



APPLICATION FOR TENTATIVE PLAT APPROVAL
CITY OF MIAMI

www.miamigov.com (305) 416-1200

1. Name of proposed subdivision _____
2. Area in acres _____ number of lots or tracts _____
3. Is the proposed subdivision in an environmental preservation district?
 Yes No
4. Legal description of property _____

5. Street boundaries _____

6. Owner _____ Telephone _____
Address _____ E-mail _____
7. Developer _____ Telephone _____
Address _____ E-mail _____
8. Surveyor _____ Telephone _____
Address _____ E-mail _____
9. Zoning classification of subject property _____
10. Proposed use of subject property _____
11. Additional documentation required for tentative plat submittal (See attached page)

Note: An electronic copy with digital signature of the tentative plat less than 1 year old, accompanied by the appropriate fee. Please also note that a copy of a site plan **may** be required. And a scan copy of the originally executed application shall be submitted to the Department of Resilience & Public Works of the City of Miami at least **15** calendar days ahead of a Plat and Street Committee meeting, which usually occurs on the first Thursday of the month.

Make payment online after receiving invoice.

Submittal (without closure ...\$3,200.00) (with closure ...\$5,000.00)	
Resubmittal (extension of time or different owner).....	\$2,400.00
Resubmittal (new boundary without closure).....	\$3,200.00
Resubmittal (new boundary with closure).....	\$5,000.00
Property(s) that receive a homestead exemption(s).....	\$1,800.00
Zoning staff review fee (contact the Office of Zoning after submittal)	



APPLICATION FOR TENTATIVE PLAT APPROVAL (RESUBMITTAL)
CITY OF MIAMI

www.miamigov.com (305) 416-1200

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2. Area in acres _____ number of lots or tracts _____
3. Is the proposed subdivision in an environmental preservation district?
 Yes No
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Property(s) that receive a homestead exemption(s).....\$1,800.00
Zoning staff review fee (contact the Office of Zoning after submittal)

The tentative plat will be reviewed by the Plat and Street Committee of the City of Miami. The Committee's approval will be required before the City Commission will consider the plat.

The tentative plat approval will not be valid after one (1) year six (6) months from the initial action before the City of Miami Plat and Street Committee.

Signed, Sealed and Delivered
in the Presence of:

Owner as Individual(s):

WITNESS TO SIGNATURE(S)

By: _____ (sign)
(print)

PRINT NAME (FIRST WITNESS)

By: _____ (sign)
(print)

WITNESS TO SIGNATURE(S)

By: _____ (sign)
(print)

PRINT NAME (SECOND WITNESS)

By: _____ (sign)
(print)

INDIVIDUAL:

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me this ____ day of _____
20__, by _____
who is (are) personally known to me or who has (have) produced _____
_____ as identification and who did
(did not) take an oath.

Name:
Notary Public – State of Florida
Commission No.:
My Commission Expires:

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Signed, Sealed and Delivered
in the Presence of:

Owner as Corporation:

Corporation: _____

WITNESS TO SIGNATURE(S)

By: _____(sign)
(print name and title)

PRINT NAME (FIRST WITNESS)

ATTEST: _____(sign)
(print name and title)

WITNESS TO SIGNATURE(S)

CORPORATE SEAL

PRINT NAME (SECOND WITNESS)

CORPORATION:

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me this ___ day of _____
20____, by _____
of _____ a _____
corporation, on behalf of the corporation. He/She/They is (are) personally known to me or has
(have) produced _____ as
identification and who did (did not) take an oath.

Name:
Notary Public – State of Florida
Commission No.:
My Commission Expires:

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Signed, Sealed and Delivered
in the Presence of:

Owner as Limited Liability Company:

Company: _____

WITNESS TO SIGNATURE(S)

By: _____(sign)
(print name and title)

PRINT NAME (FIRST WITNESS)

By: _____(sign)
(print name and title)

WITNESS TO SIGNATURE(S)

PRINT NAME (SECOND WITNESS)

LIMITED LIABILITY COMPANY

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me this ___ day of _____
20____, by _____
of _____ a _____
limited Liability Company, on behalf of the company. He/She/They is (are) personally known to me
or has (have) produced _____
_____ as identification and who did (did not) take an oath.

Name:
Notary Public – State of Florida
Commission No.:
My Commission Expires:

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Signed, Sealed and Delivered
in the Presence of:

Owner as Partnership:

Company: _____

WITNESS TO SIGNATURE(S)

By: _____(sign)
(print name and title)

PRINT NAME (FIRST WITNESS)

By: _____(sign)
(print name and title)

WITNESS TO SIGNATURE(S)

PRINT NAME (SECOND WITNESS)

PARTNERSHIP

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me this ____ day of _____
20____, by _____
of _____ a _____
Limited Liability Company, on behalf of the company. He/She/They is (are) personally known to
me or has (have) produced _____
_____ as identification and who did (did not) take an oath.

Name:
Notary Public – State of Florida
Commission No.:
My Commission Expires:

Additional documentation required in electronic form for Tentative Plat submittal

1. Submission of a completed, executed and notarized *Public School Concurrency form*, which will be electronically transmitted by the City of Miami to the Miami-Dade County Schools for Public School Concurrency review. Please see the attached Public School Concurrency pamphlet with the *Concurrency application form* enclosed.
2. Recent Opinion of Title (verification less than 45 days old) for the proposed subdivision, and for any remnant portions of Lot(s) (if applicable). With copies of all the recorded instruments listed in the opinion.
3. If property is owned by Corporation:
 - A. Corporate resolution showing who has authority to sign for corporation, usually President and Secretary.
 - B. From Secretary of State, most current Corporation in Good Standing Certificate.
4. If property is owned by Limited Liability Company:
 - A. Company resolution showing who has authority to sign for company.
 - B. From Secretary of State, most current Certificate In Good Standing Certificate.
5. If property is owned by partnership:
 - A. Partnership papers showing who has authority to bind partnership.
6. If property is owned by off-shore corporation: (example: Netherland Antilles)
 - A. Financial Statement
 - B. Alien Report
 - C. Who has authority to bind (Managing Director)
 - D. Right to do business in U.S. or Florida)
7. If property is owned in trust, we will need to see a copy of the Trust Agreement.