COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT - PLANNING

WAIVER of PLAT

SUBMIT ALL

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HELPFUL INFORMATION

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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 WAIVER OF 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).

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:

1. Title of survey drawing must be identified as a "Waiver of Plat". Show the Section, Township and Range under the Waiver of Plat title.
2. Legal description of the parent tract. Legal description of each parcel to be created.
3. Location of property lines, existing easements, buildings, watercourses and other essential features.
4. Boundary corner descriptions shall state whether the corner was found or set, size, material, and cap identification.
5. Show dimensions, and either bearings or interior angles of proposed parcels.
6. Show existing structures and ground elevations on the property and 25 feet beyond the boundaries.

SECTION 2: CHECKLIST

7. Show details of all existing roadways adjacent to the property including, but not limited to, rights-of-way dimensions, pavement widths and condition, pavement markings, sidewalks, driveways (curb cuts), medians, median openings, drainage structures, and center line geometry.
8. The location of any existing sewers and water mains, or any underground or overhead utilities, culverts and drains on the property to be subdivided.
9. Location, names and present widths of existing and proposed streets, highways, easements, building lines, alleys, parks and other open public spaces and similar facts regarding property immediately adjacent.
10. Date of field survey, north point and graphic scale.
11. The width and location of all streets or other public ways proposed by the developer.
12. The proposed lot lines with dimensions. Show details of adjacent recorded subdivisions within 25 ft of the subject property boundary: include lots, blocks, plat book and page numbers and plat name.
13. Existing ground elevations of the property and extending not less than twenty-five (25) feet beyond the boundaries of property.
14. Existing easements or restrictions shown on underlying plat shall be shown.
15. The location of all buildings, swimming pools, slabs, fences and other permanent structures on the adjacent properties that would be nonconforming with the creation of this division of land.
16. The property owner shall pay such fees as may be prescribed for checking the waiver of plat and investigating such matters concerning it as may be required.

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

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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