

INITIAL INTAKE SHEET

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CDD

**Parks, Recreation and Open
Spaces Department
Special Assessment Districts Division**

TO:

DATE:

FROM:

DOCUMENTS NEEDED FOR: _____

- AutoCad file of the Parcel(s) or Site Plan (electronic)
- Petition package to include:
 - SERC
 - Construction Cost Maintenance Estimate
 - Timetable
 - Sketch of Water Line, Sewer Lines
- Current Opinion of Title (current from date of sponsorship)
- Owner(s) Consent Affidavit
- Mortgagee(s) Consent Affidavit (U.S. and Canada)
- Resumes as listed in petition with complete names, dates of birth and addresses of each person (*if Dissolution, need Resolution from Board authorizing Dissolution*)
- Completed Declaration of Restrictive Covenant (per BCC Resolutions R-413-05 and R-883-06)
- Municipal Resolution (If all or partially in municipal boundary. Resolution must also include dormant multipurpose special taxing district.)
- Metes and Bounds Legal Description – certified/original (if dissolution original is not needed, however, must match creation petition)
- Addendum or attachment to the petition - obligation of landscape in the public Right-of-Way (addendum if petition has been executed by developer-attachment of petition otherwise)
- CDD Board Resolution (if expansion or deletion)
- \$30,000 for Creation (new) - includes administrative costs and advertising
- \$16,500 for Amendment or Deletion – includes filing and advertising fees
- Deletion of property in existing CDD – Need release of Restrictive Covenant for affected property in Ordinance or Declaration of Restrictive Covenant
- Unofficial Commission Sponsorship (Department only)
- Dormant Multipurpose Special Taxing District
- Surveyor's Affidavit (we will request it from petitioner, if needed)

***Please ensure all documents listed above are included in your petition package and are filled out completely to avoid a re-submission fee. If you have any questions, please email us at STDP@miamidade.gov.**