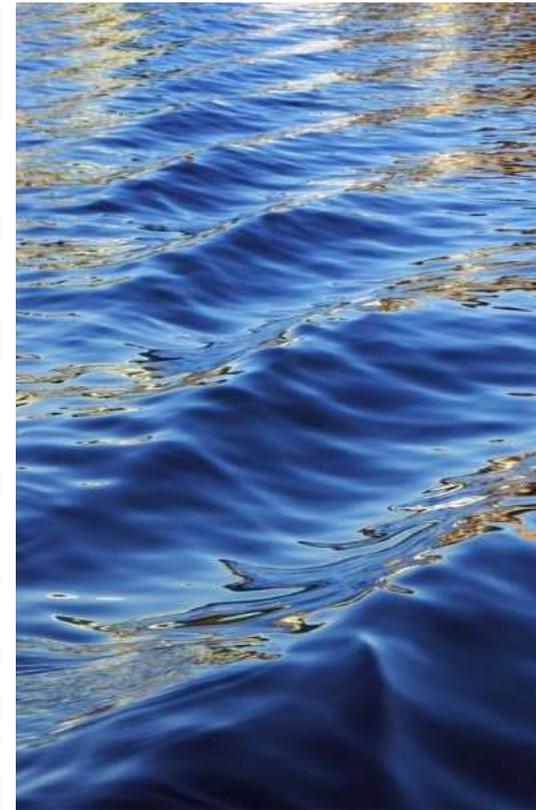


**Department of
Regulatory and
Economic Resources
(RER)**



**Plat Intake
Submission through
Citizen Self Service
Portal**



Plat Intake Submission

- Online submission of platting documents for Tentative Plats, Waiver of Plats, Entrance Features and Deco Walls to include new applications, corrections, revisions and/or extensions of time. For intake process only.
- [Review application and submission checklist](#)
- The Development Services staff will contact you by **email** after reviewing your submission. Additionally, the progress of your submission is available on the Customer Citizen Services (CSS) Portal.

Plat Submission & Tracking Links



Before Submission

[Review application and submission checklist](#)



Ready to Submit

[Citizen Self Service Portal](#)



To Track your Official Plat Process Number

[Plat Status website](#)

Plat Intake Submission through the Customer Citizen Self Services Portal

The **Citizen Self Services Portal** was modified to **add** a new plat intake submission for the following:

- Application for Tentative Plat
- Application for Waiver of Plat
- Application for Final Plat*
- Application for Entrance Feature
- Application for Deco Wall
- Corrections to Tentative Plat
- Corrections to Waiver of Plat
- Correction to Deco Wall
- Correction to Municipal Entrance Features
- Extension of Time Relating to Tentative Plat
- Review of Tentative Plat New Owner
- Revision of Tentative Plat
- Revision to Waiver of Plat
- Revision to Deco Wall
- Revision to Municipal Entrance Features
- Other submissions

*For Final Plat upload of supporting documents. Mylar must be submitted in person by appointment.

Plat Intake Submission

- Access the Citizen Self Service Portal at this link:

https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home

The screenshot shows the Citizen Self Service Portal website. The browser address bar displays the URL: energov.miamidade.gov/EnerGov_Prod/SelfService#/home. The page features a header with the Miami-Dade County logo and the text "REGULATORY ECONOMIC RESOURCES". A navigation menu includes links for Home, Apply, Links, Map, Fee Estimator, Search, Help, and Calendar. A blue banner below the menu reads "Welcome to the Citizen Self Service Portal". The main content area is titled "Welcome to Self Service" and contains six service tiles:

- Estimate Fees**: Use this tool to quickly estimate the required fees for a permit or plan.
- Search Public Records**: This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Apply**: This tool can be used to apply for a permit, plan or license.
- Login or Register**: Login to an existing or create a new account. You can also find help if you forgot your login information.
- Pay Invoice**: Use this tool to pay for individual invoices.
- Map**: Explore the map to see the activity occurring in your neighborhood.

The footer includes the Miami-Dade County logo, a navigation menu (Home | Privacy Statement | Disclaimer | About Us | ADA Notice | Phone Directory | Contact Us), and the copyright notice: © 2016 Miami-Dade County. All rights reserved.

Getting Ready to Submit

- To be able to submit for intake using the **Citizen Self Service Portal** you must register at https://energov.miamidade.gov/EnerGov_Prod/SelfService#/register.
- Please complete the **four (4)** steps in the registration process. After completion, click '**Confirm**' in the confirmation email to access the portal.

The image displays four sequential screenshots of a web registration process:

- Step 1 Provide an email address:** Shows a browser window with the URL energov.miamidade.gov/Prod/SelfService#/register. The form has a 'Registration' header and a single text input field for an email address, followed by a blue 'Next' button.
- Step 2 Login Information:** Shows the 'Registration' form with a 'Verify' checkbox (checked) and a 'Send' button. Below are input fields for 'Username', 'Password', and 'Confirm Password', with a blue 'Next' button at the bottom.
- Step 3 Personal Information:** Shows the 'Registration' form with fields for 'First Name', 'Last Name', 'Address', 'City', 'State', 'Zip', and 'Phone Number'. A blue 'Next' button is at the bottom.
- Step 4 Address:** Shows the 'Registration' form with fields for 'Street/PO Box', 'City', 'State', 'Zip', 'Country', and 'Mailing Address'. A blue 'Next' button is at the bottom.

Ready to Submit

- To submit your plat for intake, select **Apply** and **All**. A new window will open, scroll down to select **Platting Intake Submission** and click the **Apply** button.

The screenshot shows a web application interface. At the top left, there is a banner with the text "REGULATORY & ECONOMIC RESOURCES" over a background image of a house. Below the banner is a navigation bar with the following items: Dashboard, Home, **Apply** (highlighted with a red box), Links, View, Map, Fee Estimator, Search, and Help. Below the navigation bar, there are two main sections: "PERMITS" and "PLANS". Under "PERMITS", there are two items: "Lake Permit/Landfill" and "All (1)". Under "PLANS", there are five items: "Administrative Adjustment", "Pre-Application", "Zoning Hearing", "Substantial Compliance", and "Administrative Site Plan Review". The "All (26)" item under "PLANS" is highlighted with a red box. A large blue arrow points from the "All (26)" item up to a callout box. The callout box is titled "Platting Intake Submission" and contains the following information: Category Name: Platting; Description: Online submission of platting documents for Tentative Plats, Waiver of Plats, Entrance Features and Deco Walls to include new applications, corrections, revisions and/or extensions of time. For intake process only. Please review application and submission checklist on this site <http://www.miamidade.gov/apps/rrr/weeklyplatreport/Notices.aspx> to ensure your submittal is complete. There is an "Apply" button in the top right corner of the callout box.

Step 1 - Locations

1

- Select **Location** from the drop-down list on the blue tile. You can search an address, enter an address manually or enter a folio number by selecting **Parcel**. Click **Next** at the bottom of the page to continue.
- Please note you can enter multiple folio numbers or addresses by selecting the + plus symbol on the blue tile.

Apply for Plan - Platting Intake Submission REQUIRED

Locations Type Contacts Work File Attachments Review and Submit

LOCATIONS

Library
Location
Shipping

Add Location
+

Create Template Save Draft **Next**

Dashboard Home Links Apply

[Back to Application](#)

Add Location

Address Parcel

Add Address As Location

Search Enter Manually

Address Information

Search Search Addresses

Step 2 - Plan Type

- The **Platting Intake Submission** will be automatically selected. Select **Next** at the bottom of the page to continue.

Dashboard Home Links ▾ Apply ▾ View ▾ Map Fee Estimator Search 🔍 Help ⓘ Calendar ⓘ

Apply for Plan - Platting Intake Submission *REQUIRED

Locations 2 1 1 1 1

Locations Type Contacts More Info Attachments Review and Submit

PLAN DETAILS

Online submission of platting documents is for intake only. You will receive an intake number. This is not your official plat process number. Once the submission is processed and deemed complete, you will receive your official platting process number and an invoice with required fees due. Plat corrections and revisions retain their original T or D numbers. To track your official plat process number, please go to <http://www8.miamidade.gov/apps/rer/platstatus/>

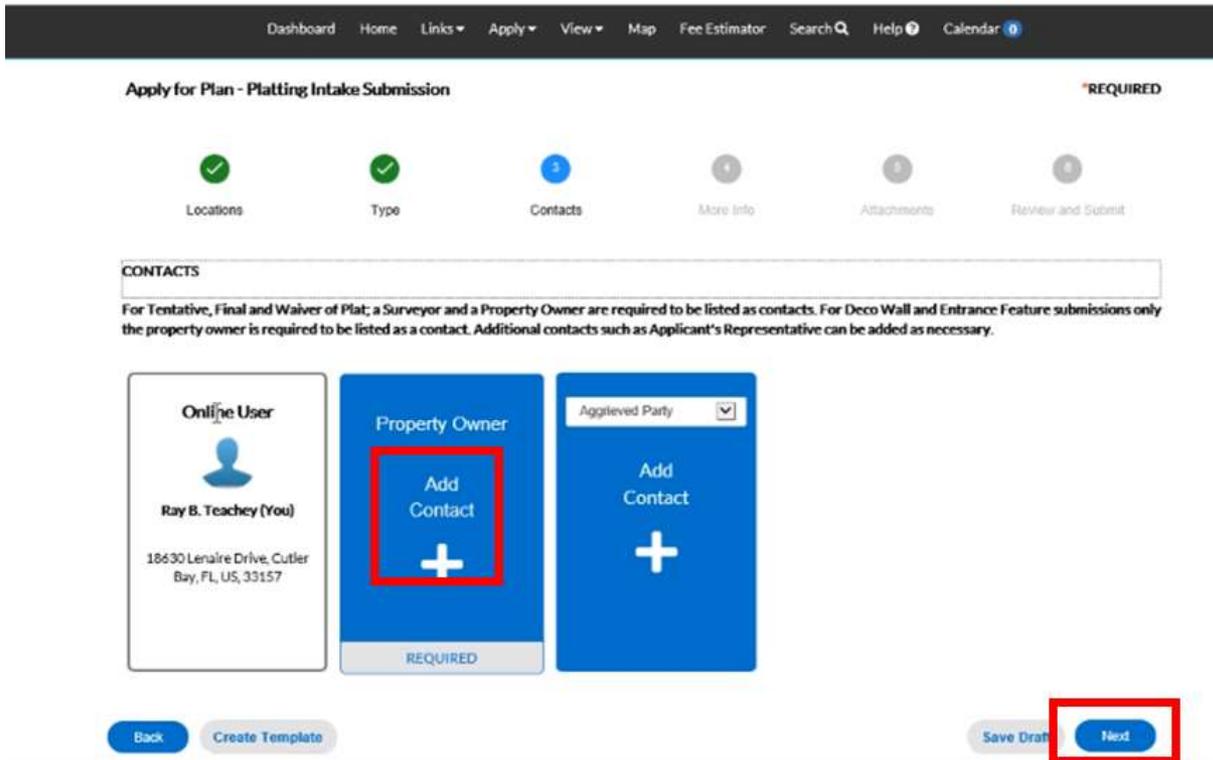
* Plan Type ▾

Description

Back Create Template Save Draft **Next**

Step 3 - Contacts

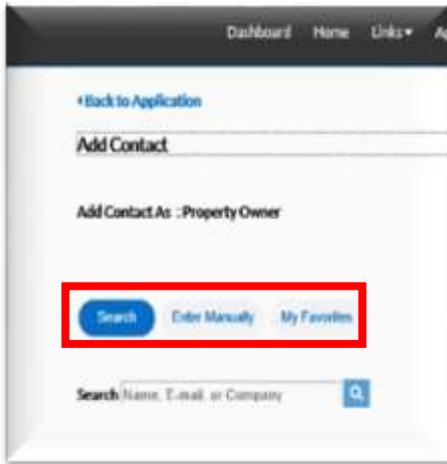
- Add the **Property Owner** contact information by selecting the + plus symbol on the blue tile. Add the **Surveyor** and/or **Applicant's Representative** depending on your submission type. Select **Next** to continue.



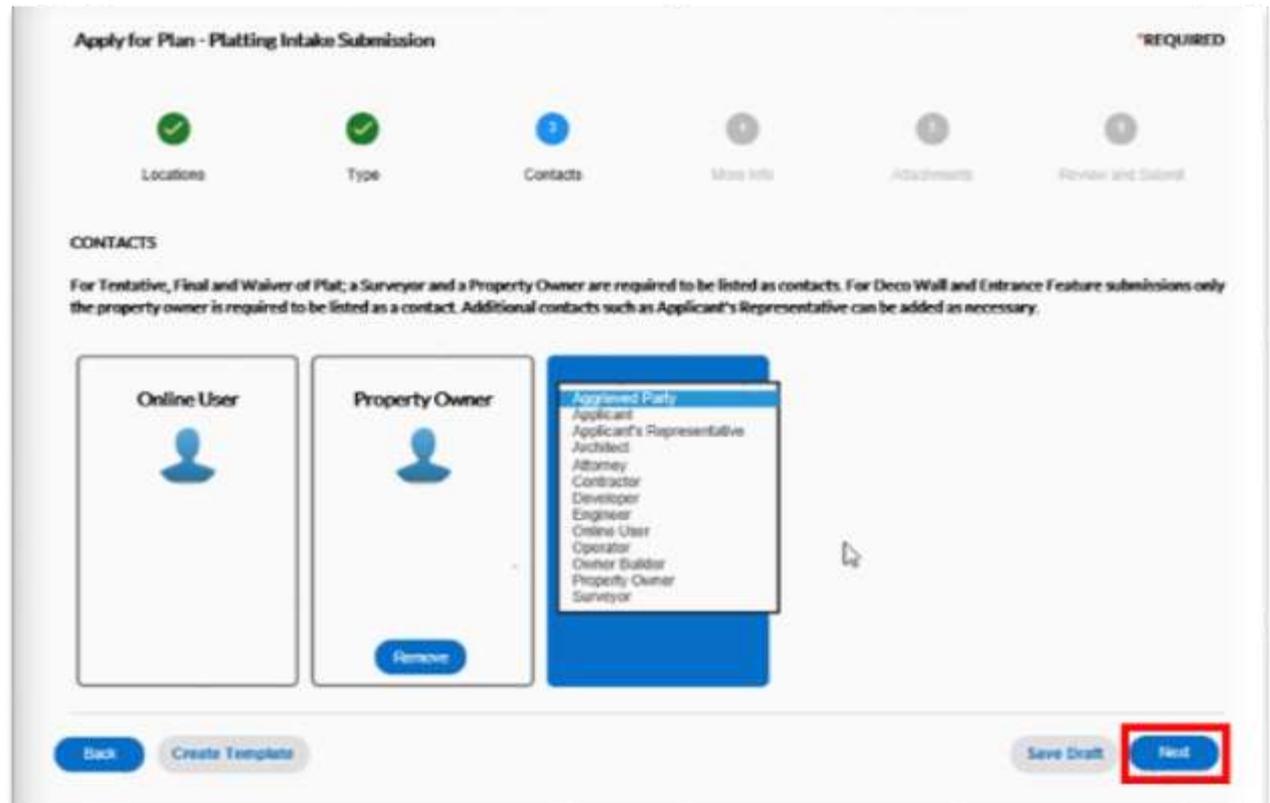
- For Tentative, Final and Waiver of Plat:
 - **Property Owner** and a **Surveyor** are required.
- For Deco Wall and Entrance Feature:
 - **Property Owner** is required.

Step 3 - Contacts

- To add a contact, you can use **search**, **enter manually** or **use your favorites**.



- To add the property owner, surveyor or other contacts you can use search, enter manually or use your favorites.



Step 4 - More Info

- Select the applicable **Plat Submission Type** from the drop-down list. Also provide a description of your request.

Dashboard Home Links Apply View Map Fee Estimator Search Help Calendar

Apply for Plan - Platting Intake Submission REQUIRED

Location Type Details **More Info** Attachments Review and Submit

MORE INFO

Plat Info [Top] Main Menu

Plat Intake

*Plat Submission Type

- Application for Tentative Plat
- Application for Waiver of Plat
- Application for Final Plat
- Application for Entrance Feature
- Application for Deco Wall
- Correction to Tentative Plat
- Correction to Waiver of Plat
- Correction to Deco Wall
- Correction to Municipal Entrance Features
- Extension of Time Relating to Tentative Plat
- Review of Tentative Plat from Owner
- Revision of Tentative Plat
- Revision to Waiver of Plat
- Revision to Deco Wall
- Revision to Municipal Entrance Features
- Other submissions. Please provide more info below

*Description of Request

If this application is for an existing plat, then enter the plat number in the corresponding field.

- If this submission is for an *EXISTING* plat (tentative, waiver, entrance feature or deco wall), then enter the plat number in the corresponding field. Select **Next**.

If this application is for an existing plat, then enter the plat number in the corresponding field.

Tentative Plat Number

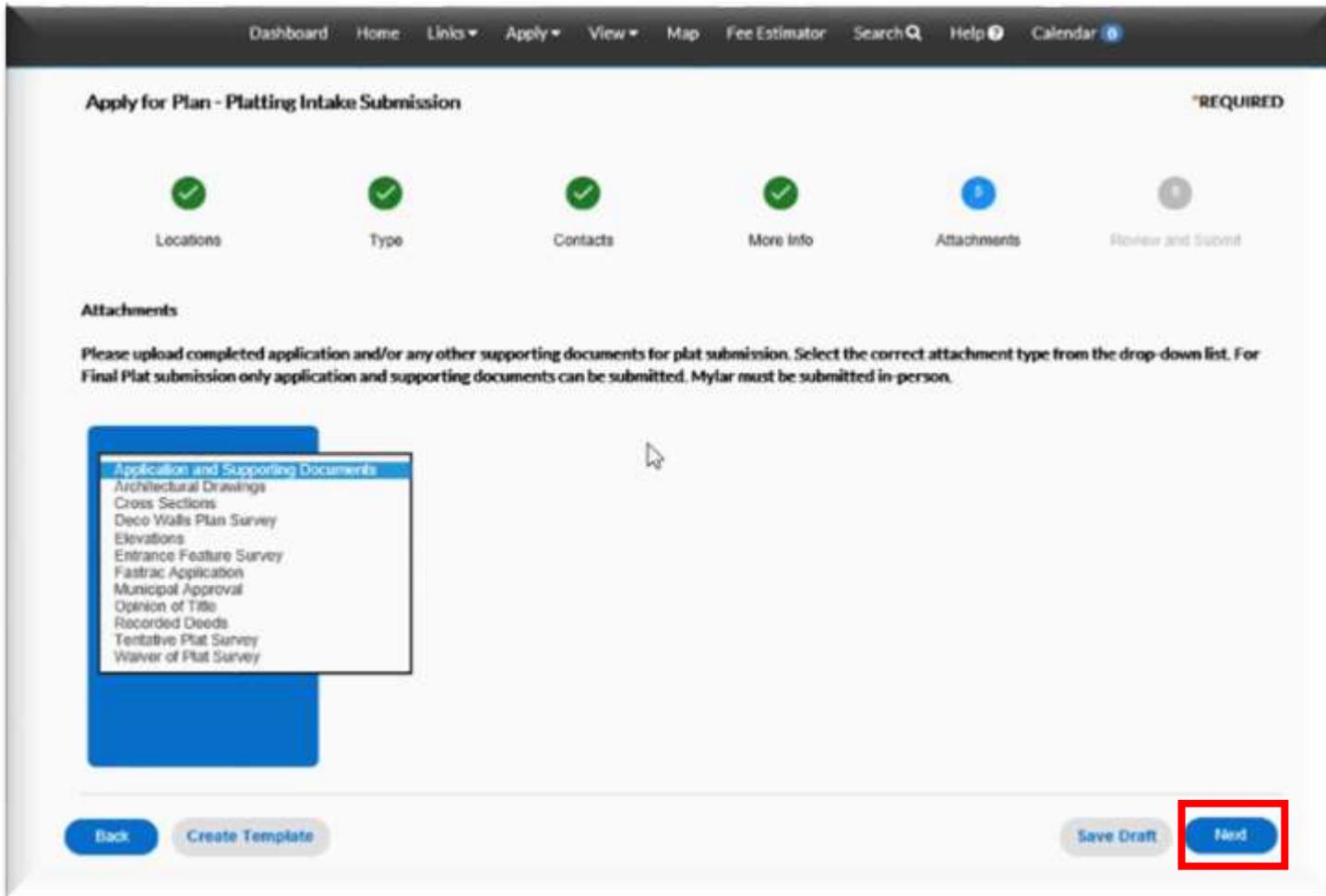
Waiver of Plat Number

Entrance Feature Number

Back Create Template Save Draft **Next**

Step 5 - Attachments

- Select the applicable attachment type from the drop-down list. To add additional attachments, select the + plus symbol on the blue tile. Select **Next** to continue.



Step 6 Review and Submit

- Please review your intake submission. You can click **Back** to review prior steps. When you are ready, select **Submit**.

Apply for Plan - Platting Intake Submission REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Submit

Locations

Basic Info

Type: Platting Intake Submission

Description

Applied Date: 04/20/2020

Contacts

Online User: Ray E. Teachey

Property Owner: Ray Teachey

A success message will be displayed on the page.

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.

More Info

Plot Info

Plot Intake

Plot Submission Type: Application for Tentative Plat

Description of Request: New Application

If this application is for an existing plot, then enter the plot number in the corresponding field

Tentative Plot Number

Waiver of Plot Number

Entrance Feature Number

Attachments

Back Create Template Save Draft Submit

Step 6 Review and Submit

- A successful message will be displayed in the window.

The screenshot displays a web application interface. At the top, a green notification bar with a checkmark icon contains the text: "Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly." Below this, the "Plan Number" is shown as "IP2020000018", with a red annotation stating "*This is not your official plat process number". The interface includes a navigation menu with tabs for "Plan Details", "Tab Elements", and "Main Menu". A summary section shows "Type: Platting Intake Submission", "Status: Under Review", and "Project Name:". A horizontal menu of buttons includes "Summary", "Locations", "Fees", "Reviews", "Inspections", "Attachments", "Contacts", "Sub-Records", "Holds", "Meetings", and "More Info". The "Workflow" section is highlighted with a red box and shows a step: "Application Acceptance Plat - Started - Scheduled for 04/21/2020". The "Available Actions" section shows "No Actions". A large red "X" is overlaid on the "Fees" section.

**This is not your official plat process number*

- Once the submission is processed and deemed complete, you will receive your official platting process number and an invoice with required fees due via email.
- Plat corrections and revisions retain their original T or D numbers.

