

### SUBMITTAL CHECKLIST

Public Works Department - Land Development Division  
111 N.W. 1<sup>ST</sup> Street – 14<sup>th</sup> Floor  
Miami, Florida 33128  
(305) 375-2141 / Fax (305) 375-4974

<b>TENTATIVE NO.#</b>	
<b>TENTATIVE NAME</b>	
<b>WAIVER NO.#</b>	
<b>WAIVER – OWNER NAME</b>	
	UNINCORPORATED MIAMI-DADE COUNTY
	CITY OF MIAMI SUBMITTAL (Submittal must include prior approval by City of Miami)
	MUNICIPALITY SUBMITTAL (Submittal must include prior approval by municipality)
	20 Copies of Plat Survey (Prepared, signed & sealed by a professional surveyor/mapper)
	3 Applications (Completed, executed & notarized including number of sites & fee calculations) <ul style="list-style-type: none"><li>▪ Section-Township-Range on application</li><li>▪ Folio number on application</li><li>▪ All required Signatures on applications, prints and checks</li><li>▪ Total number of sites (total should include tracts) on application</li><li>▪ Street Boundaries on the application (Street and Avenue)</li><li>▪ Zoning on the application</li><li>▪ Owner &amp; Surveyor Information (completed)</li></ul>
	Copy of Recorded Deed or Original Opinion of Title (Showing acquisition of property)
	If ownership of said property held by an LLC, LLLP An original Opinion of Title stating who may sign on behalf of LLC, LLLP (Required for both Tentative Plats and Waivers of Plat.)
	Tentative Name on application (selected name cannot exceed 32 characters, including spaces)
	Total Processing Fee (should include tracts) (Made payable to the Board of County Commissioners)
	Location map on scale 1"=300' (Including proposed road layout)
	Special Taxing District authorization memo (When requesting Waiver of Special Taxing District, the request must be signed by the owner) (Required for all <b>NEW TENTATIVE PLAT APPLICATIONS</b> within Unincorporated Miami- Dade County only)
	NOT ACCEPTABLE (RETURN TO SENDER) Pending correct fee amount
	NOT ACCEPTABLE (RETURN TO SENDER) Pending Special Taxing memo