Department of Regulatory and Economic Resources (RER)
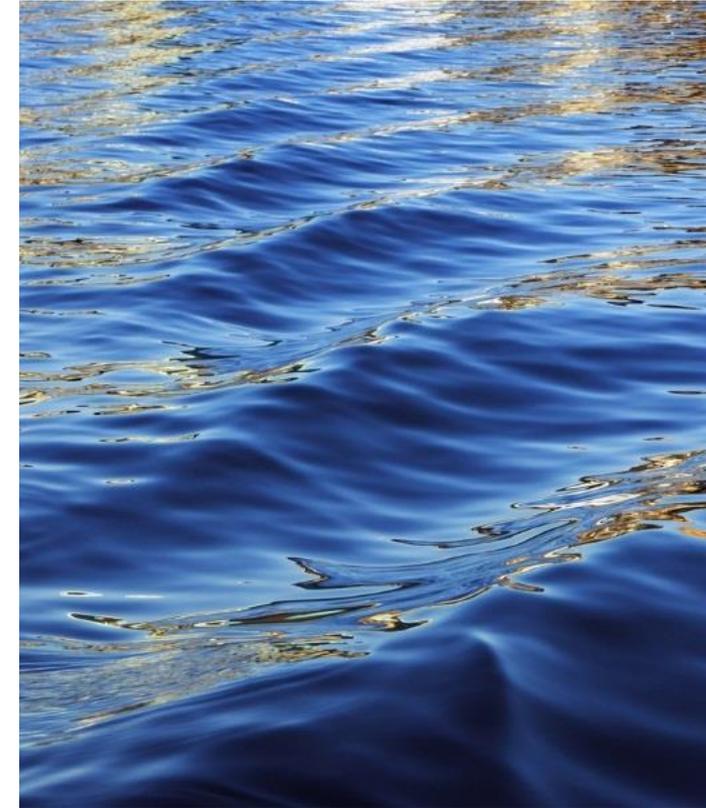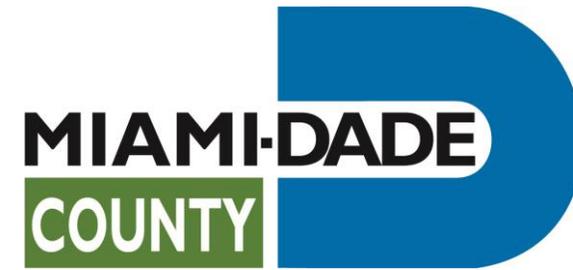
Countywide Concurrency Information Letter

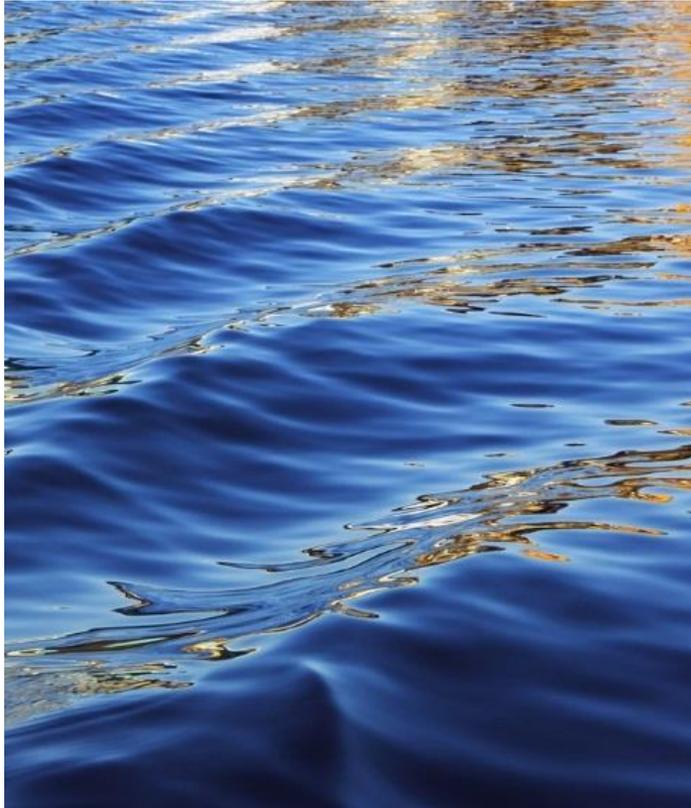# Instructions for Submission via the Citizen Self Service (CSS) Portal

MIAMI-DADE COUNTY

Prepared by RER Administrative & Business Operations Support Services Division – Business Architecture Section

Countywide Concurrency Information Letter Submission
Table of Contents

Introduction to Countywide Concurrency Information Letter Submission

Concurrency Information Letter Submission - Introduction

RER Countywide Concurrency Information Letter Automation:

- Applicants can submit requests, pay, and check status online.

- By automating the RER Countywide Concurrency Information Letter process, it will increase efficiency of manual submission and processing.

- This initiative will streamline the workflow, reduce processing time, and enhance accessibility for applicants. Additionally, it will minimize errors and improve the overall efficiency of RER staff.

Concurrency Information Letter Submission - Intent

- As part of RER's system modernization roadmap, Countywide Concurrency Submissions will be available on Citizen Self Service (CSS) Portal

- Requests for Concurrency Information Letters can be submitted though the CSS Portal. To access the new Countywide Concurrency services, the user must create an account.

- A Countywide Concurrency letter is provided to advise if a given project fits with current Miami Dade County Concurrency levels.

- Intended for applicants with who would like advisement on Concurrency prior to moving forward with a project.

- Please note this process does **not** cover School Concurrency

Countywide Concurrency Information Letter Submission

No Account Yet?
Let's Get You Set Up!

✓ **A CSS account is your gateway to managing Countywide Concurrency efficiently. Here's what you'll gain:**

o **Full Control:** Track your submission status anytime.

o **Easy Documentation:** Submit all necessary documents with just a few selects.

Ready to streamline your Countywide Concurrency?
[Start by creating your CSS account today](#).

Do you have an existing Countywide Concurrency Information Letter Request?

✓ Use the same Submittal to keep all your submissions together.

o RER Staff will receive an email each time a new submission is uploaded.

o For questions regarding Concurrency:
RER-CCR@miamidade.gov

o For CSS Technical Support:
RER-EGP@miamidade.gov

Countywide Concurrency Information Letter Submission Resources

- Resources: Countywide Concurrency Information Letter
- For more information visit the MDC Concurrency Website: [Concurrency](#)
- The progress of your submission is available on the [Customer Citizen Services (CSS) Portal](#).

You may contact RER Staff as follows

For more information on Concurrency :

RER-CCR@miamidade.gov

For CSS Technical Support:
RER-EGP@miamidade.gov

Countywide Concurrency Overview

Before Submission

Prepare project documents for submission

Ready to Submit

Citizen Self-Service Portal Application Assistant – Search for **Countywide Concurrency Information Letter**

Track all your applications' statuses

Citizen Self-Service Portal (My Work page)

- An account is required to submit the Countywide Concurrency Information Letter Submission.

- If you are not registered, you must create an online CSS account.
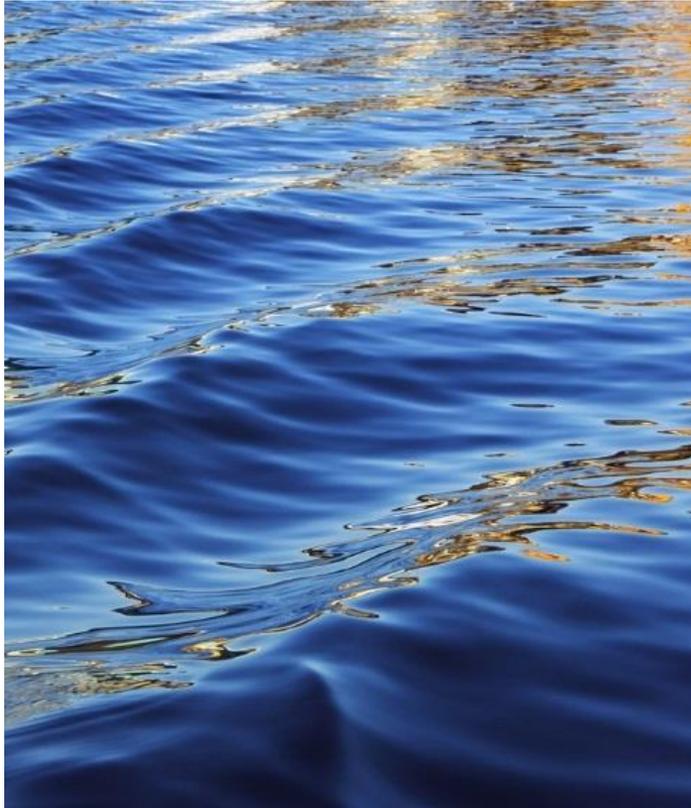
Registration in Citizen Self-Service Portal

Countywide Concurrency Information Letter Access Overview

- To **submit** a request for a Concurrency letter to RER's Planning and Economic Development Division, **all applicants must have a CSS account** in the Citizen Self-Service Portal:

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

Registering as a New User to the Miami-Dade Citizen Self-Service Portal

- 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
  Or select **Login or Register** from the main page

Login or Register

Login to an existing or create a new account. You can also find help if you forgot your login information.
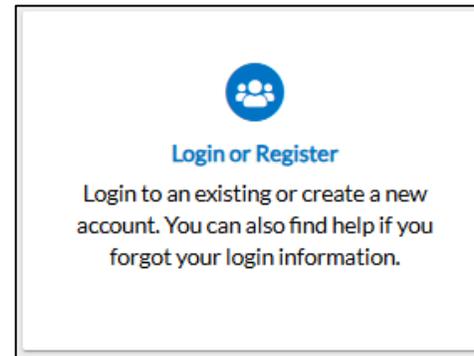
- For guidance for registering a new account, please refer to the online **Department of Regulatory and Economic Resources (RER) Citizen Self Service (CSS) Sign-In User Guide**

- Inactive CSS user accounts will need to follow the new account process as well.

My Applications Dashboard

An overview of all current request statuses is viewable from the **Dashboard** tab. This includes the following:

- All submitted applications for permits, plans, and inspections
- Invoices
- Items that need attention
- Pending Items
- Inspection requests

Each tile is a link which leads to a **My Work** list of respective actions tied to your user login.

Ready to Submit

Application Assistant
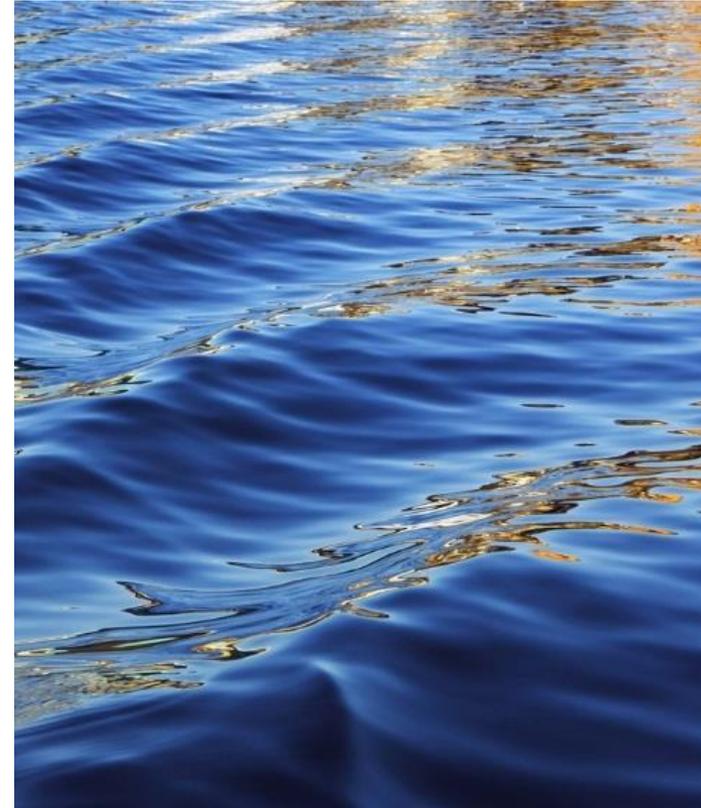
Search for Submittal Type

- To submit Countywide Concurrency Submission application for intake,
1. Select **Apply**
2. Type in "**Countywide Concurrency Information Letter**" in the Application Assistant. The list of applications will be filtered to display the relevant Submission.
3. Select the **Apply** button on the entry

Step 1 – Enter the Folio Number

The first step is to enter at least one folio that is associated with the Project, select the plus (+) symbol and search via address or parcel

Step 1 – Adding a Location by Parcel

Steps to Add a Location Using a Parcel Number:

1. Arrive here after selecting the "**+**" button on the previous screen to begin adding a location.

2. Select the **Parcel** tab at the top of the Add Location window.

3. Enter the Parcel/Folio Number in the search bar.
   - Example: 3069100000171

4. Select the **Search** button (magnifying glass icon) to locate the parcel.

5. Once the parcel appears, select the checkbox under "Action Button" and then **Search Associated Addresses**.

6. In the Associated Addresses section, locate the relevant address.

7. Select the checkbox under the "Action" column to select the address.

8. Select **Add Selected** to complete the process

Step 2 – Plan Type

- There is no action needed in this step, it is optional to place a description of the project
- Select **Next**

Step 3 – Contacts

This step is used to input the contact information for the applicant.

- The online user's contact info is captured automatically
- The "Applicant" contact role is required before continuing
- To add a contact, select on the plus (+) symbol.

For Additional roles such as Applicant's Representative or other support contacts:

- Use the dropdown to select Type of contact, then select Add Contact
- **All added contacts will receive email communications related to the application, as well as the Concurrency Information letter.**

Step 3 – Contacts, Existing and Favorites

To enter contact information, there are three Methods: **Search**, **Manually** and **My Favorites**.

Search for an existing user

1. Use the Search tab
2. Enter a name, email address, or company name
3. Select the correct result from the list with **Add**. If the account is inactive due to lack of login for a long period, a system email will be sent to reactivate the account.
4. The **star** on the left can be selected to save it as a favorite for future submissions with the **My Favorites** tab

Note: If the contact has not created an online account with that email, they must do so to use CSS.

Step 3 – Contacts, Enter Manually

Alternatively, to enter a new contact manually:
- Select **Enter Manually** tab
- Complete all required fields, marked with a red asterisk(*)
- Any new accounts will require full setup within CSS, refer to the <u>account creation process</u> for instructions

Step 4 – More Info

All required fields must be filled in before the request can be processed. Required fields are marked with a red asterisk (*)

1. **Project Name (Required)** – Provide the official name of the project.

2. **Size of Property – Survey (Acres) (Required)** – Numbers only.

3. **Proposed Use (Required)** – Select Residential, Commercial or Mixed Use, as appropriate to the project.
   a) If Commercial, fill "Commercial Description" as needed, "Square Footage" with Numbers and leave Residential section blank.
   b) If Residential, fill the given "Number of residential units" as appropriate, enter as numbers and leave Commercial section blank. If no units of a given type, leave field blank.
   c) If Mixed Use, fill all fields as needed in both Commercial and Residential sections according to above.

4. **Applicant Intake Comments (Optional)** – Provide any comments as desired.

Step 5 – Attachments

- Any attachments are optional. To add additional attachments, select a file **type**, then select the **plus (+) symbol** on the blue tile to upload a document.

- Once uploaded, finally select **Next.**

Step 6 – Review and Submit

- Review the intake submission. Should the applicant wish to make changes, use the back button on the bottom of the screen. Otherwise, select "Submit" to continue

- Once created, the notification on the right will appear. Select **Continue to Plan**.

Countywide Concurrency Information Letter Submission Documents Review from email

- After submitting your documents through the Citizen Self-Service Portal, the Concurrency Intake Team will review the submission for acceptance.

- Application Acceptance reviews are typically within a workweek, upon completion the invoice will be issued.

Application Acceptance Countywide Concurrency Info

Submittal Status	Received Date	Due Date	Completed Date
In Review	02/03/2026	02/05/2026	

Application Acceptance Countywide Concurrency Information Letter • In Review • Due : 02/05/2026

CSS – Plan Details Overview

After submitting the plan, use this dashboard to track an application's progress, pay fees, and review important details

1. Plan Number & Status
- Shows the unique Plan Number (keep this for all correspondence).
- Displays the application status (e.g., Under Review).

2. Project Details
- Lists the project name, type, district, and assigned staff reviewer.
- Shows important dates like Applied Date and Expiration Date.

3. Progress Tracker
- Visual chart shows how much of the process is completed.
- Sections are labeled Completed, In Progress, or Not Started.

4. Workflow
- Step-by-step review process for your application.
- Each stage (e.g., *Application Acceptance*, *CWC Reviews*) will update as the submission moves forward.

5. Available actions - Fees & Payment
- Displays amount owed and payment due date once invoice is sent.
- **Upon Creation, Fees are pending County Review to determine if Concurrency is considered Major or Minor, a separate email will be sent for Fees once this review is completed.**

Countywide Concurrency Information Letter Submissions Review

Confirmation Email and Next Steps

- Upon Submittal of the Countywide Concurrency Information Letter Request application, the applicant will receive an email indicating that the application was received by RER.

Update from Miami-Dade County RER: Your Application: CWC202600096 Submission Received

To		Message
		Dear Applicant:
CC		The documents submitted have been received.
From		Plan Summary Attachments
RER-EnerGov@miamidade.gov		For questions please contact RER-CCR@miamidade.gov
		Metropolitan Planning Section
		Planning Division
		Miami-Dade County Department of Regulatory and Economic Resources
		111 NW 1st Street, 11th Floor
		Miami, FL 33128
Attachment		

Summary Review page

- Once a **Countywide Concurrency Letter** has been submitted, the applicant can review the status from the **Summary page** as shown below by selecting the **Reviews** tab.

Fee Payment

- The Countywide Concurrency Information Letter Intake Team will review the submitted application for completeness and determine if a Major or Minor Concurrency review is needed.
- Once the review is completed, an ePayment link will be sent via an Invoice email.
- The invoice can also be accessed via the plan summary in Customer Self Service
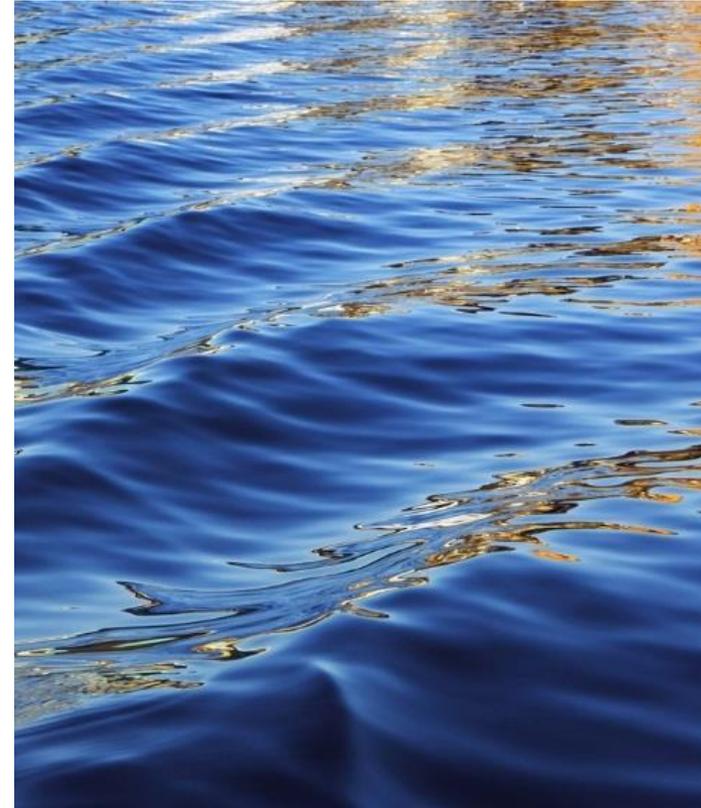
Pay Online - ePayment

Countywide Concurrency Information Letter

Pay online – CSS Shopping Cart

- Within the Plan Summary, select **Add to Cart** on the top right, or **Pay Now** to review fees and then select **Add to Cart** on the invoice.
- In the shipping cart, select **Check Out** to move on to ePayment.

Pay online – ePayment 1

1. Within the **ePayment** screen, the invoice will automatically be added

2. Other invoices can be added as well, if desired, with the **+Add** section.
Enter the Invoice Number and select **+Add** for up to 8 invoices total.

3. Select the **Next >>** button to continue to payment.

Pay online – ePayment 2

- Complete the payment information and select next.

RER Administrative & Business Operations Support Services Division – Business Architecture Section

Pay online – ePayment 3

- Any missing fields will receive a warning .

Pay online – ePayment 4

- Review payment information along with **Invoice Number**.
- Select **Yes** to submit payment and **Understood** to move forward.
- **Do not close or refresh the page during the process.**

Pay online – Print receipt

- After completing payment, there is an option to **Print (1)** a receipt for your records of the transaction. An e-mail is sent to the applicant with payment confirmation along with the invoice number.
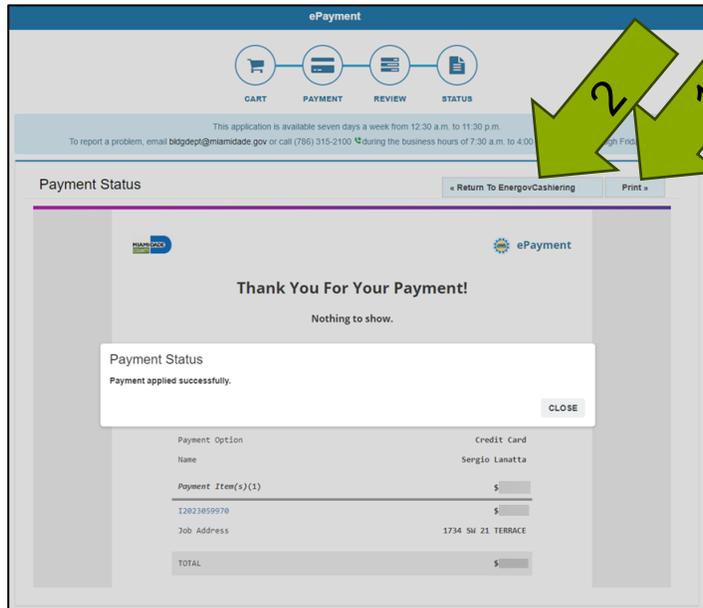
- To return to the **CSS** from ePayment, select **Return to EnerGovCashiering (2).**
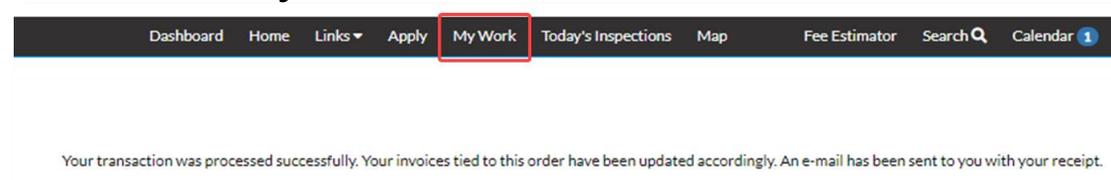
- From **CSS**, select the **My Work** tab and the relevant Plan number.

Completed payment

- From the **Plan Summary** page, select **Fees** to review Fee status. Both **Remaining Fees** and **Paid Fees** are shown.
- Once Fees are paid, the review process will continue.

Countywide Concurrency Information Letter Submissions Corrections

Corrections Needed Report

- If corrections are required for an application, the applicant will be sent a notification email with a Plan Corrections Report attachment.
- The Corrections Report will include comments advising on the corrections needed.
- A **Plan Summary Attachments** link within the notification email will direct where to submit corrections in CSS.
- **The required corrections will only be accepted through CSS.**

Dear Applicant:

The documents submitted have been reviewed and corrections are needed. Please see attached document for corrections, and submit revised documents in the below link.

Plan Summary Attachments
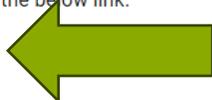
The required corrections will only be accepted through CSS.

For questions please contact RER-CCR@miamidade.gov

Metropolitan Planning Section
Planning Division
Miami-Dade County Department of Regulatory and Economic Resources
111 NW 1st Street, 11th Floor
Miami, FL 33128

PLAN CORRECTIONS REPORT   CWC202500053

APPLICATION INFORMATION

Application Date: 12/29/2025

Address: **Parcel:**

CONTACT INFORMATION

Type	Name	Company	Address
Applicant			
Online User			

Comments:
Review Section:
Reviewer:
     Correction:
     Corrective Action:

Reviewing Corrections

1. To review corrections within the Plan Summary page in CSS, select the **Reviews** tab.

2. select the Drop-down arrows to expand to see correction comments.

Resubmitting Corrections

To submit required corrected documents in the CSS:

- From the Attachments (1) tab, select from the drop-down menu (2) the type (i.e., Application and Supporting Documents) and (3) select the submit button.

- Afterwards, a message will appear reporting that the upload was successful.

Countywide Concurrency Information Letter Approval

Once all reviews have been completed and approved:

- An email notification confirming that the Countywide Concurrency Information Letter has been approved will be sent to the applicant, which will include a PDF attachment of the issued Countywide Concurrency Information Letter.

Update from Miami-Dade RER: Your Application: CWC202600086 Has Been Approved

To	Message
[redacted]	Dear Applicant:
CC	This letter confirms receipt and approval of the Countywide Concurrency Information Letter submitted for the above-referenced property. Please see attached letter for further details.
From RER-EnerGov@miamidade.gov	Plan Summary Attachments

Dear Applicant:

This letter confirms receipt and approval of the Countywide Concurrency Information Letter submitted for the above-referenced property. Please see attached letter for further details.

Plan Summary Attachments

For questions please contact RER-CCR@miamidade.gov

Metropolitan Planning Section
Planning Division
Miami-Dade County Department of Regulatory and Economic Resources
111 NW 1st Street, 11th Floor
Miami, FL 33128

Attachment
📎 MDC PL Countywide Concurrency Information Letter Approval Major Letter_04-02-2026_08-48-29.pdf

Example Countywide Concurrency Information Letter

MIAMI-DADE COUNTY

Department of Regulatory and Economic Resources
Development Services Division
Metropolitan Planning Section
111 NW 1st Street, Suite 1210
Miami, Florida 33128
T 305-375-2842
www.miamidade.gov/economy

February 02, 2026

RE: Countywide Concurrency Review for CWC202600094, Example Project For Demonstration

Dear ,

The Countywide Concurrency review request on 02/19/2026 submitted in conjunction with the above referenced Mixed Use property located at   with Folios   has been reviewed.

Please be advised that, as of today, the proposed 10-acre project consisting of: 1200 Single Family Residential Attached Units and 100,000 Square Feet of Commercial space meets concurrency level of service standards for mass transit, water, sewer, solid waste, and local parks. The subject property is located in a(n) Community Development Block Grant (CDBG) Tract eligible area, where traffic concurrency does not apply.

If you have any questions concerning this concurrency review, please feel free to contact Countywide Concurrency Assistance at RER-CCR@miamidade.gov.

Sincerely yours,

Checking Application Review Progress in CSS

- To review the status of a submitted application, select on **My Work (1)** on the main navigation menu in CSS, and select the relevant **Plan Numbers Review link (2).**

- In the **Reviews** tab **(3)** and **dropdown (4)** menu option **Comments (5)** related to the review.

- To resubmit any relevant documents, select the **Attachments** tab and follow the upload steps provided previously.
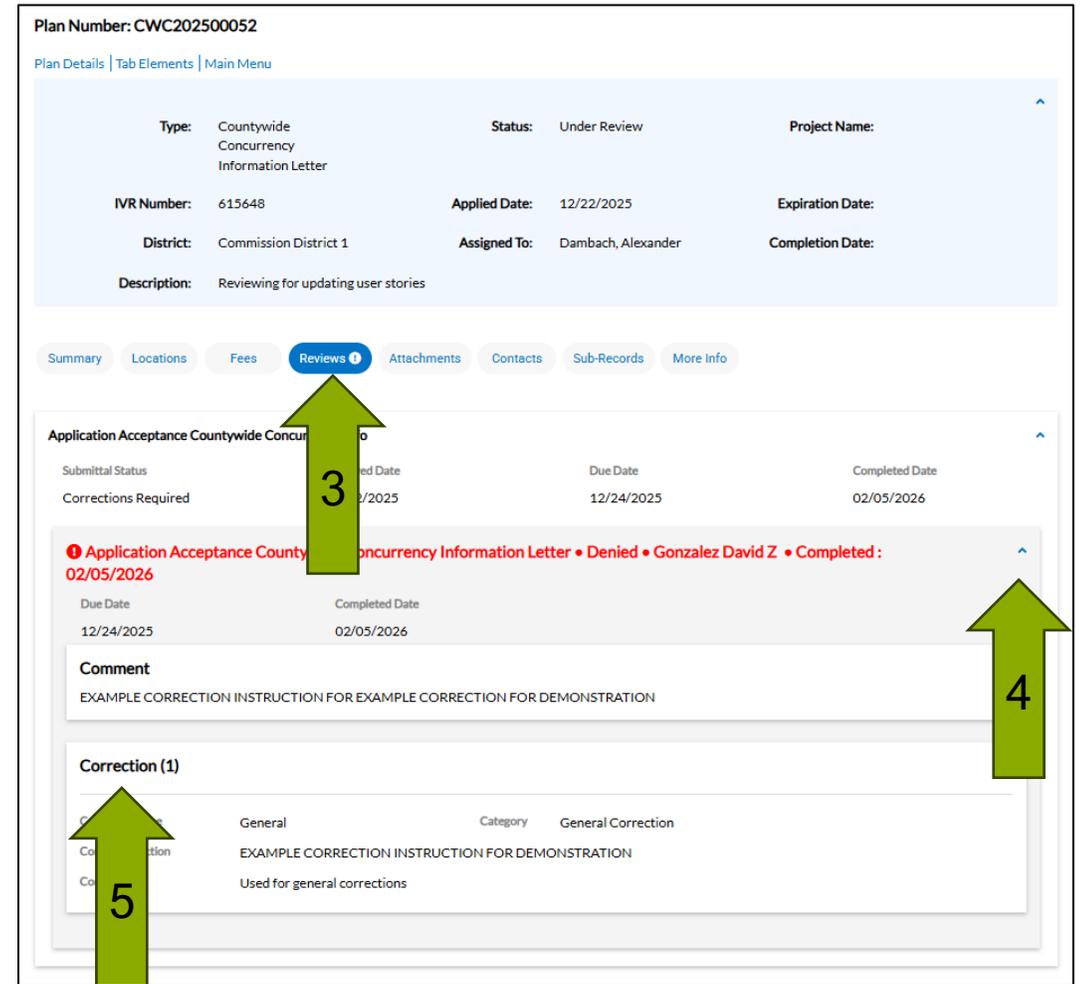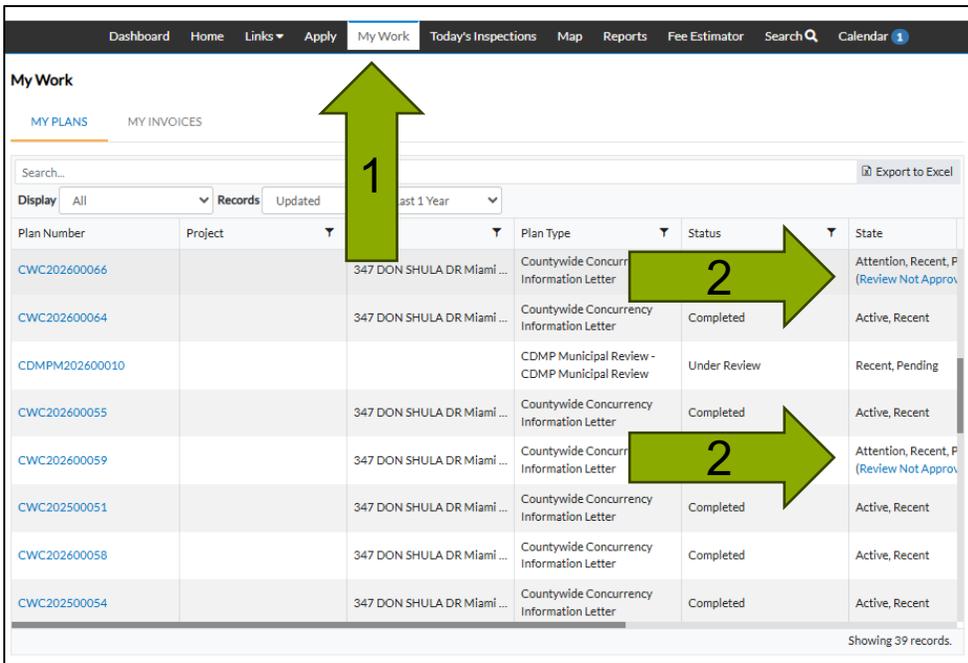
Questions & Support

You may direct questions regarding your

Countywide Concurrency Information Letter Submission or related queries

to the following email address:

RER-CCR@miamidade.gov

For CSS Technical Support:
RER-EGP@miamidade.gov

Thank you!