required by the City of North Miami must be submitted prior to having this application processed and that additional fee or materials may be required as a result of processing of this application.

Owners Signature	Date

OWNER'S SWORN-TO-CONSENT
PERMITTING AGENT TO FILE FOR A HEARING

I, _____, being the first duly sworn, depose and say that I am the owner of the property describe herein and which is the subject matter of the proposed hearing, do hereby authorize _____to file this application for a public hearing.

Signature	Date

NOTARIZATION

STATE OF FLORIDA/COUNTY OF

The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____

(Signature of Notary Public – State of Florida) (Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____

FOR CITY STAFF USE ONLY

☐ Application Fee: $_____

SUPPORTING DOCUMENTS RECEIVED

☐ Proof of Ownership

☐ Mail Public Notice Required

☐ Warranty Deed

☐ Sign Public Notice Required

☐ Letter of Consent

☐ Project Narrative/Letter of Intent

Application Complete: YES ___ NO ___ ☐ Required Submittal Documents

APPLICATION NO: _____

INTAKE DATE: _____

RECEIPT NO.: _____

RECEIVED & REVIEWED BY:

_____

COMMENTS:

SECTION 2: CHECKLIST

1. **Completed** application form, including information on the subject property location, folio number, legal description and appropriate Affidavit and/or disclosure forms.
2. Pay processing fee totaling **$400**. Checks should be made payable to the "City of North Miami".
3. The City has retained the professional services of Craven Thompson & Associates for the review of all subdivision applications i.e. waiver of plat, tentative plat and final plat, submitted within the City of North Miami. As such the applicant **shall pay all recovery fees as may be charged for the review of such applications by Craven Thompson & Associates, Inc**.
4. Provide proof of ownership (submit a copy of a deed, tax record, etc).
5. Letter of intent. The letter must include a summary outlining the purpose of the applicant's request to plat/replat. Indicate any existing development on the property (if any) and outline any plans for redevelopment. All applications must be consistent with **Section 3-802** of the City's Land Development Regulations.
6. Provide **1 electronic copy and ten (10) folded copies** of a certified plat of survey which are larger than 8-1/2 x 11 inches. These documents must be folded to a size no larger than 8-1/2 x 11 inches with the title block folded out. **Rolled plans will not be accepted**. The plat of survey should be current (prepared within one (1) year from the date of application), and contain the following information:
   a) An accurate legal description of the subject property
   b) Computation of the total area of the property in square feet
   c) Current zoning of the property
   d) Block, lot number and subdivision name
7. **Obtain letters from major utilities (FPL, AT&T and TECO Gas)** stating whether or not the application affects any utility easements.

FPL	Attn: Marco Alvarez 18455 NE 2nd Avenue, Miami, FL33179	305-770-7979
AT&T Network Operations	Attn: Jesus Castelloanos 8101 NW 90th Street, Medley, FL 33166	305-887-9017
TECO Peoples Gas	Attn: Alex Roche 5101 NW 21 Avenue, Suite 460, Fort Lauderdale, FL 33309	954-453-0824

Your surveyor should be advised to review and comply with the plat procedures of Chapter 28-4 of the Miami-Dade County code list below:

Sec. 28-4.1. Procedure for Tentative Plat Preparation

Sec. 28-7. Same--Procedure for platting.
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(B) *Tentative plat.* The tentative plat shall show on a map all of the facts and data required by the various departments to determine whether the proposed layout of the land in the subdivision is satisfactory from the standpoint of public interest.

SECTION 2: CHECKLIST

(1) The following information shall be part of the tentative plat unless waived by the plat division of the appropriate authority.

(a) Proposed subdivision name and identifying title and the name of the city, if any, in which the subdivision is located, and the section, township and range.

(b) Location of property lines, existing easements, buildings, watercourses, elevations, permits and other essential features.

(c) The names of all subdivisions immediately adjacent.

(d) The location of any existing sewers and water mains, or any underground or overhead utilities, culverts and drains on the property to be subdivided

(e) Location, names and present widths of existing and proposed streets, highways, alleys, parks and other open public spaces and similar facts regarding property immediately adjacent.

(f) The width and location of any street or other public ways or places shown upon the official map or the master plan, within the area to be subdivided, and the width and locations of all streets or other public ways proposed by the developer.

(g) Date of field survey, north point and graphic scale.

(h) Legal description and plan of proposed layout made and certified by a Florida-licensed land surveyor.

(i) The proposed lot lines with approximate dimensions and in the case of odd or irregularly shaped lots, suggested location of building setback lines.

(j) Where the tentative plat submitted covers only a part of the subdivider's entire holding, a master tentative plat of the prospective future street system of the unsubdivided part will be required, and the street system of the unsubmitted part will be considered in the light of adjustments and connection with the street system of the plat submitted.

(k) A plat application signed by the owner and notarized on the form prescribed by the plat division of the appropriate authority.

(l) The numbering of all lots, blocks and the lettering of all tracts shall be shown on the tentative plat. All lots or tracts shall be numbered or lettered 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.

(m) A location map at the scale of one (1) inch equals three hundred (300) feet showing existing and proposed rights-of-way.

(2) The following information shall be submitted in addition to the tentative plat if requested by the plat division of the appropriate authority.

(a) The names of owners of record of immediately adjacent property.

(b) Any changes in the use, height, area and density districts or other regulations under Chapter 33, Zoning, applicable to the area to be subdivided, and any boundaries of such districts, affecting the tracts; all parcels of land proposed to be dedicated to public use and the

conditions of such dedications.

(c) Typical cross-section of the proposed grading and roadways or sidewalks and topographic conditions.

(d) Location of closest available subdivision or public water supply system.

(e) Location of closest available subdivision or public sewage disposal system.

(f) Provisions for collecting and discharging surface drainage.

(g) Preliminary designs of any bridges or culverts which may be required.

(h) A boundary survey.

(i) If required by these regulations or if proposed by the subdivider, the proposed location of any type of sidewalks, street lighting standards and species of street trees, the location of curbs, gutters, water mains, sanitary sewers and storm drains and the sizes and types thereof, the character, width and depth of pavement and sub-base, and the location of manholes and basins and underground conduits.

(j) The boundaries of proposed permanent utility easements over or under private property. Such easements shall provide satisfactory access to an existing public highway or other public open space shown upon the layout. Permanent drainage easements shall also be shown.

(k) All dimensions affecting public rights-of-way and proposed dedication of the public rights-of-way shall be established by a registered surveyor and shown on the grading and drainage plan accompanying approved and valid tentative plats when said plan is submitted for approval, with the same degree of accuracy as, and identical to, the corresponding dimensions shown on the final plat.

(l) A copy of owners' deed or a current opinion of title from any attorney authorized to practice law in the State.

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Note: Once the tentative plat has been approved by the City and Miami Dade County the applicant shall be required to file a new **Final Plat** application with the City consistent with the requirements of Section 3-803 of the City's Land Development Regulations.

Recording the Approved Plat.

Following approval of the plat drawing by the County, or if forty five (45) days pass from receipt of the plat by the County without any action taken, the final plat shall be recorded, by the applicant, in the public records of Miami-Dade County at the expense of the applicant. A recorded copy of the plat should be filed with the City no later than thirty (30) days from recording. (Sect 3-803(G) North Miami, LDR).

SECTION 2: CHECKLIST

Sec. 28-8. Procedure for Final Plat Preparation

(a) *Conformity to tentative plat.* The final plat shall have incorporated all changes or modifications as required to make the tentative plat conform to the requirements of this chapter. Otherwise it shall conform to the tentative plat, and it may constitute only that portion of the approved tentative plat which the subdivider proposed to record and develop at the time, provided that such portion conforms with all requirements of this chapter and meets with the approval of the various departments concerned.

(b) *Preparation.* The final plat shall be prepared by a land surveyor registered in the state. The final plat shall be clearly and legibly drawn, to a sheet size of thirty (30) inches by thirty-six (36) inches and to a scale of sufficient size to be legible, with letters and numbers to be no smaller than one-eighth (1/8) of an inch in height. The final plat, insofar as preparation is concerned, shall comply with all applicable regulations and State laws dealing with the preparation of plats.

(c) *Contents:*

(1) Name of the subdivision.

(2) Deed description.

(3) Names of adjacent subdivisions.

(4) Names or numbers and width of streets immediately adjoining plat.

(5) All plat boundaries.

(6) Bearings and distances to the nearest established street lines, section corners or other recognized permanent monuments which shall be accurately described on the plat.

(7) Municipal, township, County or section lines accurately tied to the lines of the subdivision by distance and bearing.

(8) Accurate location of all monuments.

(9) Length of all arcs, radii, internal angles, points of curvature and tangent bearings.

(10) Where lots are located on a curve or when side lot lines are at angles less than eighty-seven (87) degrees or more than ninety-three (93) degrees, the width of the lot at the front building setback line shall be shown.

(11) The name or numbering and right-of-way width of each street or other right-of-way shown on plat.

(12) The numbering of all lots and blocks shown on the plat. All lots shall be numbered either by progressive numbers, or in blocks progressively numbered, except that blocks in numbered additions bearing the same name shall be numbered consecutively throughout the several additions. Excepted parcels must be marked "not part of this plat."

SECTION 2: CHECKLIST

(13) Plat restrictions to restrict type and use of water supply; type and use of sanitary facilities; use and benefits of water areas and other open spaces and odd-shaped and substandard parcels; resubdivision of parcels as "platted," and restrictions of similar nature.

(14) All areas reserved or dedicated for public purposes. No strip or parcel of land shall be reserved by the owner, unless the same is sufficient in size and area to be of some practical use or service.

(15) The dimensions of all lots and angles or bearings.

(16) Minimum building setback lines where required by ordinance.

(17) Location, dimension and purpose of any easements.

(18) Certification by a registered surveyor to the effect that the plat represents a survey made by him, and that all monuments shown thereon actually exist, and that their location is correctly shown.

(19) An acknowledgment by the owner of his adoption of the plat, and of the dedication of streets and other public areas and the consent of any mortgage holders to such adoption and dedication. If existing right-of-way is to be closed, purpose of closing must be stated on the plat.

(20) The signature and seal of the governing body. On plats within the unincorporated areas of the County, the signature of the Director of Public Works, the Director of the Department of Planning and Zoning and the Clerk and Mayor and, in his absence, the Chairman of the County Commission. Provided, however, that where property is being replatted the signatures of the governing body shall be affixed or denied pursuant to the procedures established in Section 177.101, Florida Statutes (1971), unless the vacation of prior plats has previously been validly accomplished.

Community Planning & Development
SECTION 3: FEE SCHEDULE

*Please note that all application fees submitted are non-refundable.

Application	Fee
Affordable Housing Needs Assessment	$3,000 (Cost Recovery)
Abandonment of Right of Way/Easement/Alleyway	$2750
Annexation	$500
Appraisal of City Rights of Way/Alleyway	$600 Abutting Residential/$1000 Abutting Non Residential
Campus Master Plan	$1,050+$7.00/100sq.ft
Campus Master Plan Amendment	$500
Comprehensive Plan Determination Letter	$100
Conditional Use Permit	$1000
Conditional Use Permit Amendment	$500
Conditional Use Permit Master Plan Development/ Non Residential	$500 + 20 per acre
Conditional Use Permit Master Plan Development/ Residential	$200 + $1.00 per acre
Continuation of an Agenda Item	$100
Development Agreement	$3,838
Development of Regional Impact (DRI) Review	$16,512
DRI – Notice of Proposed Change(NOPC)	$6,400
Land Development Regulation – Text Amendment (Including Establishment of Use)	$ 2,000
Land Use Plan Amendment – Comprehensive Plan Text Amendment	$ 4,000
Land Use Plan Amendment – Map Amendment	<Small Scale $2,600 ; >Large Scale $4,000
Review of legal documents i.e. easement, deeds, agreements , dedications	$61 per hour
Rezoning/LDR Zoning Map Amendment	$ 2,400
Plat – Final Plat	$400
Plat -Tentative Plat	$400.00 ~~(plus cost of recovery with deposit of $280)~~
Plat -Waiver of Plat	$400.00 ~~(plus cost of recovery with deposit of $280)~~
Public Hearing Only (Non DRC proposed items seeking Resolution adoption by City Council)	$300
Publishing/ Noticing	$1000 deposit*
*Note: In the event that the publication and notice charges exceed the amount of the deposit above, the applicant shall be responsible to pay the City the full cost of such charges.	
School Concurrency Review	$50
Signs (Public Notice)	$100
Transfer of NRO Units (TNRO) (Conditional Use)	$1,000
Traffic Impact Analysis Review (cost recovery)	Cost of recovery with deposit of $500 - $8000
Unity of Title Review	$200
Vested Rights Determination	$1,750

SECTION 4: CITY STAFF CONTACTS LIST

Name	Phone No.	E-mail
For Planning Commission		
Katrina Lunan-Gordon Planning Commission Secretary	305.983.6511 ext. 12139	klunan-gordon@northmiamifl.gov
Nixon Lebrun, AICP, CFM City Planner/Planning & Zoning Supervisor	305.893.6511 ext. 12159	nlebrun@northmiamifl.gov
Tanya Wilson-Sejour, AICP	305.893.6511 ext. 12182	tsejour@northmiamifl.gov
Planning Manager		
For Development Review Committee		
Brittni Duria Sr. Planning Technician	305.893.6511 ext. 12171	bduria@northmiamifl.gov
Andrew Dixon Zoning Administrator / DRC Chair	305.893.6511 ext. 12256	adixon@northmiamifl.gov
Anita Winchester Permit Clerk & Zoning	305-893-6511 ext. 12148	awinchester@northmiamifl.gov
For Public Works Department		
Wisler Pierre-Louis, Public Works Director	305-893-6511 ext. 15009	pwisler@northmiamifl.gov
Hasan Rizvi City Engineer	305-895-9834	hrizvi@northmiamifl.gov

FPL	**Attn: Marco Alvarez** 18455 NE 2 Avenue, Miami, FL 33179	305-770-7979
AT&T Network Operations	**Attn: Jesus Castelloanos** 8101 NW 90 Street, Medley, FL 33166	305-887-9017
TECO Peoples Gas	**Attn: Alex Roche** 5101 NW 21 Avenue, Suite 460, Fort Lauderdale, FL 33309	954-453-0824
Dept. of Environmental Resource Mgt. Office of Plan Review Services	11805 SW 26 Street, Suite 124 Miami, FL 33175	786-315-2800
Miami Dade Subdivision Control Dept. Florida Dept Of Transportation - Permit Office	Julio Delgado Attn: Ali Khalilahmadi, PE,	305-375-2141 305-470-5367
School Board of Miami-Dade County	Attn: Ivan Rodriguez	305-995-4899/ lrodriguez@dadeschools.net