

NOTICE TO SURVEYORS AND DEVELOPERS

- **Effective immediately**, all future plat/replat applications (i.e., waivers of plat and tentative/final plats) for property in the *unincorporated* areas of Miami-Dade County, encumbered by any recorded Declarations of Restrictions/Restrictive Covenants in favor of Miami-Dade, must note the recorded documents in question both in the original plat application (can be included as attachments) and the actual plat document. The note that shall be included on the [plat] document that will be recorded in the public records must read as follows:

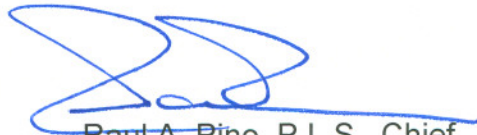
Sample *The subject property is affected by:
Declarations of Restrictions/Restrictive Covenants in favor of
Miami-Dade County as recorded in:
Official Records Book 1111, Page 1111; Official Records Book
2222, Page 2222; and Official Records Book 3333, Page 3333, of
the Public Records of Miami-Dade County, Florida, and as may be
amended.*

- **Effective immediately**, any waiver of plat or tentative plat application that is not completely filled out will not be accepted. In addition, all plat documents must be properly folded, as historically required by our office. The required information on the application (or other required document or fee) must include, but is not limited to, the following:
 - Applications from all owners of the land being platted/replatted; must include owner's and surveyor's email addresses. Only original, executed, and notarized applications will be accepted.
 - Correct application fee.
 - Approval resolution and/or ordinance document from the municipality, as applicable to plat and/or zoning approvals.
 - Copy of recorded warranty deed(s) or updated opinion of title (last verified not more than 30 days from the date of the intended application submittal). In the case of property ownership by an LLC, LTD, LLLP, etc., the opinion of title must indicate the chain of authority, as applicable (e.g. LLC, as owner; by LLC, as managing member; by individual officer, as president/vice-president/member, etc.)

- **Effective immediately**, our office will be conducting broader preliminary reviews of final plat document submittals (includes final plats in the unincorporated and incorporated areas of Miami-Dade County). Final plats will not be accepted subject to the following (but not limited to) items/issues:
 - Incomplete owner, mortgagee, consentee, lessee, etc. executions (e.g. missing signatures, printed names, officers' titles, blank dates, missing witness signatures and their printed names, notary public also signing as a witness, etc.). Note that all signatures on the final plat must be in black ink.
 - Missing corporate, company or other entity seal (if entity does not possess applicable seal, a letter from the authorized officer must be submitted stating that fact).
 - Missing or illegible notary seals
 - Incorrect or missing governmental approval statements
 - Ink not permanently adhering to plat mylar document (e.g. wording or line work that easily rubs off the sheet)

- **Effective January 1st, 2014**, any waiver of plat or tentative plat application deferred a second time for an identical reason, or reasons, that it was deferred the first time it was heard before the Plat Committee will be subject to a \$1000.00 resubmittal fee when the application is submitted for its third attempt for approval by the Plat Committee.

Very truly yours,



Raul A. Pino, P.L.S., Chief
Platting and Traffic Review Section
Development Services Division
Regulatory and Economic Resources