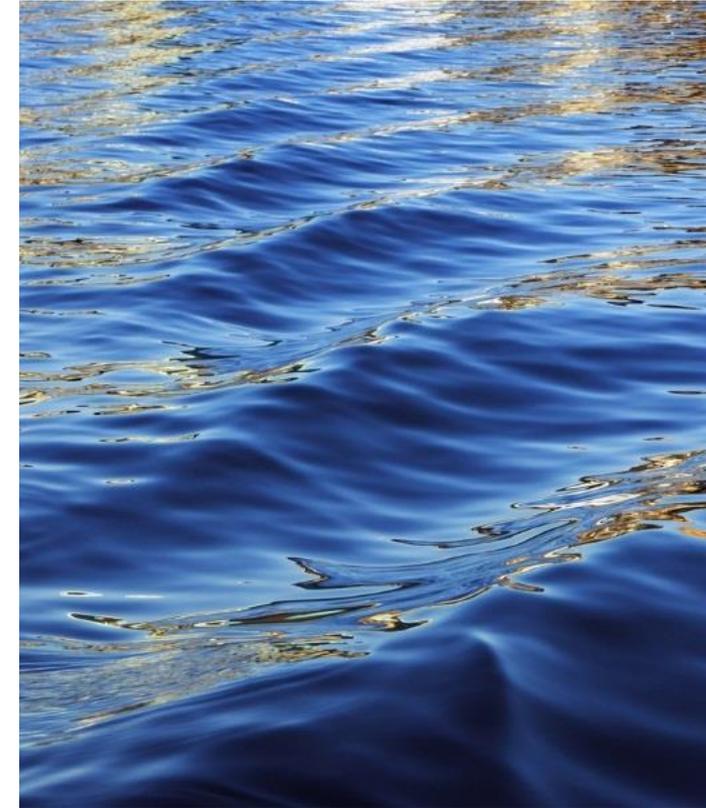
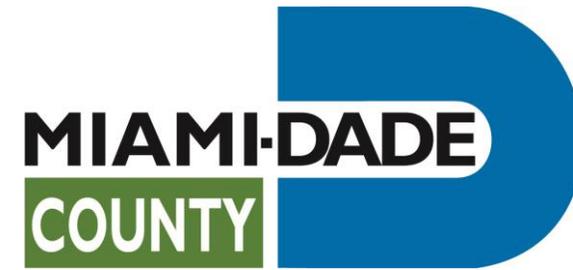


**Department of
Regulatory and
Economic Resources
(RER)**

**Countywide
Concurrency
Information Letter**

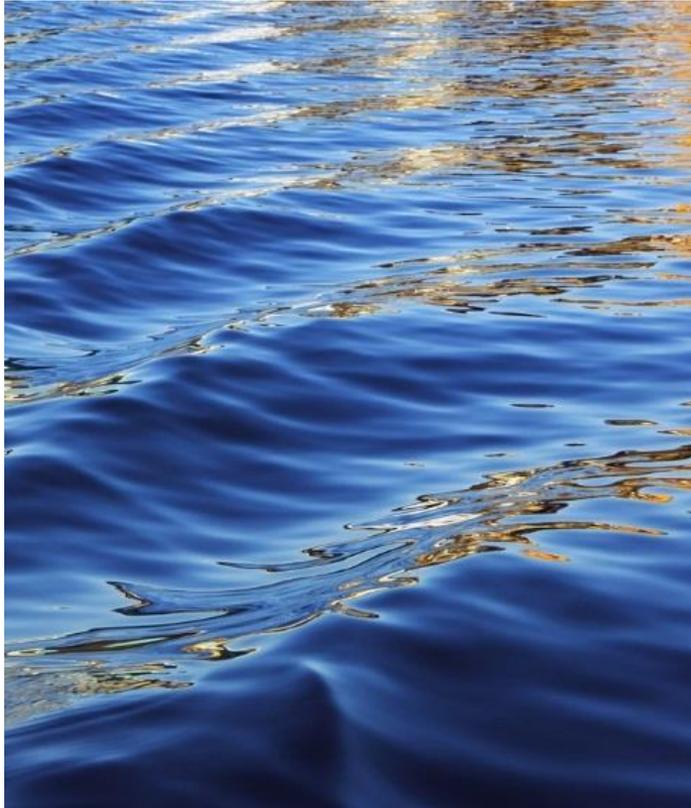
**Instructions for
Submission via
the Citizen Self Service
(CSS) Portal**



Countywide Concurrency Information Letter Submission

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- I. [Introduction](#)
- II. [Registration in Citizen Self-Service \(CSS\) Portal](#)
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- IV. [Step 1 – Enter Folio](#)
- V. [Step 2 – Verify Plan Type](#)
- VI. [Step 3 – Contacts](#)
- VII. [Step 4 – More Info](#)
- VIII. [Step 5 – Attachments](#)
- IX. [Step 6 – Review and Submit](#)
- X. [Countywide Concurrency Review I](#)
- XI. [Online Payment](#)
- XII. [Countywide Concurrency Review II](#)
- XIII. [Questions and Support](#)



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 through 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:**
 - **Full Control:** Track your submission status anytime.
 - **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.
- RER Staff will receive an email each time a new submission is uploaded.
 - For questions regarding Concurrency:
RER-CCR@miamidade.gov
 - 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**

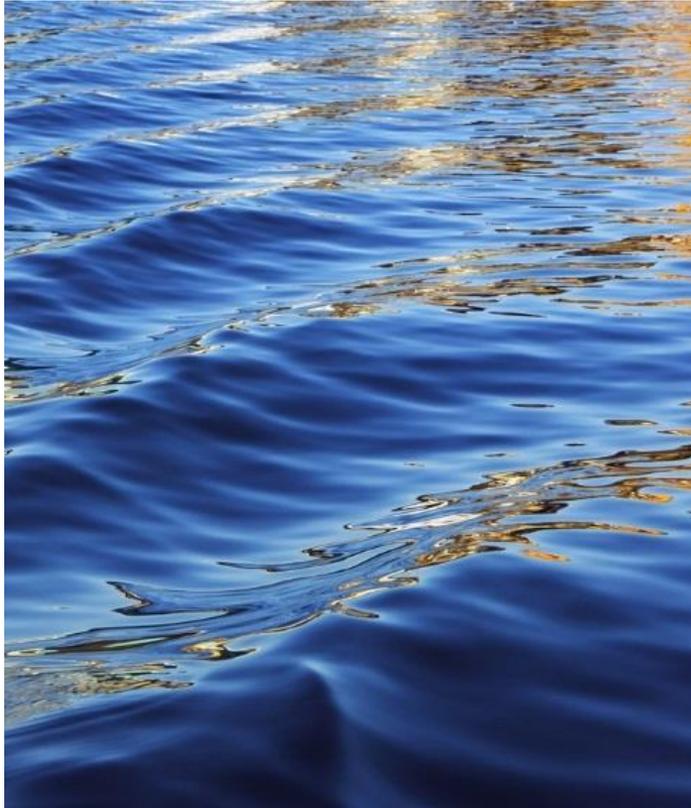


Track all your applications' statuses

[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.

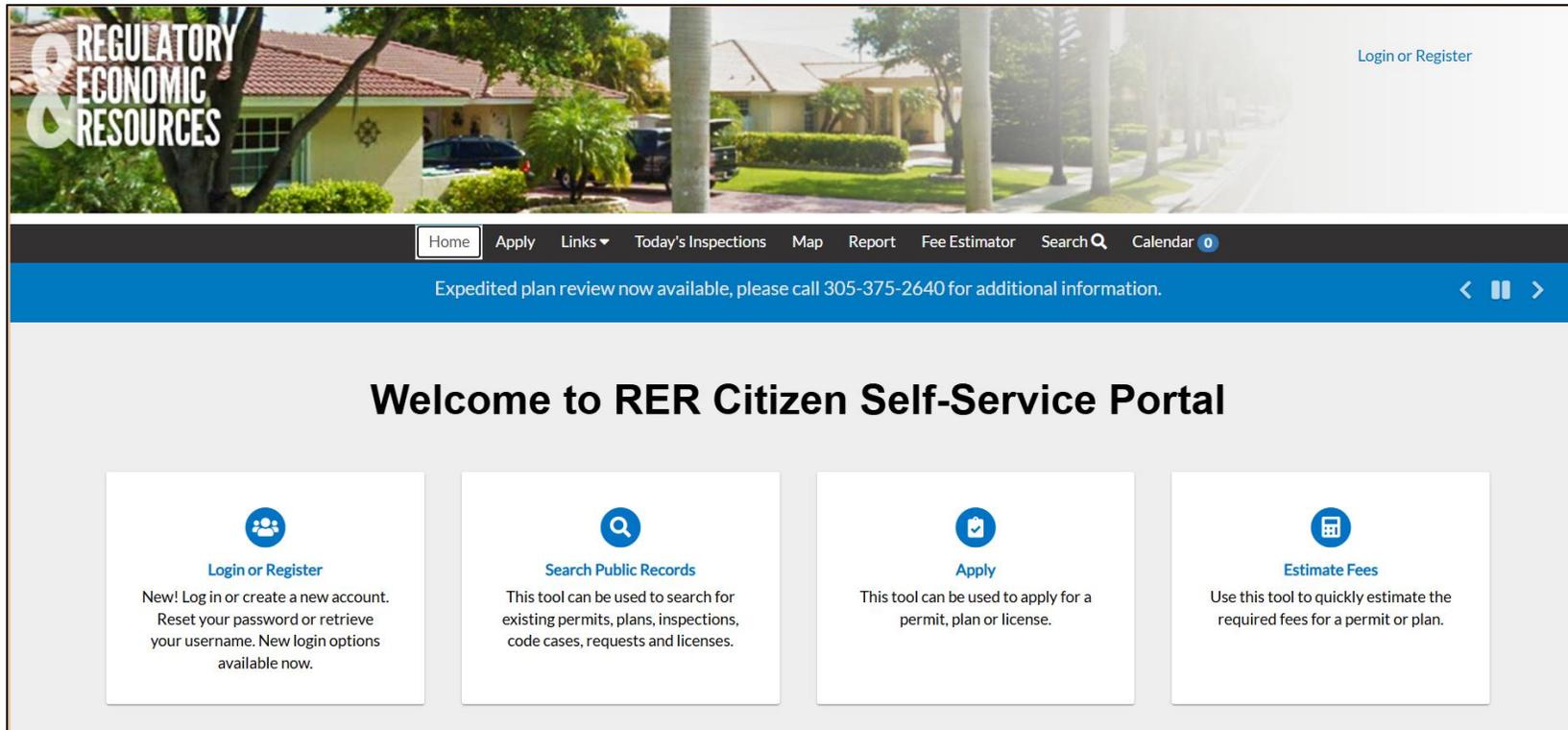


Registration in Citizen Self-Service Portal

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:

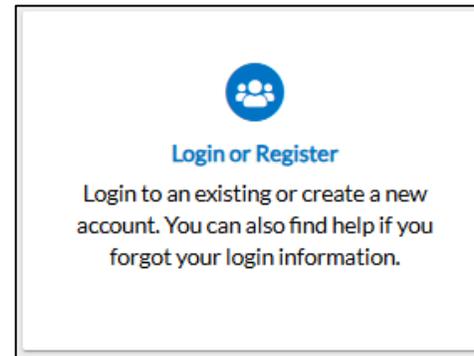
https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home



The screenshot shows the homepage of the RER Citizen Self-Service Portal. At the top left is the logo for 'REGULATORY & ECONOMIC RESOURCES'. In the top right corner, there is a 'Login or Register' link. Below the logo is a navigation menu with items: Home, Apply, Links, Today's Inspections, Map, Report, Fee Estimator, Search, and Calendar. A blue banner below the navigation menu contains the text: 'Expedited plan review now available, please call 305-375-2640 for additional information.' The main heading is 'Welcome to RER Citizen Self-Service Portal'. Below this heading are four service tiles: 1. 'Login or Register' with a user icon and text: 'New! Log in or create a new account. Reset your password or retrieve your username. New login options available now.' 2. 'Search Public Records' with a magnifying glass icon and text: 'This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.' 3. 'Apply' with a checklist icon and text: 'This tool can be used to apply for a permit, plan or license.' 4. 'Estimate Fees' with a calculator icon and text: 'Use this tool to quickly estimate the required fees for a permit or plan.'

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



- 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.

The screenshot displays the 'My Applications Dashboard' interface. At the top, there is a navigation bar with links for Dashboard, Home, Links, Apply, My Work, Today's Inspections, Map, Reports, Fee Estimator, Search, and Calendar. Below the navigation bar, a blue banner reads 'Welcome to the Citizen Self Service Portal!'. The dashboard is divided into four main sections: My Permits, My Plans, My Inspections, and My Invoices.

My Permits

Attention	Pending	Active	Recent	Draft
0	0	0	0	0

[View My Permits](#)

My Plans

Attention	Pending	Active	Recent	Draft
8	23	0	13	2

Category	Count
Recurring Condition...	3
Platting Hold Harm...	1
Other	4

Category	Count
Recurring Condi...	7
Platting Hold Har...	4
Other	12

Category	Count
Recurring Condi...	7
Platting Hold Harm...	4
Other	2

Category	Count
Paving and Drainage	1
PLE Plan Condition ...	1

[View My Plans](#)

My Inspections

Requested	Scheduled	Closed
0	0	0

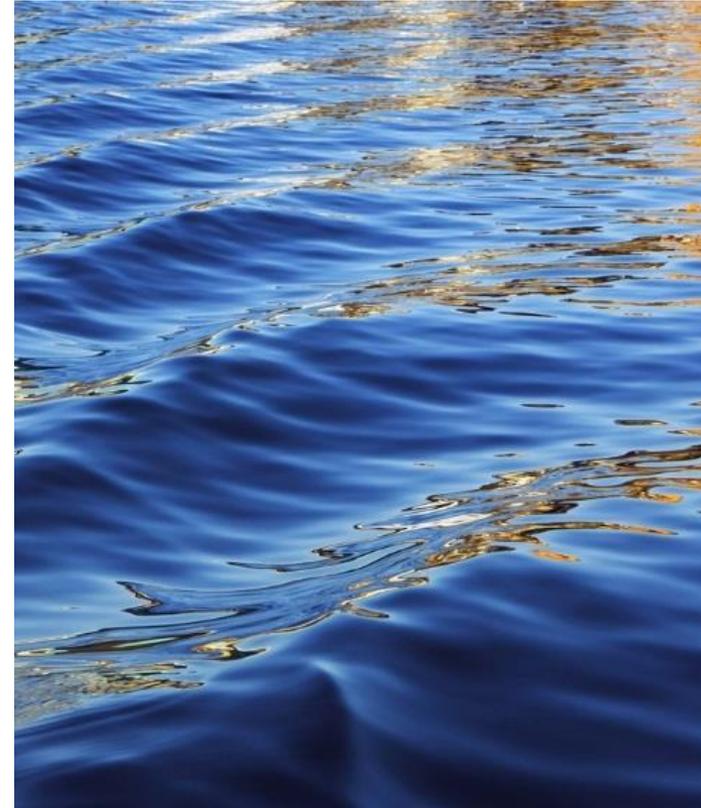
My Invoices

Current	0	\$0.00
Past Due	0	\$0.00
Total	0	\$0.00



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

The screenshot displays the 'Application Assistant' interface. At the top, a navigation bar includes 'Dashboard', 'Home', 'Links', 'Apply', 'My Work', 'Today's Inspections', 'Map', 'Reports', 'Fee Estimator', 'Search', and 'Calendar'. The 'Apply' button is highlighted with a green arrow labeled '1'. Below the navigation bar, a search input field contains the text 'Countywide Concurrency Information Letter', with a green arrow labeled '2' pointing to it. Below the search field are several filter buttons: 'All', 'Trending', 'My History', 'LICENSES.', 'PERMITS', and 'PLANS'. Below these filters, a list of search results is shown. The first result is 'Countywide Concurrency Information Letter', with a description: 'For the submission of a Concurrency Letter request. For additional information, please review Administrative Order AO 4-85 (Miami-Dade County. Administrative Orders Maintenance System.) and Chapter 33G of the County Code of Ordinances (Chapter 33G SERVICE CONCURRENCY MANAGEMENT PROGRAM.)'. A green arrow labeled '3' points to the 'Apply' button next to this result.

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

Apply for Plan - Countywide Concurrency Information Letter *REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

This workflow should only be used to submit a request for a Countywide Concurrency Information Letter.

Select the (+) sign. A new window will open automatically. You can search for an address or enter the address manually. Alternatively, you can enter a folio number by selecting Parcel. Select the Parcel button to enter the Folio number.

Add all Folio numbers for the project.

Location ▼

Add Location

+

REQUIRED

Create Template Save Draft Next



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

The screenshot shows the 'Add Location' interface. At the top, there are two tabs: 'Address' and 'Parcel'. A green arrow labeled '2' points to the 'Parcel' tab. Below the tabs is a search bar with the text 'Parcel Number' and a search icon. A green arrow labeled '3' points to the search bar, and another green arrow labeled '4' points to the search icon. The search bar contains the text '3069100000171'. Below the search bar is a table with columns: 'Parcel Number', 'Section', 'Township', 'Range', and 'Action'. The table contains one row with the value '3069100000171'. A green arrow labeled '5' points to the checkbox in the 'Action' column. Below the table is a 'Search Associated Addresses' button. Below that is the 'Associated Addresses' section, which has a header 'Associated Addresses for Parcel - #3069100000171'. It contains a table with columns: 'Address' and 'Action'. The table contains one row with the value 'Unincorporated County, FL 33177-0000'. A green arrow labeled '6' points to the address, and another green arrow labeled '7' points to the checkbox in the 'Action' column. At the bottom of the interface are two buttons: 'Add Selected' and 'Cancel'. A green arrow labeled '8' points to the 'Add Selected' button.

Step 2 – Plan Type

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

Apply for Plan - Countywide Concurrency Information Letter *REQUIRED

Progress: 1 (Locations) ✓, 2 (Type) ●, 3 (Contacts) ●, 4 (More Info) ●, 5 (Attachments) ●, 6 (Review and Submit) ●

PLAN DETAILS

This workflow should only be used to submit a request for a Countywide Concurrency Information Letter.

* Plan Type: Countywide Concurrency Information

Description:

Buttons: Back, Create Template, Save Draft, 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.**

Apply for Plan - Countywide Concurrency Information Letter *REQUIRED

Locations Type **3** Contacts More Info 4 Attachments 5 Review and Submit 6

CONTACTS

This workflow should only be used to submit a request for a Countywide Concurrency Information Letter.

Applicant is required to be listed as contact. Additional contacts such as Applicant's Representative can be added as necessary.

Online User
David Gonzalez (You)
11805 SW 26th St, Miami, FL, 33175

Applicant Add Contact +

REQUIRED

Select Type Add Contact +

Back Create Template Save Draft Next

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.

The screenshot shows the 'Add Contact' interface. At the top, there are three tabs: 'Search', 'Enter Manually', and 'My Favorites'. A search input field is located below the tabs, with a magnifying glass icon to its right. Below the search field is a table with columns: 'Favorite', 'First Name', 'Last Name', 'Address', 'Company', 'Email', and 'Action'. The 'Action' column contains 'Add' buttons for each row. A 'Sort' dropdown menu is set to 'Relevance'. At the bottom, there is a pagination bar showing 'Results per page 10', '1 - 10 of 23', and navigation arrows.

Numbered arrows indicate the following steps:

1. Arrow pointing to the 'Search' tab.
2. Arrow pointing to the search input field.
3. Arrow pointing to an 'Add' button in the 'Action' column.
4. Arrow pointing to a star icon in the 'Favorite' column.

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 [account creation process](#) for instructions

The screenshot shows a web interface for adding a contact. At the top, it says "Add Contact" and "Add Contact As : Applicant". Below this are three tabs: "Search", "Enter Manually" (which is highlighted in blue), and "My Favorites". Under the "Enter Manually" tab, there are seven input fields, each with a red asterisk indicating it is required: "First Name", "Last Name", "Company Name", "Email", "Home Phone", "Mobile Phone", and "Business Phone". A blue "Submit" button is located at the bottom right of the form.

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.
 - If Commercial, fill "Commercial Description" as needed, "Square Footage" with Numbers and leave Residential section blank.
 - 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.
 - 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.

MORE INFO
This workflow should only be used to submit a request for a Countywide Concurrence Information Letter.

Project Info [Top](#) [Main Menu](#)

*Project Name
Project Name is required.

*Size of Property - Survey (acres)
Size of Property - Survey (acres) is required.

*Proposed Use
Proposed Use is required.

If mixed used, please complete all applicable data fields.

If commercial, provide commercial description and square footage below.

Commercial Description

Square Footage

If proposed project has residential units, provide number of units by type. The residential types are Single-Family Residential Attached, Single-Family Residential Detached, or Multifamily Residential. Fill in the number for each proposed type.

Single Family Residential Attached Number of Units

Single Family Residential Detached Number of Units

Multifamily Residential Number of Units

Applicant Intake Comments

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

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**.

Apply for Plan - Countywide Concurrency Information Letter *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

This workflow should only be used to submit a request for a Countywide Concurrency Information Letter. An attachment is optional.

The file name shall not contain: (i) any leading or trailing spaces (ii) special characters such as: parenthesis "("); double periods ".."; question marks "?"; etc.
The total upload should not exceed 250 MB.

Select Type

Add Attachment

+

Supported: .pdf

Back Create Template **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**.

Apply for Plan - Countywide Concurrency Information Letter *REQUIRED

Progress: ✓ Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments 6 Review and Submit

 [Submit](#)

Locations

Location	347 DON SHULA DR Miami Gardens, FL 33056-0000
Parcel Number	3411340150010

Basic Info

Type	Countywide Concurrency Information Letter
Description	
Applied Date	02/03/2026

Contacts

Online User	David Gonzalez 11805 SW 26th St , Miami, FL , 33175
Applicant	David Gonzalez 11805 SW 26th St , Miami, FL , 33175

 **Your application was successfully submitted!**

Thank you! Your application was successfully submitted.

[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.

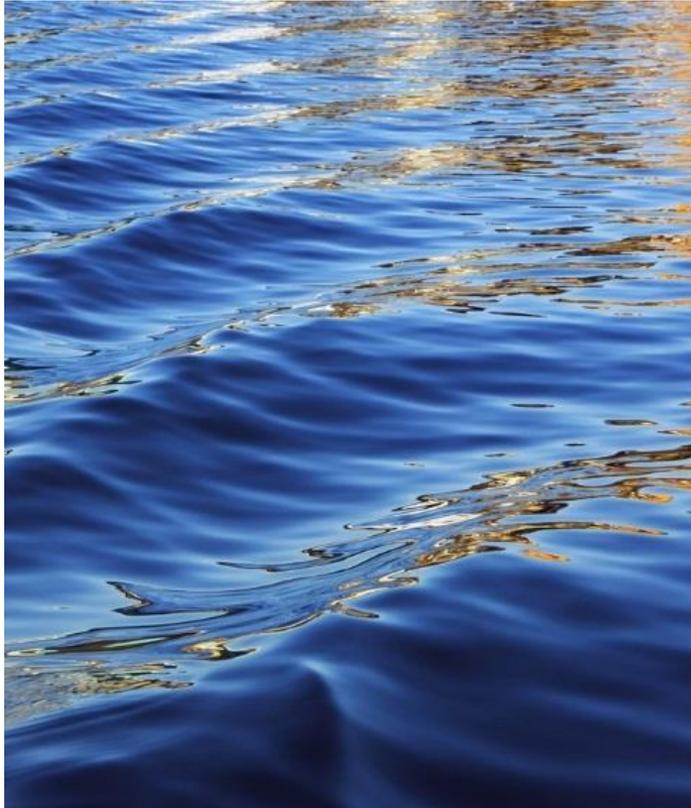
5. Available actions - Fees & Payment

- 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.**

The screenshot displays the 'Plan Details Overview' dashboard for Plan Number CWC202600089. The dashboard is organized into several sections:

- Plan Number & Status:** Located at the top left, showing the Plan Number (CWC202600089) and the Status (Under Review). Callout 1 points to the Plan Number.
- Project Details:** A grid of information including Type (Countywide Concurrency Information Letter), Status (Under Review), Project Name, IVR Number (615796), Applied Date (02/03/2026), Expiration Date, District, Assigned To (Dambach, Alexander), and Completion Date. Callout 2 points to the Type field.
- Progress Tracker:** A donut chart showing 0% completion. Callout 3 points to the chart.
- Workflow:** A list of stages, including 'Application Acceptance Countywide Concurrency Information Letter - Started - Scheduled for 02/05/2026'. Callout 4 points to the first stage.
- Available Actions:** A section showing 'No Actions' available. Callout 5 points to this section.
- Fees & Payment:** A section showing the amount owed as '\$0.00'.

Navigation tabs at the bottom include Summary, Locations, Fees, Reviews, Attachments, Contacts, Sub-Records, and More Info.



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
[Redacted]

CC

From
RER-EnerGov@miamidade.gov

Message

Dear Applicant:

The documents submitted have been received.

[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

Summary Review page

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

Plan Number: CWC202600083

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Countywide Concurrence Information Letter	Status:	Completed	Project Name:	
IVR Number:	615779	Applied Date:	01/29/2026	Expiration Date:	
District:	Commission District 1	Assigned To:	Dambach, Alexander	Completion Date:	01/29/2026
Description:	Powerpoint Training Example				

[Summary](#) | [Locations](#) | [Fees](#) | **[Reviews](#)** | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

Application Acceptance Countywide Concurrence Info

Submittal Status	Received Date	Due Date	Completed Date
Completed	01/29/2026	01/31/2026	01/29/2026

✔ Application Acceptance Countywide Concurrence Information Letter • Completed • Gonzalez David Z • Completed : 01/29/2026

RER - CWC Review

Submittal Status	Received Date	Due Date	Completed Date
Completed	01/29/2026	02/03/2026	01/29/2026

RER - CWC Traffic

Submittal Status	Received Date	Due Date	Completed Date
Completed	01/29/2026	02/20/2026	01/29/2026

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

Miami Dade County Invoice

Your Miami Dade County Invoice Number: I2026043605 is available for payment.

Please pay the fee amount of \$1,182.50 immediately. If the total fee amount due is not paid, your application will expire. If you have already submitted your application, please contact the Countywide Concurrency Information Letter Intake Team at (305) 375-2222.

The fee can be paid using this link: [Pay Online](#). Enter the invoice number I2026043605 in the space provided for Process/Invoice Number.

Or at the Miami-Dade County RER Cashier at:

Herbert S. Saffir Permitting and Inspection Center
11805 Coral Way, Room 149
Miami, Florida 33175

For Remittance:
Miami-Dade County RER
Consumer and Neighborhood Protection
11805 Coral Way, Room 149
Miami, Florida 33175

Miami Dade County RER
Development Services
11805 Coral Way, Room 149
Miami, Florida 33175



Plan Number: CWC202600089

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Countywide Concurrency Information Letter	Status: Under Review	Project Name:
IVR Number: 615796	Applied Date: 02/03/2026	Expiration Date:
District: Commission District 1	Assigned To: Dambach, Alexander	Completion Date:

Description:

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Application Acceptance Countywide Concurrency Information Letter - Started - Scheduled for 02/05/2026
- RER Metropolitan Planning

Available Actions

Unpaid Fees
\$1,182.50
03-05-2026

[Pay Now](#)

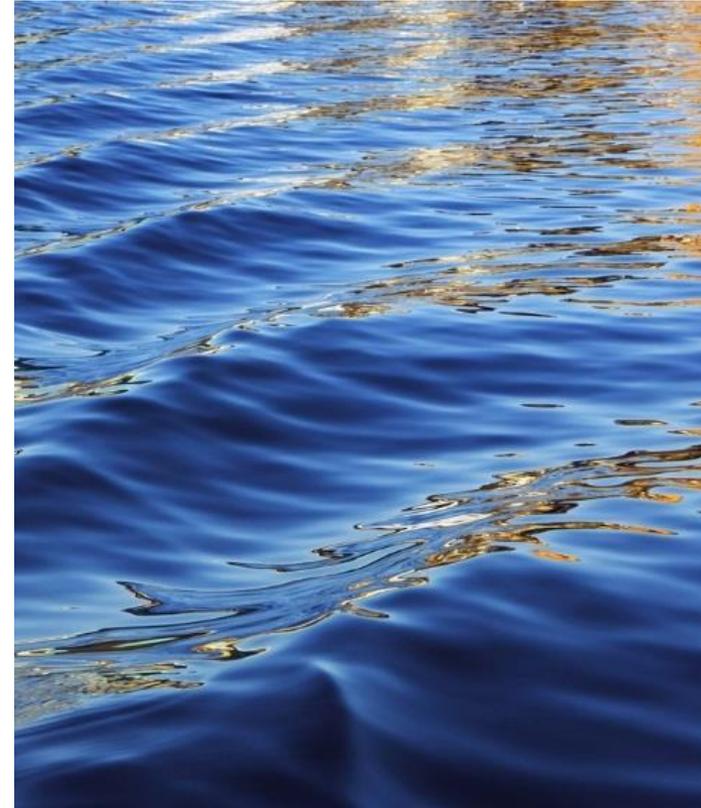
[View Details](#) | [Add to Cart](#)





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.

Plan Number: CWC202600089

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Countywide Concurrency Information Letter Status: Under Review Project Name:

IVR Number: 615796 Applied Date: 02/03/2026 Expiration Date:

District: Commission District 1 Assigned To: Dambach, Alexander Completion Date:

Description:

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

Progress

0% Completed

● Completed
● In Progress
● Not Started

Workflow

● Application Acceptance Countywide Concurrency Information Letter - Started - Scheduled for 02/05/2026

○ RER Metropolitan Planning

Available Actions

▲ Unpaid Fees
\$1,182.50
03-05-2026

[Pay Now](#)

[Add to Cart](#)

Fees

\$1,182.50

[View Details](#) | [Add to Cart](#)

Invoice Number: I2026045503

[Add to Cart](#)

Invoice Total: \$1,182.50 Status: Due Invoice Date: 02/02/2026 Due Date: 03/04/2026

Description: NONE

[Primary Fees](#) | [Misc Fees](#) | [Payments](#) | [Attachments](#) | [Contacts](#)

Primary Fees

Sort: Fee Name

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
CDMP Concurrency Major Review Letter	\$1,100.00	\$1,100.00	CWC202600082	Plan	

Shopping Cart

Invoice: I2026045503 Description: CWC202600082
Due Date: 03/04/2026

Case Number	Project	Case Address	Amount Due
CWC202600082		347 DON SHULA DR Miami Gardens FL 33056-0000	\$1,182.50

Total **\$1,182.50** [Check Out](#)

[Remove](#)

[Top | Main Menu](#)

Total **\$1,182.50** [Check Out](#)

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.

The screenshot displays the 'ePayment' interface. At the top, there is a navigation bar with icons for 'CART', 'PAYMENT', 'REVIEW', and 'STATUS'. Below this is a light blue banner with contact information: 'This application is available seven days a week from 12:30 a.m. to 11:30 p.m. To report a problem, email bldgdept@miamidade.gov or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.' The main section is titled 'Shopping Cart' and includes a '« Energov' button and a 'Next »' button. A note states: 'There is a maximum of 8 Processes/Invoice Numbers per transaction.' Below this is a form with a 'Process/Invoice Number' field and a '+ Add' button. A table below the form shows one invoice with the number 'I2023059970' and a 'DELETE' button. Three green arrows with numbers 1, 2, and 3 point to the 'Process/Invoice Number' field, the '+ Add' button, and the 'Next »' button, respectively.

ePayment

CART PAYMENT REVIEW STATUS

This application is available seven days a week from 12:30 a.m. to 11:30 p.m.
To report a problem, email bldgdept@miamidade.gov or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.

Shopping Cart « Energov Next »

There is a maximum of 8 Processes/Invoice Numbers per transaction.

Process/Invoice Number + Add

TOTAL \$

Process/Invoice Number	Description	Amount Due (\$)	Options
I2023059970			DELETE

Pay online – ePayment 2

- Complete the payment information and select next.

ePayment



CART PAYMENT REVIEW STATUS

This application is available seven days a week from 12:30 a.m. to 11:30 p.m.
To report a problem, email bdgdept@miamidade.gov or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.

Payment Information

[« Back](#) [Next »](#)

 MasterCard

Credit Card Information

 Card Number	 Exp. Month	 Exp. Year	 CVV
---	--	---	---

Personal Information

 First Name	 Middle Name	 Last Name
 Phone Number	 Email Address	

Billing Information

 Billing Address 1	 Billing Address 2		
 United States	 City	 Florida	 Zip Code

Pay online – ePayment 3

- Any missing fields will receive a warning .

CART PAYMENT REVIEW STATUS

This application is available seven days a week from 12:30 a.m. to 11:30 p.m.
To report a problem, email bldgdept@miamidade.gov or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.

Payment Information

« Back Next »

MasterCard

* This field is required
* Card Number is required

Card Number

* This field is required
* Exp. Month is required

Exp. Month

* This field is required
* Exp. Year is required

Exp. Year

* This field is required
* CVV is required

CVV

* This field is required
* Phone Number is required
* Numeric digits only.

Phone Number

* This field is required
* Last Name is required

Middle Name

* This field is required
* Email Address is required

Email Address

* This field is required
* Billing Address 1 is required

Billing Address 1

* This field is required

United States City Florida Zip Code

Warning

Please, remember to fill all required fields before submit them.

CONTINUE CANCEL

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.**

ePayment

CART PAYMENT **REVIEW** STATUS

This application is available seven days a week from 12:30 a.m. to 11:30 p.m.
To report a problem, email bldgdept@miamidade.gov or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through

Review Payment

« Back **Submit »**

Payment Method

[Credit Card]

Email Notification

VISA Visa ending in 9990

Process/Invoice Number

Process/Invoice Number	Price
I2023059970	\$
TOTAL	\$

Submit Payment

You are about to proceed with your payment.
Do you want to continue?

YES CANCEL

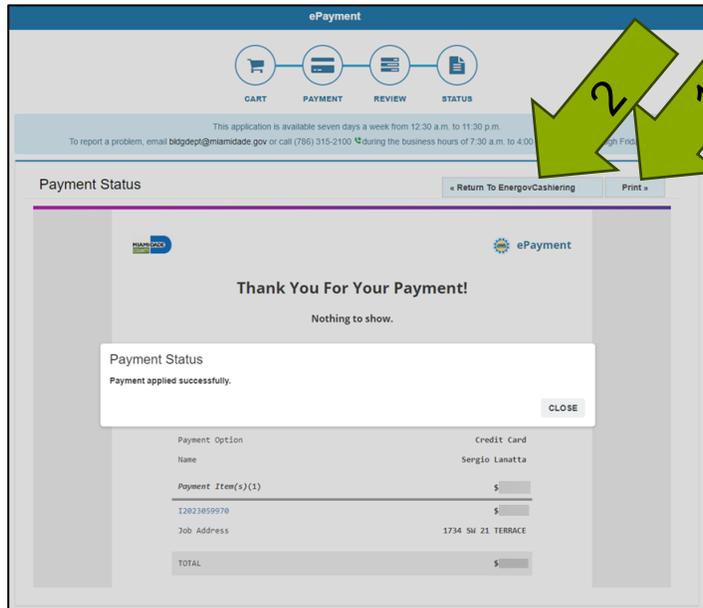
Important!

Please, do not **close** or **refresh** the page during next process.

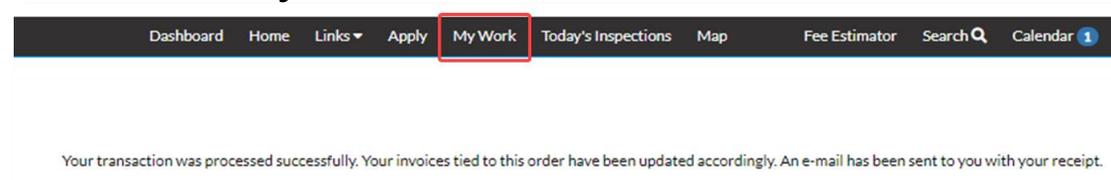
UNDERSTOOD CANCEL

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.

Plan Number: CWC202600089

Plan Details | Tab Elements | Main Menu

Type: Countywide Concurrency Information Letter | Status: Under Review | Project Name: [dropdown]

IVR Number: 615796 | Applied Date: 02/03/2026 | Expiration Date: [dropdown]

District: Commission District 1 | Assigned To: Dambach, Alexander | Completion Date: [dropdown]

Description:

Summary | Locations | **Fees** | Reviews | Attachments | Contacts | Sub-Records | More Info

Progress: 0% Completed (blue), In Progress (grey), Not Started (grey)

Workflow: Application Acceptance Countywide Concurrency Information Letter - Started - Scheduled for 02/05/2026; RER Metropolitan Planning

Fees: \$0.00 | View Details

Fee Summary | Remaining Fees | Paid Fees | Next Tab | Plan Details | Main Menu

Fee Summary

Total Fees:	\$1,182.50	Paid Fees:	\$1,182.50	Unpaid Fees:	\$0.00
-------------	------------	------------	------------	--------------	--------

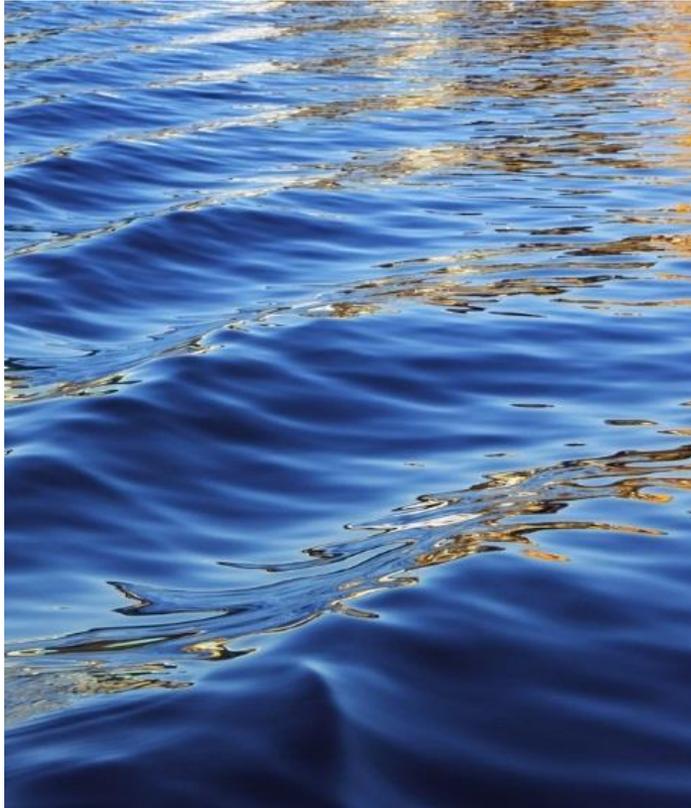
Remaining Fees | Sort: Fee

Fee	Invoice	Computed	Amount Due
No records to display.			

Paid Fees | Sort: Fee

Fee	Invoice	Computed
CDMP Concurrency Major Review Letter	I2026045505	\$1,100.00
RER Surcharge	I2026045505	\$82.50

Results per page: 10 | 1 - 2 of 2 | << < 1 > >>



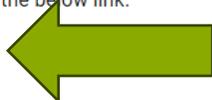
Countywide Concurrency Information Letter Submissions Corrections

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: [REDACTED] Parcel: [REDACTED]

CONTACT INFORMATION

Type	Name	Company	Address
Applicant	[REDACTED]		[REDACTED]
Online User	[REDACTED]		[REDACTED]

Comments:

Review Section:

Reviewer: [REDACTED]

Correction: [REDACTED]

Corrective Action: [REDACTED]

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.

Plan Number: CWC202500052

Plan Details | Tab Elements | Main Menu

Type:	Countywide Concurrency Information Letter	Status:	Under Review	Project Name:	
IVR Number:	615648	Applied Date:	12/22/2025	Expiration Date:	
District:	Commission Dis	Assigned To:	Dambach, Alexander	Completion Date:	
Description:	Reviewing for using user stories				

Summary Locations Fees **Reviews 1** Attachments Contacts Sub-Records More Info

Application Acceptance Countywide Concurrency Info

Submittal Status	Received Date	Due Date	Completed Date
Corrections Required	12/22/2025	12/24/2025	12/28/2025

Application Acceptance Countywide Concurrency Information Letter • Denied • Gonzalez David Z • Completed : 02/05/2026

Due Date	Completed Date
12/24/2025	12/28/2025

Comment

EXAMPLE CORRECTION INSTRUCTION FOR EXAMPLE CORRECTION FOR DEMONSTRATION

Correction (1)

Correction Type	General	Category	General Correction
Corrective Action	EXAMPLE CORRECTION INSTRUCTION FOR DEMONSTRATION		
Comment	Used for general corrections		

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.

The screenshot displays the 'Plan Number: CWC202600082' page. At the top right is an 'Add to Cart' button. Below the plan number are navigation links: 'Plan Details | Tab Elements | Main Menu'. A metadata table shows: Type: Countywide Concurrency Information Letter; Status: Under Review; Project Name: (blank); IVR Number: 615777; Applied Date: 01/29/2026; Expiration Date: (blank); District: Commission District 1; Assigned To: Dambach, Alexander; Completion Date: (blank); Description: Training Instruction Capture. A green arrow labeled '1' points to the 'Attachments' tab in the navigation bar. Below the navigation bar are tabs: Summary, Locations, Fees, Reviews (with a red notification icon), Attachments (selected), Contacts, Sub-Records, and More Info. Below the tabs is another navigation bar: Attachments | Next Tab | Plan Details | Main Menu. The 'Attachments' section has a 'Sort' dropdown set to 'Needs Action'. A file upload card shows a PDF icon, the filename 'Test File.pdf', size '16.31 KB', upload date '01/29/2026', and notes 'Application and Supporting Documents'. To the right is a blue 'ADD ATTACHMENT' button with a plus sign and 'Supported: .pdf'. A green arrow labeled '2' points to the 'Select Type' dropdown menu, which is open and shows 'Application and Supporting Documents' selected. A green arrow labeled '3' points to the 'Submit' button at the bottom right.

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.



Example Countywide Concurrency Information Letter



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

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

Dear [REDACTED],

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

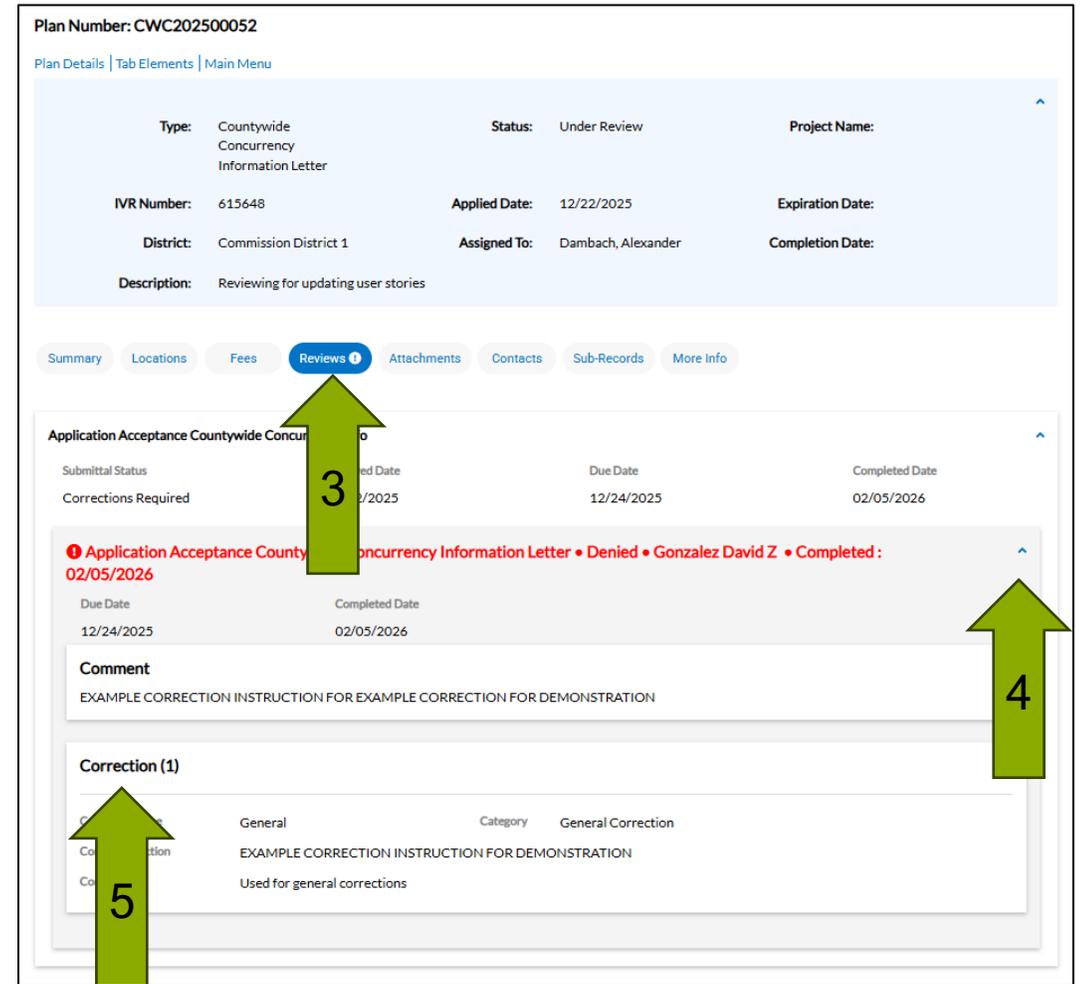
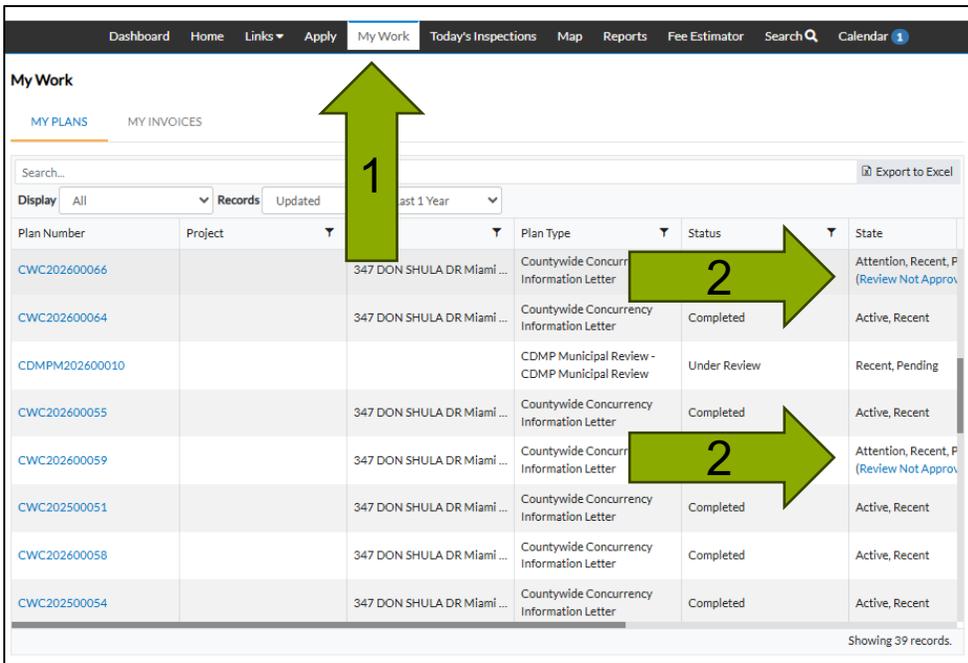
Please be advised that, as of today, the proposed 10-acre project consisting of: 1200 Single Family Residential Attached Units and 100,000 Square Feet of Commercial space meets concurrency level of service standards for mass transit, water, sewer, solid waste, and local parks. The subject property is 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!

