

PROCESS FOR RECORDING A DECLARATION OF USE

The following process shall be used to file a “Declaration of Use” as required by the “Development Order” issued following the public hearing on your planning permit request:

1. Applicant will be provided a “Declaration of Use” form by the Planning Department or the form may be obtained at: <http://www.miamishoresvillage.com>
2. Applicant to fill out the “Declaration of Use” completely and submit to the Miami-Dade County Recorder for recording.

Please Mail documents for recording to the address listed below:

Miami-Dade County Recorder
P.O. Box 011711
Flagler Station
Miami, Florida 33101

For recording in person, the Miami-Dade County Recorder’s offices are located at:

County Recorder
Courthouse East
22 NW First Street, 1st. Floor
Miami, Florida 33128

Office hours are from 9:00 a.m. to 4:00 p.m., Monday thru Friday.

There is a \$10.00 recording fee for the first page and \$8.50 for each additional page(subject to change).

Payment for fees will be accepted **only** in the form of:

Cash. Money Order. Certified or Cashiers Check. Visa or MasterCard.

3. A self-addressed stamped envelop must be included in the mailing for return of the recorded document.
4. Submit the original recorded document to the Miami Shores Planning Department and keep a copy for your files.