

MIAMI SHORES VILLAGE

10050 Northeast Second Avenue
Miami Shores, Florida 33138
Telephone (305)795-2207 Fax (305)756-8972
www.miamishoresvillage.com

PLANNING & ZONING BOARD APPLICATION SUBDIVISION – TENTATIVE PLAT \$500.00

A separate application is required for the Final Plat.

Subdivision requires separate Miami-Dade County and Miami Shores Village applications, fees, reviews and approvals.

Contact the Miami-Dade County Regulatory and Economic Resources Department for additional information.

Refer to the Miami-Dade County Code of Ordinances Chapter 28 Subdivisions, and the Miami Shores Village Code of Ordinances, Appendix A, available at www.municode.com when considering your project and completing this application.

A pre-application meeting with Planning Staff is required and will help in understanding the process and application requirements.

This application, with all supplemental data and information, must be completed in accordance with the specific instructions in this application. Complete applications and all supplemental information must be filed with the Planning and Zoning office by 12:30 p.m. on the submittal date deadline. Incomplete applications will not be accepted and a hearing date will not be set until a complete application is received.

All application materials become the property of Miami Shores Village. Application material not required for the property file is recycled after the hearing. **Should you want any application material returned to you please make your request directly to the Board at the hearing and after the Board makes their decision.**

PLEASE NOTE: Staff reports and agendas will not be mailed to applicants, they may be found by following the **Agenda** link at www.miamishoresvillage.com. After the hearing, the final decision of the Planning Board may be found by going to the Agenda for that hearing and clicking on Development Order for the agenda item you are interested in.

Note: It is the policy of the Planning and Zoning Board of Miami Shores Village that it is generally inappropriate for Board members to discuss, with petitioners, their agents or affected parties, a land use petition which is subject to a public hearing, outside of a formal hearing before the Planning and Zoning Board. Any conversation or other form of contact must be disclosed by the Board member before the public hearing.

APPLICATION TYPE AND HEARING REQUESTED

Please check each type of application you are applying for:

<input type="checkbox"/> Site plan review – Subdivision / Replat	<input type="checkbox"/> Site plan review – Combination

APPLICANT INFORMATION SHEET

Contact Information

Please Print or Type

Property Owner's Name			
Address, City, State, Zip			
E-mail Address			
Phone Number Day		Cell Number	
Fax Number			
Name of Applicant: If different from owner. (indicate with N/A if not applicable)			
Address, City, State, Zip			
E-mail Address			
Phone Number Day		Cell Number	
Fax Number			
Name of Agent: If different from owner and applicant. (indicate with N/A if not applicable)			
Address, City, State, Zip			
E-mail Address			
Phone Number Day		Cell Number	
Fax Number			

Address, Legal Description of Property and Property Information

To be filled out by applicant. The Information is available at the County Appraiser's website.

Property Address:								
Folio Number:								
Lot(s):			Block:					
Subdivision Name:			Plat Book and page:					
Section:		Township:		Range:				
Size of Property: width ft. X depth ft. = sq. ft.; acres(s)								
Date Subject Property was acquired:								

Are there any existing structures on the property? Yes No

EXHIBITS AND DATA TO BE SUBMITTED WITH THE APPLICATION

Please Note: Tentative and final plats each require separate Miami-Dade County approval in addition to village approval. When preparing documents for the village, be aware that the county has its own requirements. Prepare all documents in conformance with village and county requirements to limit the number of new documents you must prepare for county submittal.

Should you want any application material returned to you please make your request directly to the Board at the hearing and after the Board makes their decision.

Applications will not be processed by the Village if the required exhibits and information are not included in the application submittal. Application materials will not be returned to the applicant.

- (A) *Preliminary conference.* The subdivider or his engineer, or land surveyor, prior to the preparation of the tentative plat, may informally seek the advice of the plat division of the appropriate authority in order that he may become familiar with the subdivision requirements and with the provisions of the master plan affecting the territory in which the proposed subdivision is located.
- (B) *Filing complete application.* A completed plat application signed by the owner and notarized on the forms prescribed by the village.
 - (1) Tentative Plat Application fee of \$500 must be paid in full at time of submittal.
 - (2) Proof of ownership. A certified copy of the current warranty deed for the subject property is required.
 - (3) Letter of intent. Describe the request in full. Explain the purpose of the application, benefit(s) in the change and reasons why this application should be approved. Specify the exact nature of the use or operation applied for, together with any pertinent technical data, which will clarify the proposal.
 - (4) Owner's affidavit of consent and designation of agency form must be completed by the owner and be provided in a certified form. NOTE: When an application is executed on behalf of a corporation or business entity, documentation must be provided which demonstrates the signatory's authority to represent the corporation.
 - (5) Owner's Consent for Inspection of property and posting of property form must be completed by the owner and be provided in a certified form.
 - (6) A boundary and topographic survey. Must be current (not older than six (6) months and comply with the Minimum Technical Standards as set forth by the Florida Board of Professional Surveyors and Mappers in Florida Statutes along with any additional requirements.
 - (7) A title opinion of an attorney licensed in Florida or a certification by an abstractor or a title company dated through the date of final approval, showing all persons or entities with an interest of record in the property, including but not limited to, the record fee owners, easement holders, and mortgage and lien holders. The report shall include the tax identification number(s) for the property and copies of all documents such as deeds, mortgages, etc., referenced in the title opinion.
 - (8) The property owner is to provide to the village an opinion of title for the property certified to Miami Shores Village specifically addressing Unity of Title and including but not limited to, the requirements of Chapter 177.041, FS.
 - (9) A copy of the current property record card for the subject property indicating the date on which lot first appeared in the Property Appraiser's records in its current configuration.
 - (10) A copy of restrictive Covenant / Deed Restrictions.
 - (11) Elevation Certificate, for properties in the AE, V and VE zones.
 - (12) Color photographs of the property, mounted on 8.5" by 11" sheets.

(C) *Tentative plat (Boundary and Topographic Survey)*. The tentative plat shall show on a map all of the facts and data required by the various village and county departments to determine whether the proposed layout of the land in the subdivision is satisfactory from the standpoint of public interest.

(1) The applicant shall provide one (1) original signed and sealed tentative plat to the village and seven (7) copies.

- (a) The tentative plat shall be prepared by a land surveyor registered in the state. The tentative plat shall be clearly and legibly drawn, to a sheet size of twenty-four (24) 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 tentative plat, insofar as preparation is concerned, shall comply with all applicable regulations and State laws dealing with the preparation of plats.
- (b) Title. Proposed subdivision name and identifying title and the name of the city, Miami Shores Village, and the section, township and range.
- (c) Main Sketch. The Tentative plat (Boundary and Topographic Survey) must match the proposed subdivision legal description; shall be clearly identified with a heavy line; and shall show dimensions, bearings and be tied to a fractional section corner or any other well-established corner.
- (d) Show dimensions and bearings of the proposed lots and tracts and, in the case of odd or irregular shaped lots, the building envelope and lot area shall be shown.
- (e) Where the tentative plat submitted covers only a part of the subdivider's entire ownership, 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.
- (f) Show the center line geometry and right-of-way width of all proposed public and or private roads.
- (g) All proposed public and/or private roads shall be identified and numbered in accordance with the Miami Shores Village numbering system.
- (h) The numbering of all lots, blocks shall be shown on the tentative plat. All lots shall be numbered. All blocks shall be progressively numbered except that blocks in numbered additions bearing the same name shall be numbered consecutively throughout the several additions.
- (i) Tracts shall be identified using letters. If the number of tracts on a given plat exceeds the number of letters in the alphabet, the continuing set of tracts shall be identified using the following system: Tract A1, B1,...Z1, A1, B2...etc., if applicable.
- (j) Show details of adjacent recorded subdivisions: lots, blocks, plat book and page numbers and plat name.
- (k) Show all existing structures and ground elevations on the property a minimum of 25 feet beyond the boundaries.
- (l) Show details of all existing roadways adjacent to the property including, but not limited to, right-of-way dimensions, pavement widths and condition, pavement markings, sidewalks, driveways (curb cuts), medians, median openings, drainage structures and center line geometry.
- (m) Boundary corner descriptions shall state whether the corner was found or set, size, material, and cap identification.
- (n) Scale. Main sketch must be drawn at a standard engineering scale not smaller than 1"=100'.
- (o) Legal descriptions. Must match, or be a portion of the legal description as shown on the recorded Warranty Deed.

- (p) Location sketch. Must be drawn at a scale of 1"=300 feet and shall include an area 300 feet beyond the proposed development, or a sufficient area around it, to provide adequate orientation and landmark identification. Show adjacent recorded subdivision information, road layout and identification (Street and Avenue names). Provide a title and the Section, Township and Range.
 - (q) FEMA flood information: Show the Flood Zone information of the property based on the Federal Emergency Management Agency, Flood Insurance Maps.
- (2) The following information shall be part of the tentative plat unless waived by the plat division of the appropriate authority.
- (a) Location of existing property lines, existing easements, buildings, watercourses, elevations, permits and other essential features.
 - (b) The names of all subdivisions immediately adjacent.
 - (c) The location of any existing sewers and water mains, or any underground or overhead utilities, culverts and drains on the property to be subdivided.
 - (d) Date of field survey, north point and graphic scale.
 - (e) Legal description and plan of proposed layout made and certified by a Florida-licensed land surveyor.
 - (f) The proposed lot lines with approximate dimensions and in the case of odd or irregularly shaped lots, suggested location of building setback lines.
- (3) The following information shall be submitted in addition to the tentative plat if requested by the plat division of the appropriate Miami Shores Village or Miami-Dade County authority.
- (a) Any changes in the use, height, area and density districts or other regulations under the Miami Shores Village Code of Ordinances, 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.
 - (b) Typical cross-section of the proposed grading and roadways or sidewalks and topographic conditions.
 - (c) Provisions for collecting and discharging surface drainage.
 - (d) 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.
 - (e) 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.
 - (f) 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.
- (D) *Filing copies of tentative plat and plat application*. The subdivider shall file such copies as may be required of the tentative plat with the Planning and Zoning Department, together with the plat application. All tentative plats filed shall be reviewed for completeness by the Planning and Zoning Department and the subdivider will be notified if information is missing. Completed applications will be scheduled for review

before the Planning and Zoning Board based on the submittal deadline for complete applications.

- (E) *Additional Charges.* The subdivider shall pay for all additional costs incurred in reviewing and investigating the tentative plat including the fee for an independent land survey to review the tentative plat that is submitted.
- (F) *Miami Shores Village Application fee for Tentative Plat review.* Fee is to be paid in full at the time of application and is nonrefundable. Miami-Dade County has additional fees for Tentative Plat review.
- (G) *Additional Requirements:*
 - (1) *Final Plat Application Miami Shores:* Property owner shall file an application for Final Plat review with the Planning and Zoning Department.
 - (2) *Final Plat Application Miami-Dade County:* Property owner shall file an application for Final Plat review with the Planning and Zoning Department.
 - (3) *Compliance with Code:* Each new parcel shall conform to the requirements of the Miami Shores Village Code of Ordinances including but not limited to, Appendix A, Zoning.
 - (4) *Other Agency Requirements:* Miami-Dade County Tentative Plat approval is required for all subdivision / replat, parcel split or parcel combinations.
 - (5) *Demolition:* Miami-Dade County will not approve a Final Plat until all structures on the property that do not comply with zoning requirements for each of the new lots [e.g. a structure that crosses a new lot line or that does not meet setbacks for the new lots], are removed from the property.
 - (6) *Approval of mortgage holder (s):* Before the demolition permit may be issued, the property owner shall provide the building official with documentation from current mortgage holder (s) that they do not object to the demolition of the residence.
 - (7) *Miami-Dade County Property Appraiser plot split:* The Miami-Dade County Property Appraiser requires proof of Miami Shores approval before the Miami-Dade County Property Appraiser will process a request for a Parcel Split or Combination.
 - (8) *Recording of Development Order:* Upon approval of the Parcel Split or Combination, the applicant shall record in the public records of Miami-Dade County the development order, at the applicant's expense. Check with Miami-Dade County to determine the fee due for recording the documents.
 - (9) *Recording of deeds:* Upon approval of the lot plot split, new deeds must be recorded for the new parcels to become legal for development.
 - (10) *Recording of Plot Split:* This plot split MUST BE recorded by the applicant and verification of the recorded lot split shall be provided to Miami Shores Planning and Zoning. This lot split is not official until a recorded copy is filed with the Miami Dade County Clerk of Court within one year of approval date.
 - (11) *Lot splits by County Property Appraiser:* Pursuant to Florida Statute 197.192 the property appraiser's office will not split or combine parcels until all taxes due or delinquent have been paid to the Tax Collector. It should also be noted that a Parcel Split or Combination by the Property Appraiser is for taxation purposes only and does not imply legality of the land division being requested, the legality for such parcel to be conveyed via land title, nor the suitability for such parcel to be developed. Only Miami Shores may determine if a plot is a buildable parcel.
 - (12) *Other Information as Required for Specific Proposals:*

CONSENT FOR INSPECTION OF PROPERTY AND POSTING OF PROPERTY

I, _____, the owner of the premises located at _____ do hereby consent to the inspection of said premises and the posting of public notice by an employee of Miami Shores Village, Florida, in conjunction with an application for _____, without further notice.

Dated this _____ day of _____.

OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me this _____ day of _____, by.

Signature of Owner Telephone Number

Print Name

NOTARY SEAL:

Signature of Notary Public – State of Florida

Name of Notary Typed, Printed, or Stamped

- (Please check one)
 Personally known to me; or
 Produced identification.

Type of Identification Produced: _____.

OWNER'S AFFIDAVIT OF CONSENT AND DESIGNATION OF AGENCY

I/We _____ as Owner(s) of Lot(s) _____, Block _____, Sections _____, Plat Book and Page Located at _____ desire to file an application for a public hearing before the Planning and Zoning Board and I/WE understand and agree with the following:

- 1) That the Planning and Zoning Board will table or may deny the application if the property owner, or authorized applicant or agent is not present at the hearing.
- 2) That it is the responsibility of the property owner to submit a complete true and correct application before a hearing will be scheduled before the Planning and Zoning Board.
- 3) That the submittal of inaccurate or false information will result in an incomplete application, tabling or denial of the application or revocation of any Board approvals.
- 4) That the requirements of the Village Code, Miami-Dade County, the Florida Building Code, and other government agencies may affect the scheduling of a hearing and the ability to obtain/issue a permit for the proposal.
- 5) That the proposal and plans submitted must be compliant with the Village Code and that any plan that fails to comply with code requirements and for which no exception exists, must be corrected to comply with the Village Code prior to the public hearing.
- 6) That property owner is responsible for complying with all the conditions and/or restrictions imposed by the Planning and Zoning Board in connection with the request and will comply with those conditions and/or restrictions and that failure to do so will void and approvals delay issuance of permits to proceed with the request.
- 7) The undersigned owner(s) and applicant(s) / agent(s) certifies under penalties of perjury that all the statements contained in this application, including any statement attached to the application or any papers or plans submitted herewith are true and correct.

I/We as the owners of the subject property: (Please check one)

- Do hereby authorize _____ to act on my/our behalf as the applicant/agent.
- Will on my/our own behalf act as applicant(s), and make application in connection with this request for a public hearing before the Planning and Zoning Board.

I/We understand that if my/our request is denied, I/We have ten (10) days from the date of hearing to appeal the decision of the Planning and Zoning Board to the Village Council.

OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me this _____ day of _____, by.

Sworn to (or affirmed) and subscribed before me this _____ day of _____, by.

Signature of Owner(s)

Signature of Authorized Applicant(s) or Agent(s)

Print Name

Print Name

Signature of Notary Public-State of Florida

Signature of Notary Public-State of Florida

Name of Notary Typed, printed or stamped

Name of Notary Typed, printed or stamped

NOTARY SEAL :

NOTARY SEAL :

(Please check one)
 Personally known to me; or Produced identification.

(Please check one)
 Personally known to me; or Produced identification.

Type of Identification Produced:
_____.

Type of Identification Produced:
_____.