

## TENTATIVE AND FINAL PLAT PROCESS

### ANY SUBDIVISION OF PREVIOUSLY PLATTED PROPERTY REQUIRES PLAT APPROVAL.

**Tentative and Final Plats each require separate Miami-Dade County approval in addition to separate 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.**

### TENTATIVE PLAT APPLICATION AND PROCESS

1. The applicant schedules a pre-application conference and meets with the Planning Director to discuss zoning compliance; Tentative and Final Plat process and application requirements.
2. No new plot may be created that does not fully comply with the Miami Shores Village, Code of Ordinances.
3. Applicant submits completed Tentative Plat application with all required material:
  - (a) Complete a Miami Shores Village Tentative Plat Application together with all required exhibits and data and submit to the Planning and Zoning Department.
  - (b) The Tentative Plat prepared for review must comply with all Miami Shores Village requirements. Be aware that Miami-Dade County has additional requirements for Tentative Plats and the applicant will be responsible for meeting these.
4. The director reviews the application for accuracy and completeness. If the application is complete, the director schedules the complete Tentative Plat application for a public hearing before the Planning and Zoning Board. If changes or new material is required, the director will notify the applicant. The hearing is not scheduled until the application is complete.
5. The Tentative Plat application is reviewed by the Planning and Zoning Board for compliance with the Miami Shores Village Code of Ordinances and Florida Statutes Chapter 177.081(1), approved, approved with conditions, denied, or postponed for additional consideration by the Planning and Zoning Board. **Note: The Planning and Zoning Board does not review the Tentative Plat for Miami-Dade County compliance.**
6. If the Tentative Plat is approved, the Planning and Zoning Board will issue a Development Letter signed by the Chair of the Miami Shores Planning and Zoning Board for the Tentative Plat, approving the application or approving the application with conditions.

7. The applicant shall take the Development Letter signed by the Chair of the Planning and Zoning Board to Miami-Dade County and shall apply for county review of the Tentative Plat. Miami-Dade County, Department of Regulatory and Economic Resources, Development Services/Zoning/Platting. 11<sup>th</sup> Floor Steven P. Clark Center, 111 NW First Street, Miami.

<http://www.miamidade.gov/zoning/platting.asp>

8. Miami-Dade County will review the Tentative Plat for compliance with Miami-Dade County regulations.
9. County's Plat Review Committee will issue a Plat Action Report with its' recommendation and conditions.
10. Applicant shall provide a copy of the Miami-Dade County Plat Action Report and a copy of the approved Tentative Plat to the Miami Shores Planning and Zoning Department for the file, prior to submittal of a Final Plat.
11. Applicant may proceed to submit the Final Plat Application to Miami Shores for review and approval.
12. Miami-Dade County will not approve a Final Plat with conditions. All requirements shall be met before Miami-Dade County plat approval may be granted. No new plot may be created that does not fully comply with the Miami Shores Village, Code of Ordinances. Applicant to demolish existing residence(s), all accessory structures including swimming pools, garages, fences, and clear the lots unless the existing structures comply with the zoning requirements applicable to the proposed plots. **Note: Prior approval and proof of mortgage holder(s) agreement to the demolition is required before a demolition permit will be issued.**

#### FINAL PLAT APPLICATION AND PROCESS

1. The applicant schedules a pre-application conference and meets with the Planning Director to discuss zoning compliance; Final Plat process and application requirements.
2. Applicant submits completed Final Plat application with all required material:
  - (a) Complete a Miami Shores Village Final Plat Application together with all required exhibits and data and submit to the Planning and Zoning Department.
  - (b) The Final Plat must comply with all Miami Shores Village requirements and shall comply with all conditions of approval set forth in Miami Shores and Miami-Dade County approvals of the Tentative Plat.

3. The applicant shall pay for an independent surveyor hired by Miami Shores to review the proposed plat and shall modify the plat in conformance with the recommendation of the independent surveyor. The director reviews the application for accuracy and completeness.
4. If the application is complete, the director schedules the complete Final Plat application for a public hearing before the Planning and Zoning Board. If changes or new material is required, the director will notify the applicant. The hearing is not scheduled until the application is complete.
5. The Final Plat application is reviewed for compliance with the Miami Shores Village Code of Ordinances and Florida Statutes Chapter 177.081(1). A Final Plat may only be approved, denied, or postponed for additional consideration; it may not be approved with conditions, by the Miami Shores Planning and Zoning Board.
6. If the Final Plat is approved, the Miami Shores Planning and Zoning Board will issue a Development Letter signed by the Chair of the Planning and Zoning Board to proceed with the Final Plat process.
7. The applicant shall take the Development Letter signed by the Chair of the Planning and Zoning Board to Miami-Dade County and shall apply for county review of the Final Plat. Miami-Dade County, Department of Regulatory and Economic Resources, Development Services/Zoning/Platting. 11<sup>th</sup> Floor Steven P. Clark Center, 111 NW First Street, Miami.

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8. County's Plat Review Committee will issue a Plat Action Report with its' recommendation and conditions. Applicant shall be responsible to transmit copy of Plat Action to Planning and Zoning Department.
9. Upon receiving plat action report, Village shall adopt Resolution approving final plat with conditions, dedications, bonding, etc. as imposed by DRC.
10. The Chair of the Planning Board signs the Development Order approving the Final Plat.
11. Applicant to take the Final Plat Development Order to Miami-Dade Appraisers office as proof of village approval of the plot split.
12. Original, executed plat to be recorded in the public records as required by Miami-Dade County. A copy of the recorded Final Plat to be submitted to Miami Shores Village.
13. After its' review, the County's Plat Review Committee will transmit a letter of recommendation to City Clerk with County's conditions of approval.

14. Prior to the Planning and Zoning Board adopting a Development Order approving the Final Plat, Public Works Department, Planning Department, and Finance Department shall assure all conditions of approval, including all dedications, cost estimates, bonding, letter or credits etc. are secured.
15. Village Planning and Zoning Board shall adopt a Development order approving the Final Plat upon applicant's compliance with all conditions and/or acceptance of dedications, and/or performance bonds, etc...
16. Approved Final Plat surveys shall be kept as official records by the Planning and Zoning Department
17. Public Works shall assure all improvements, installations etc. required as part of approval are complete and to the satisfaction of the City prior to release of bonds, letter of credits etc.
18. Florida Statutes 197.192 Land not to be divided or plat filed until taxes paid.—No land shall be divided or subdivided and no drawing or plat of the division or subdivision of any land, or declaration of condominium of such land, shall be filed or recorded in the public records of any court until all taxes have been paid on the land.

Applicant must provide certification from the city and County that all taxes and assessments have been paid on the land within the proposed subdivision or receipted tax bills.

19. Certification from the city and County that all taxes and assessments have been paid on the land within the proposed subdivision or receipted tax bills.
20. If the Final Plat is approved by Miami-Dade County, applicant to complete a Miami-Dade Property Appraiser, "Request for Split or Real Property" form, and submit it to the Miami-Dade Property Appraiser. The Property Appraiser's department, will check with Miami-Dade County and Miami Shores to assure the existing folio (if both lots are shown under one folio number) can be split into two folios, and that no violation of Chapter 28, Subdivision Code, or the Miami Shores Code of Ordinances will occur by such action on the part of the Property Appraisers department.
21. On plats within municipality's certification from the appropriate agency shall be submitted to the County's plat division certifying that all required improvements within the public right-of-way have been completed or that the municipality is holding sufficient bond for the completion of the improvements. The certification shall also state that the plat appears to conform to all of the requirements of this chapter. The County's plat division shall review certification from the appropriate agency within forty-five (45) days of the acknowledged receipt of the plats. Failure of the County to act on said plats within forty-five (45) days of the acknowledged receipt of the plat shall be deemed an approval of the plat.

22. The Miami Shores Planning and Zoning Department and Building Department will check that all required approvals are complete to the satisfaction of Miami Shores Village prior to the issuance of building permit on the properties.
23. Check with Miami-Dade County for additional requirements.