



APPLICATION FOR ADMINISTRATIVE APPROVAL OF WAIVER OF PLAT, TENTATIVE PLAT & FINAL PLAT

TYPE OF APPLICATION:

Waiver of Plat Tentative Plat Final Plat Other

DATE: _____

PROPOSED PROJECT NAME: _____

LOCATION: _____

LEGAL DESCRIPTION: _____

FOLIO NUMBER(s): _____

CURRENT ZONING: _____ **CURRENT LAND USE:** _____

SIZE OF PROPERTY (in acres): _____ (divide total sq. ft. by 43,560 to obtain acreage)

PROPOSED USE(S) OF PROPERTY:

Single Family Res.(____ Units), Duplex(____ Units), Apartments(____ Units),

Industrial/Warehouse(____ Sq.Ft.), Business(____ Sq.Ft.), Office(____ Sq.Ft.),

Restaurant(____ Sq.Ft. & No.Seats ____), Other(____ Sq.Ft. & No. of Units ____)

Name of Property Owner: _____

Phone No.: _____

Address of Property Owner: _____

Duly Appointed Agent Name: _____

Phone No.: _____

Address of Applicant: _____

Surveyor's Name: _____

Phone No.: _____ **E-mail address:** _____

Address : _____

Does property owner own contiguous property to the subject property? If so, give complete legal description of entire contiguous property.

Is there an option to purchase or lease subject property or property contiguous thereto, predicated on the approval of this application? Yes _____ No _____

If yes, who are the affected parties? _____
(Copy of purchase contract must be submitted with this application).

Do these plans represent new construction? Yes _____ No _____

Has construction started? Yes _____ No _____

Has construction been completed? Yes _____ No _____

Are there any existing structures on the property? Yes _____ No _____

Will the existing structures be demolished? Yes _____ No _____

Responsibility of Applicant

It is the responsibility of the applicant to assure that all questions in the application and all required supplementary data are submitted at the time of the filing of the application and that all answers, plans and supplementary data are accurate and complete. All required plans, supplementary data, mailing labels and fees must be submitted at the same time as the application is filed, or the application will be incomplete. Incomplete applications will not be scheduled for public hearing and will be returned to the applicant. The filing of an incomplete application will not reserve a place on the hearing agenda. An application submitted prior to the deadline does not automatically insure placement of the application on that hearing agenda. All data submitted in connection with the application becomes a permanent part of the public records of the City of Sweetwater. Applicant is responsible for compliance with all relevant requirements of Article XI of the City's Land Development Code.

NOTE: List all plat restrictions zoning conditions or any other declaration, restriction, condition etc. that might affect this application.

I HEREBY CERTIFY that I am the owner of the parcel(s) described above and that the information contained in this application is true and correct to the best of my knowledge and belief. Attached is a copy of the recorded deed showing my acquisition of this land. In addition, I agree to furnish additional items as may be necessary such as abstract or opinion of title to determine accurate ownership information. Furthermore, I am aware that the use of a public water supply and/or public sewer system may be required for this development. If so required, I recognize that engineering drawings for the extension of these utilities must be approved by the appropriate utility entity and by D.E.R.M. prior to the approval of the final plat. Pursuant to Florida Statutes 837.06, whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her duty shall be guilty of a misdemeanor of the second degree, punishable as provided in FS. 775.082 or FS. 775.083.

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

Signature of Owner: _____

(Print name & Title here): _____

BEFORE ME, personally appeared _____ this ___ day of _____, _____ A.D. and (he/she) acknowledged to and before me that (he/she) executed the same for the purposed therein. Personally known ___ or produce _____ as identification and who did (not) take an oath. WITNESS my hand and seal in the

County and State last aforesaid this ___ day of _____, _____ A.D.

Signature of Notary Public:

Print, Type name here:

(NOTARY SEAL)

(Commission Expires) (Commission Number)

Procedure for Platting or Replatting:

1. Submit Two (2) copies of the Waiver of Plat or Tentative Plat are submitted to the Public Works Department with appropriate review fee.
2. City determines if the Waiver of Plat or Tentative Plat meets the requirements of the City Code. Applicant is responsible for compliance with all relevant requirements of Article XI of the City's Land Development Code.
3. Upon administrative approval by the Public Works Department, the applicant submits the Waiver of Plat or Tentative Plat to Miami-Dade County along with the City's staff report confirming approval.
4. Upon approval by Miami-Dade County, the applicant prepares the application and submits fourteen (14) signed and sealed surveys along with one (1) Mylar (Final Plat only), to be turned in to Public Works Department no later than four (4) weeks prior to a City Commission meeting which usually occurs on the 1st Monday of the month.
5. The City Commission, if approving the Waiver of Plat or Final Plat, passes a resolution.
6. The waiver of Plat or Final Plat is submitted to Miami- Dade County along with the City's resolution, for final approval and recording.
7. An original recorded Waiver of Plat or Final Plat document shall be submitted to the Public Works Department for the City Clerk's office files.

GENERAL SUBMITTAL CHECKLIST:

When subdividing a property into no more than six (6) sites, the property owner shall submit a Waiver of Plat application to the Public Works Department for an administrative approval.

Submittal of a project as a Waiver of Plat does not guarantee a recommendation for approval. In the event that the Plat Committee finds that the requirement to plat cannot be waived, the project may be recommended for approval as a Tentative Plat.

ALL APPLICATIONS MUST BE ACCOMPANIED BY A LETTER OF INTENT. Please describe in detail, whether and to what extent the requested development action serves a public benefit which would warrant the granting of the request and specific justification for approval of the application, nature of the requests and any other pertinent information. Insufficient justification may result in the denial of your application.

1. **Two (2) executed original applications for administrative approval for Waiver of Plat and/or Tentative Plat.** If property is under a long term lease (20 years or greater), two (2) additional original Waiver of Plat applications from the lessee are required.
2. **One (1) copy** of the recorded Warranty Deed as proof of ownership.

3. An original Opinion of Title in the Miami-Dade County Opinion of Title form. If the property owner is an LLC, LLLP, LP, LTD, or any other limited organization, it shall show who is authorized to sign on behalf of said organization. Updated Opinions of Title will be required with the initial Waiver of Plat submittal; before the Plat Committee’s recommendation for approval (if the 30 day period of validity has expired); and prior to the recordation of the Waiver of Plat Resolution package.
4. An executed Mortgage Joinder form, if applicable, (see the County Web Site for form) is required before the Plat Committee can recommend the Waiver of Plat for approval.
5. Existing Liens and/ or Violations imposed by the State, County and/or the municipality on properties within the municipality must be resolved prior to Plat Committee recommendation for approval.
6. Appropriate review fee.

Waiver of Plat \$2,760

Tentative Plat \$2,760 + \$14/Lot over 6 lots.

* Third party review consultants fees may apply.

* Make check payable to the City of Sweetwater

7. **Two (2) copies (folded) and one (1) electronic copy** of a registered, current (within 30 days), signed and sealed survey prepared by a professional survey or/mapper of subject property, based upon the Opinion of Title. Surveys must delineate existing natural features, easements, existing structures and uses, and existing utility lines.
Shall be a “Boundary and Topographic Survey” signed and sealed by an active State of Florida registered Professional Surveyor and Mapper.

Surveyor’s Certification:

I certify that the attached Waiver of Plat, and legal descriptions associated therewith, comply with all applicable requirements of Chapter 28, Subdivision Code of Miami-Dade County, Florida.

Certified this _____ day of _____, A.D., 20__.

Professional Surveyor and Mapper No. _____

State of Florida

“Show Company name”

“Show Company Address”

Certificate of Authorization No. _____

The “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 Chapter , Florida Administrative Code; pursuant to Chapter , Florida Statutes; along with the following additional requirements:

WAIVER OF PLAT ADDITIONAL REQUIREMENTS:

- Sheet Size: 24" x 36" sheet sizes is required. Prints must be folded to fit into a 10" x 13" manila envelope.
- Title: Project must be identified as a "Waiver of Plat" or "Tentative Plat". Show the Section, Township and Range under the Waiver of Plat title.
- Main Sketch: The boundary and topographic survey must match the legal as it appears on the recorded Warranty Deed. The parcel encompassed by the legal description, shown on the plat, shall be clearly identified with a heavy line, and shall show dimensions, bearings or interior angles with ties to a fractional section corner or any other well-established corner.
- Show dimensions, and either bearings or interior angles of proposed parcels.
- Show details of adjacent recorded subdivisions: lots, blocks, plat book and page numbers and plat name.
- Show existing structures and ground elevations on the property, and 25 feet beyond the boundaries.
- 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.
- Boundary corner descriptions shall state whether the corner was found or set, size, material, and cap identification.
- Scale: Main sketch must be drawn at a scale of not less than 1"=100'.
- Legal Descriptions: The Waiver of Plat must show the Parent Tract legal description and the legal description of each parcel being created. Each parcel and corresponding legal description must be labeled using a letter designation, ex: Parcel "A". Cut-out parcel(s) legal description(s) must exclude Right-of- Way dedication(s), if required.

- Location Sketch: Must be drawn at a scale of 1"=300' and should 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 lay-out and identification (Street and Avenue names). Provide a title and the Section, Township and Range.
- Zoning Information: Verify the current zoning classification of the property with the Building Department.
- FEMA information: Show the Flood Zone information of the property based on the Federal Emergency Management Agency, Flood Insurance Maps.
- Property owner and contact person information, including e-mail address(es).
- Folio number(s).
- Legend: To include only applicable items.

TENTATIVE PLAT ADDITIONAL REQUIREMENTS:

- Sheet Size: 24" x 36" sheet size is required. Prints must be folded to fit into a 15" x 10 ½" x 3 ½ expansion file.
- Title: Proposed Subdivision name, municipality name, (if applicable) and the Section, Township and Range.
- Main Sketch: The 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.
- 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.
- Where the Tentative Plat submitted covers only a part of the subdivider's entire ownership, a master tentative plat showing the proposed future road system of the remainder ownership must be submitted.
- Show the center line geometry and right-of-way width of all proposed public and/or private roads.

- All proposed public and/or private roads shall be identified and numbered in accordance with the Miami-Dade County numbering system, except in those municipalities that have their own numbering system. Contact Mr. Mohammed Mansuri at (305)375-2707, for a preliminary review of the proposed road designations and numbering prior to Tentative Plat submittal.
- The numbering of all lots and blocks shall be shown on the tentative plat. All lots shall be numbered progressively. All blocks shall be progressively numbered except that blocks in numbered additions bearing the same name shall be numbered consecutively throughout the several additions.
- 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, C1....Z1, A2, B2, C2.... etc., if applicable.
- Show details of adjacent recorded subdivisions: lots, blocks, plat book and page numbers and plat name.
- Show all existing structures and ground elevations on the property a minimum of 25 feet beyond the boundaries.
- 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.
- Boundary corner descriptions shall state whether the corner was found or set, size, material, and cap identification.
- Scale: Main sketch must be drawn at a standard engineering scale not smaller than 1"=100'.
- Legal Descriptions: Must match, or be a portion of the legal description as shown on the recorded Warranty Deed.
- Location Sketch: Must be drawn at a scale of 1"=300' and should 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 lay-out and identification (Street and Avenue names). Provide a title and the Section, Township and Range.

- Zoning Information: Verify the current zoning classification of the property with the Building Department .
- FEMA information: Show the Flood Zone information of the property based on the Federal Emergency Management Agency, Flood Insurance Maps.
- Property owner and contact person information, including e-mail address(es).
- Folio number(s).
- Legend: To include only applicable items

FINAL PLAT ADDITIONAL REQUIREMENTS:

1. One (1) Original Mylar plat
2. Copies of paid tax receipts for the current year
3. Opinion of Title
 - a. Verify signature of attorney is original
 - b. Make sure legal description is included along with all exhibits
 - c. Opinion of Title for Plats which are within the unincorporated areas of the county are valid for thirty days past last verification date.
 - d. Opinion of Title for Plats which are within municipalities are valid for forty-five days

Disclaimer:

Although the Public Works Department has attempted to include all applicable technical requirements as part of this check-list, please note that this is simply a suggested guide to assist surveyors and mappers in the preparation of the technical aspects of a Waiver of Plat, Tentative Plat and Final Plat. Any Plat submitted to this office will be subject to a complete technical review which may reveal certain Subdivision Code and/or Florida Statute requirement deficiencies not covered by this check-list that will need to be addressed and corrected before the waiver of Plat or Tentative Plat can be recommended for approval by the Miami-Dade County Plat Committee. Applicant is responsible for compliance with all relevant requirements of Article XI of the City's Land Development Code.