Department of Regulatory and Economic Resources (RER)

Plat Intake Submission through Citizen Self Service Portal

Prepared by RER Administrative Services Division - Strategic Initiatives Management Team
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
- 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
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.
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**.
Step 1 - Locations

• 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.
Step 2 - Plan Type

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

• 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**.
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.

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.
Step 6 Review and Submit

• A successful message will be displayed in the window.

*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.