



## APPLICATION FOR ADMINISTRATIVE PLAT REVIEW

**TYPE OF APPLICATION:**

Waiver of Plat       Tentative Plat       Final Plat       Replatting

**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.

**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)

## Administrative Preliminary Plat Process:

1. Two (2) copies of the Waiver of Plat or Tentative Plat are submitted to Public Works Department.
2. City determines if the Waiver of Plat or Tentative Plat meets the requirements of the City 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 administrative 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/Final Plat, passes a resolution.
6. The waiver of Plat/ Final Plat is submitted to Miami- Dade County along with the City's resolution, for final approval and recording.

The following pages to be recorded and return to Public Works Department:

Resolution:

- Reduced, sealed copy of Waiver of Plat recommended for approval (8-1/2" x 11")
- Signed and sealed legal description of overall parcel encompassed by Waiver of Plat/Final Plat (to be provided on a separate sheet(s) by the surveyor of record). The legal description document must also include the description(s) of the new parcel(s) being created (8-1/2" x 11") with the following certification:

### 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. \_\_\_\_\_

## 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.

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

1. 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.
2. **Two (2) executed original applications.**
3. One copy of the recorded Warranty Deed as proof of ownership.
4. 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.

Note: 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.

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. Lot/Parcel Analysis required, including, but not limited to, the following information relative to lots and parcels in each zoning district: number of lots, smallest lot size, average lot size, number of parcels, acreage in each parcel.
7. Letters from all utilities franchised to operate in the City (Florida Power and Light, Southern Bell, WASA, Cable) relative to adequacy of proposed easements shown in the plat/site plan, including approval of shared easements.
9. Mortgage Joinder (if applicable)

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.

10. **Two(2) copies (folded) and one 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 with the following certification.

**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:

- ❖ **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.
- ❖ 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 at 305-485-4526
- ❖ **Miami Dade County Flood Criteria:** 786-315-2800
- ❖ **FEMA information:** Show the Flood Zone information of the property based on the Federal Emergency Management Agency, Flood Insurance Maps
- ❖ **Development Information:** [dpnz@miamidade.gov](mailto:dpnz@miamidade.gov).
- ❖ **Property owner and contact person information, including e-mail address(es).**
- ❖ **Folio number(s).**
- ❖ **Legend:** To include only applicable items.

11. Appropriate review fee. (City Code Section 14-9)

Waiver of Plat \$2,760

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

Final Plat \$2,650 + \$200/lot over 10 lots.

Replatting \$2,760 + \$14/lot over 6 lots.

\* Third party review consultants' fees may apply.

\* Make check payable to the City of Sweetwater

**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. Any Waiver of Plat & Tentative 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.