



**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**

**City of North Miami  
Community Planning & Development Department  
12400 NE 8 Avenue North Miami, FL 33161  
305-895-9825  
[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?  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.:
<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

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

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Address

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

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 of **\$1000 for residential or \$1500 for non-residential**. 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 3-803** 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	\$3,244 (Cost Recovery)
Abandonment of Right of Way/Easement/Alleyway	\$2,974
Annexation	\$541 (plus Noticing) Applicant also pays separate election fees.
Appraisal of City Rights of Way/Alleyway	\$649 Abutting Residential/\$1,081 Abutting Non Residential
Campus Master Plan	\$1,135+\$8.00/100 sq.ft.
Campus Master Plan Amendment	\$541
Comprehensive Plan Determination Letter	\$234
Conditional Use Permit	\$1,081
Conditional Use Permit Amendment	\$541
Conditional Use Permit Master Plan Development/ Non Residential	\$541 + \$22 per acre
Conditional Use Permit Master Plan Development/ Residential	\$216 + \$1.00 per acre
Continuation of a Public Hearing Item	\$112
Development Agreement	\$4,150
Development of Regional Impact (DRI) Review	\$17,853
DRI - Notice of Proposed Change(NOPC)	\$6,920
Land Development Regulations - Text Amendment (Including Establishment of Use)	\$ 2,162
Land Use Plan Amendment - Comprehensive Plan Text Amendment	\$ 4,325
Land Use Plan Amendment - Map Amendment	<Small Scale \$2,811 ; >Large Scale \$4,325
Review of legal documents i.e. easement, deeds, agreements , dedications	\$66 per hour
Rezoning/LDR Zoning Map Amendment	\$ 2,595
Plat - Final Plat	\$1,000 Residential. \$1,500 Non Residential.
Plat -Tentative Plat	\$1,000 Residential plus cost recovery with deposit of \$750 \$1,500 Non Residential plus cost recovery with deposit of \$750
Plat -Waiver of Plat	\$1,000 Residential. \$1,500 Non Residential
Public Hearing Only (Non DRC proposed items seeking Resolution adoption by City Council)	<u>\$324</u>
Publishing/ Noticing	\$1,250 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.	
Signs (Public Notice)	\$134
Traffic Impact Analysis Review	Cost Recovery, subject to the assessment of the consultant.
Unity of Title Review	\$541
Vested Rights Determination	\$1,829

## SECTION 4: CITY STAFF CONTACT LIST

Name	Phone No.	E-mail
<b>For Planning Commission</b>		
<b>Marline Monestime</b> Planning Commission Secretary	305.893.6511 ext. 19005	<a href="mailto:mmonestime@northmiamifl.gov">mmonestime@northmiamifl.gov</a>
<b>Debbie Love, AICP</b> City Planner	305.893.6511 ext. 19003	<a href="mailto:dlove@northmiamifl.gov">dlove@northmiamifl.gov</a>
<b>Planner (Vacant)</b>	305.893.6511 ext. 19003	<a href="mailto:dlove@northmiamifl.gov">dlove@northmiamifl.gov</a>
<b>Tanya Wilson, AICP</b> Planning Zoning & Development Director	305.893.6511 ext. 19001	<a href="mailto:twilson@northmiamifl.gov">twilson@northmiamifl.gov</a>
<b>For Development Review Committee</b>		
<b>Amanda Murray, Sr. Planning Technician</b>	305.893.6511 ext. 19007	<a href="mailto:amurray@northmiamifl.gov">amurray@northmiamifl.gov</a>
<b>Derrick Cook, MBA</b> Zoning Manager	305.893.6511 ext. 19004	<a href="mailto:dcook@northmiamifl.gov">dcook@northmiamifl.gov</a>
<b>Lorna Louis-Pierre, Zoning Clerk</b>	305-893-6511 ext. 19011	<a href="mailto:llouis-pierre@northmiamifl.gov">llouis-pierre@northmiamifl.gov</a>
<b>For Public Works Department</b>		
<b>Wisler Pierre-Louis,</b> Public Works Director	305-893-6511 ext. 12501	<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 Khalilhamadi, PE,</b>	305-470-5367
<b>School Board of Miami-Dade County</b>	<b>Attn: Ivan Rodriguez</b>	305-995-4899/ Irodriguez@dadeschools.net