



**COMMUNITY PLANNING & DEVELOPMENT  
DEPARTMENT - PLANNING**

**WAIVER of PLAT**

**SUBMIT ALL  
SECTION 1: APPLICATION**

**HELPFUL INFORMATION**

**SECTION 2: CHECKLIST**

**SECTION 3: FEE SCHEDULE**

**SECTION 4: DEPARTMENT CONTACTS**

<b>Application Submittal Deadline</b>	<b>Planning Commission Meeting Date</b>
August 3, 2016	October 4, 2016
August 31, 2016	November 1, 2016
October 5, 2016	December 6, 2016

**City of North Miami  
Community Planning & Development Department  
12400 NE 8 Avenue North Miami, FL 33161  
305-893-6511, ext. 12139  
[www.northmiamifl.gov](http://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).

<b>DEVELOPMENT/PROJECT NAME:</b>	
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?	Will the plat be affected by this application? If yes, please explain.
OR Book & Page:	
Plat Name:	
Is the property an existing legal lot of record? If No, please explain.	
<b>PROPERTY OWNER / APPLICANT / AGENT INFORMATION</b>	
Property Owner (s) _____	
Address _____	
Phone _____ Fax _____ E-mail _____	
Applicant _____	
Address _____	
Phone _____ Fax _____ E-mail _____	
Agent _____	
Address _____	
Phone _____ Fax _____ E-mail _____	
<b>CONTACT PERSON</b>	
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**

Mail Public Notice Required

Proof of Ownership

**APPLICATION NO:** \_\_\_\_\_

Sign Public Notice Required

Warranty Deed

**INTAKE DATE:** \_\_\_\_\_

Letter of Consent

Project Narrative/Letter of Intent

Required Submittal Documents

**RECEIPT NO.:** \_\_\_\_\_

Application Complete: YES \_\_\_ NO \_\_\_

**RECEIVED & REVIEWED BY:**

\_\_\_\_\_

**COMMENTS:**



**OWNER'S LIMITED POWER OF ATTORNEY PERMITTING APPLICANT TO FILE FOR THE REQUEST**  
**(CORPORATION)**

**STATE OF FLORIDA**  
**COUNTY OF MIAMI-DADE**

On behalf of \_\_\_\_\_, a \_\_\_\_\_ (state) corporation,  
\_\_\_\_\_ being first duly sworn, deposes and says that as the  
President/Vice-President, or CEO (circle one) of the aforesaid Corporation, which is the owner of the property legally described below  
and which is the subject property of the proposed request, does hereby grant limited power of attorney to \_\_\_\_\_  
\_\_\_\_\_, as applicant, to file this application for the proposed request.

**LEGAL DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESSES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

By: President, Vice-President or CEO (circle one)

\_\_\_\_\_  
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 \_\_\_\_\_

Commission Expires:



**OWNER'S LIMITED POWER OF ATTORNEY PERMITTING APPLICANT TO FILE FOR THE REQUEST**  
**(INDIVIDUAL)**

**STATE OF FLORIDA**  
**COUNTY OF MIAMI-DADE**

I, \_\_\_\_\_, the fee owner, which is the fee owner of the property legally described below and which is the subject of the proposed request, do hereby grant limited power of attorney to \_\_\_\_\_, to file this application for the proposed request.

**LEGAL DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESSES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Fee Owner's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
Affiant is personally known to me or has produced \_\_\_\_\_ as identification.

Notary \_\_\_\_\_

Commission Expires:



## 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.

<b>FPL</b>	Attn: Marco Alvarez 18455 NE 2 <sup>nd</sup> Avenue, Miami, FL33179	305-770-7979
<b>AT&amp;T Network Operations</b>	Attn: Jesus Castelloanos 8101 NW 90 <sup>th</sup> Street, Medley, FL 33166	305-887-9017
<b>TECO Peoples Gas</b>	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 fee upon invoice)
Plat -Waiver of Plat	\$400.00 (plus cost of recovery fee upon invoice)
<b>Public Hearing Only (Non DRC proposed items seeking Resolution adoption by City Council)</b>	<b>\$300</b>
<b>Publishing/ Noticing</b>	<b>\$1000 deposit*</b>
*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)	\$60
Transfer of NRD Units (TNRD) (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
<b>For Planning Commission</b>		
<b>Katrina Lunan-Gordon</b> Planning Commission Secretary	305.983.6511 ext. 12139	<a href="mailto:klunan-gordon@northmiamifl.gov">klunan-gordon@northmiamifl.gov</a>
<b>Nixon Lebrun, AICP, CFM</b> City Planner/Planning & Zoning Supervisor	305.893.6511 ext. 12159	<a href="mailto:nlebrun@northmiamifl.gov">nlebrun@northmiamifl.gov</a>
<b>Tanya Wilson-Sejour, AICP</b> Planning Zoning & Development Director	305.893.6511 ext. 12182	<a href="mailto:tsejour@northmiamifl.gov">tsejour@northmiamifl.gov</a>
<b>For Development Review Committee</b>		
<b>Brittini Duria</b> Sr. Planning Technician	305.893.6511 ext. 12171	<a href="mailto:bduria@northmiamifl.gov">bduria@northmiamifl.gov</a>
<b>Alex David</b> Zoning Administrator	305.893.6511 ext. 12256	<a href="mailto:adavid@northmiamifl.gov">adavid@northmiamifl.gov</a>
<b>Anita Winchester</b> Permit Clerk & Zoning	305-893-6511 ext. 12148	<a href="mailto:awinchester@northmiamifl.gov">awinchester@northmiamifl.gov</a>
<b>For Public Works Department</b>		
<b>Wisler Pierre-Louis,</b> Public Works Director	305-893-6511 ext. 15009	<a href="mailto:pwisler@northmiamifl.gov">pwisler@northmiamifl.gov</a>
<b>Hasan Rizvi</b> City Engineer	305-895-9834	<a href="mailto:hrizvi@northmiamifl.gov">hrizvi@northmiamifl.gov</a>

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