

Department of Regulatory
and Economic Resources
(RER)



CSS Training Series:

**Guidelines to Submit
Plat Applications
and Corrections
through RER Citizen
Self Service (CSS)
Portal**

Citizen Self Service (CSS) Portal



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Introduction



Available Platting Online Services



✓ Plat Committee

- EnerGov
- Online Upload only
- Platting Portal
- View historical data



✓ Paving and Drainage (PD)

- Online submission supported by a detailed workflow.
- PD Revisions
- Estimate of Improvements for Subdivision Bond review and approval.



✓ Subdivision Improvement Bonds

- Online submission supported by a detailed workflow.
- Inspection Request
- Online Payment



✓ Platting Hold Harmless

- Online submission supported by a detailed workflow.
- Automated notification

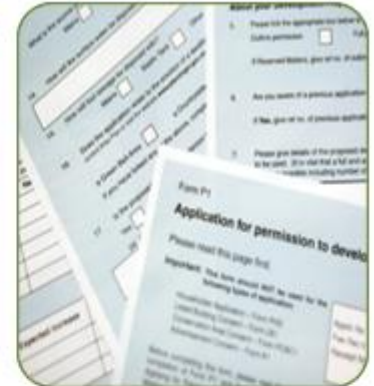
Modernized Platting Online Services

New Platting processes in EnerGov!

- Online submission featuring a comprehensive workflow.
- Access to feedback from plat reviewers and the status of conditions online.
- Fee estimator and option for online payments.
- Automated email notifications and issuance of Notice of Action Letters.

Trainings

- Contact us at RERBA-EPL@miamidade.gov to register for the upcoming industry session, where the workflow will be demonstrated and feedback collected before the official launch.



Plat Committee

- Online submission supported by a detailed workflow.
- Review and processing of applications.
- Scheduling of Plat Committee sessions.
- Online access to deferment information.
- Online access to approval conditions.
- Issuance of Notices of Action.
- Availability of mark-up tools for reviewers.

Final Plat

- Online submission supported by a detailed workflow.
- Scheduling of Final Plat review sessions.
- Online payment processing
- Upload of required documentation.
- Availability of mark-up tools for reviewers.

Entrance Features

- Online submission supported by a detailed workflow.
- Availability of mark-up tools for reviewers.

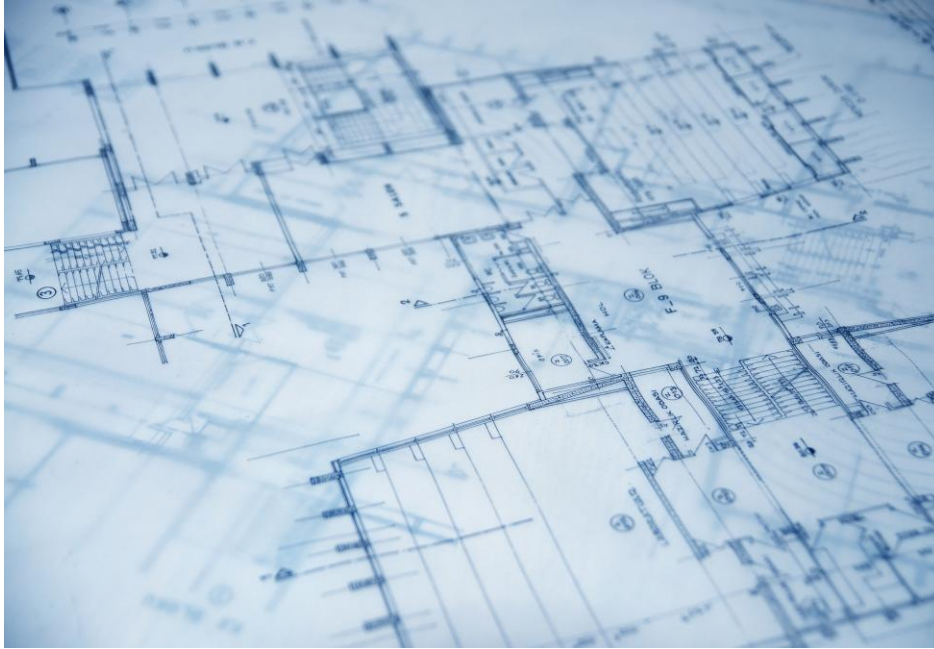
Platting Request Types



Platting Request Types

- **Application for Tentative Plat**
 - Corrections to Tentative Plat
 - Revision of Tentative Plat
 - Review of Tentative Plat New Owner
 - Extension of Time Relating to Tentative Plat
- **Application for Waiver of Plat**
 - Corrections to Waiver of Plat
 - Revision to Waiver of Plat
- **Application for Final Plat***
- **Application for Deco Wall**
 - Corrections to Deco Wall
 - Revision to Deco Wall
- **Application for Entrance Feature**
 - Corrections to Entrance Features
 - Revision to Entrance Features

Platting Application Notes



*Note that when submitting supporting documents such as the original Final Plat Mylars, they must be submitted in person and by appointment only.

New! Supporting documentation can be uploaded online and your Final Plat Submittal appointment requested.

See detailed full list and additional checklists hosted on Miami Dade's website
<https://www.miamidade.gov/apps/rer/WeeklyPlatReport/Notices.aspx>

Introduction to the Process

Platting is the legal process of dividing, subdividing or combining land into officially recorded lots, blocks and parcels.

Platting is typically required before obtaining building permits for new developments as per [Miami-Dade County's Subdivision Code Chapter 28.](#)

As part of RER's system modernization roadmap, the process has transitioned to EnerGov, allowing applicants to submit their Amendments through the **RER Citizen Self-Service (CSS) Public Portal** providing transparency and tracking.

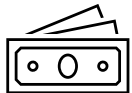
Why This Process Matters?



State-required MDC review process (Florida Statutes Chapter 177 – Platting Act)



14-day Appeal period



Centralizes intake and processing in one location.



This enhancement are part of RER's modernization roadmap.

Submission - Registration

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

A CSS account is your gateway to managing your plans efficiently.

Here's what you'll gain:

- **Full Control:** Track your submission status anytime.
- **Easy Documentation:** Submit all necessary documents with just a few selections.

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

For questions regarding
Platting Requests:
RERPlatting@miamidade.gov

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

Platting Submission Overview



Before Submission

Prepare plan documents for submission.



Ready to Submit

[Citizen Self-Service Portal Application Assistant](#)

Search for **Platting Request**



Track all your applications' statuses

[Citizen Self-Service Portal \(My Work page\)](#)



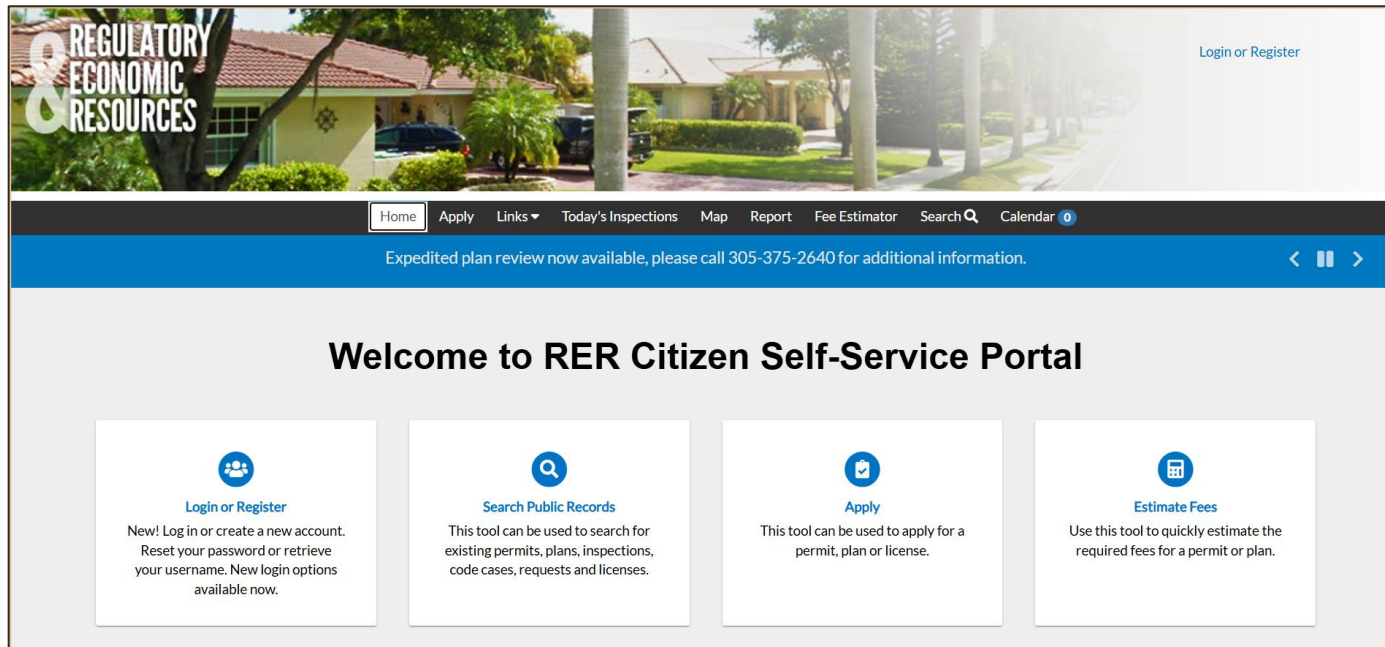
- An account is required to submit the **Platting Request**.
- If you are not registered, you must create an online CSS account.



Registration in Citizen Self-Service Portal

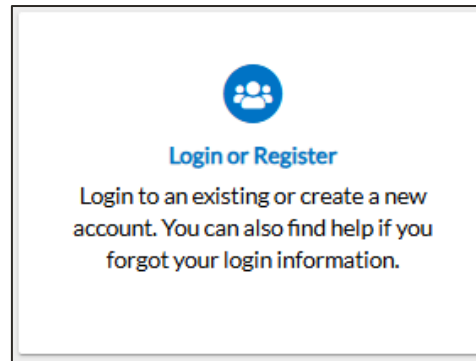
Access Overview

- **All applicants must have a CSS account** in the Citizen Self-Service Portal **to submit a Platting Request** to RER's Planning and Economic Development Division for MDC Agency Review.
- 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.

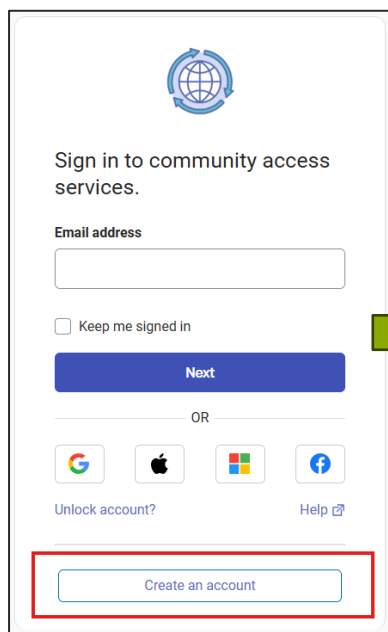


- For guidance for registering a new account, please refer to the online [Department of Regulatory and Economic Resources \(RER\) Citizen Self Service \(CSS\) Sign-In User Guide](#)

Inactive CSS user accounts must complete the new account registration process.

Create New Account

- For a new account, select Create an account. If re-registering, use the same email address previously associated with the account.
- The user will enter their information: Email, First Name, Last Name, and Password are required.
- The user will request a verification email, which will have a code by clicking **Send me an email.**
- The user will check their email for the code, then enter the code to activate their account.



Sign in to community access services.

Email address

☐ Keep me signed in

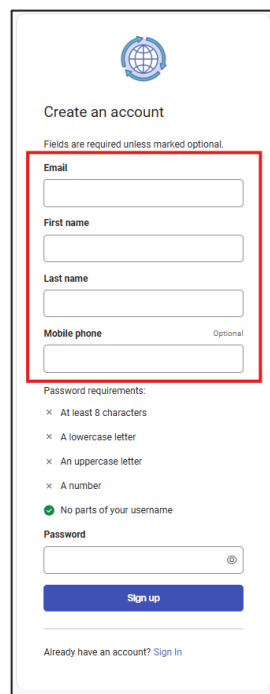
Next

OR

Unlock account? Help

Create an account



Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone Optional

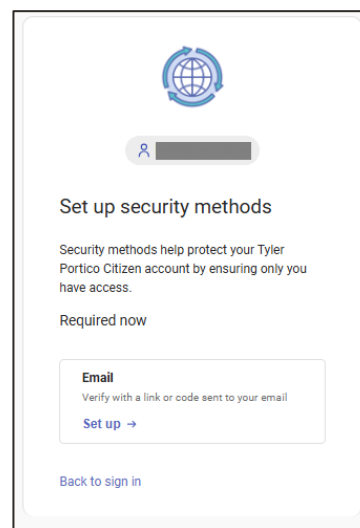
Password requirements:

- ✗ At least 8 characters
- ✗ A lowercase letter
- ✗ An uppercase letter
- ✗ A number
- ✔ No parts of your username

Password

Sign up

Already have an account? Sign In



Set up security methods

Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.

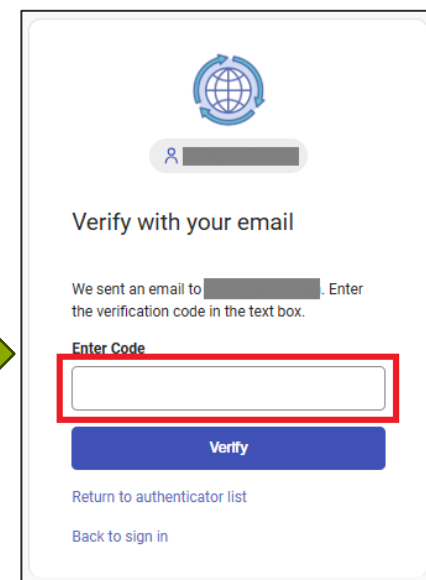
Required now

Email

Verify with a link or code sent to your email

Set up →

Back to sign in



Verify with your email

We sent an email to . Enter the verification code in the text box.

Enter Code

Verify

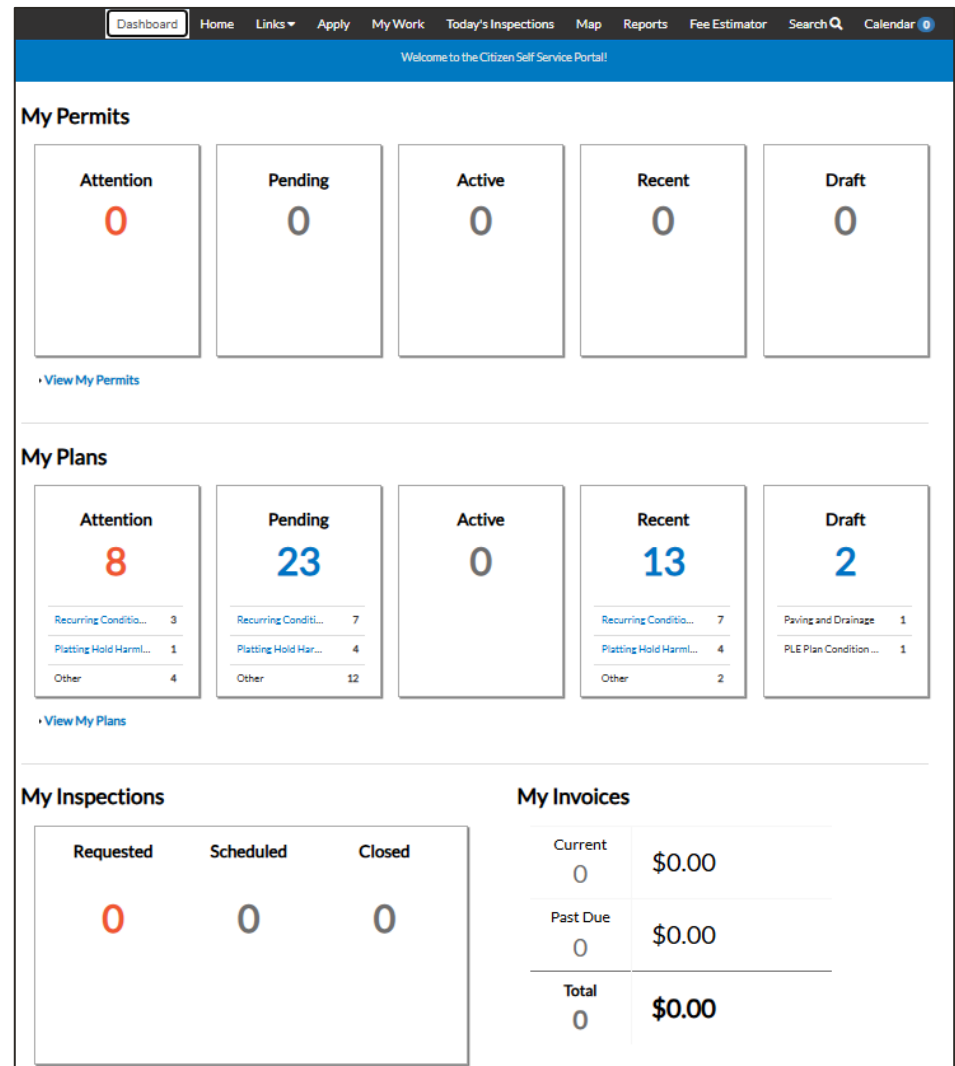
Return to authenticator list

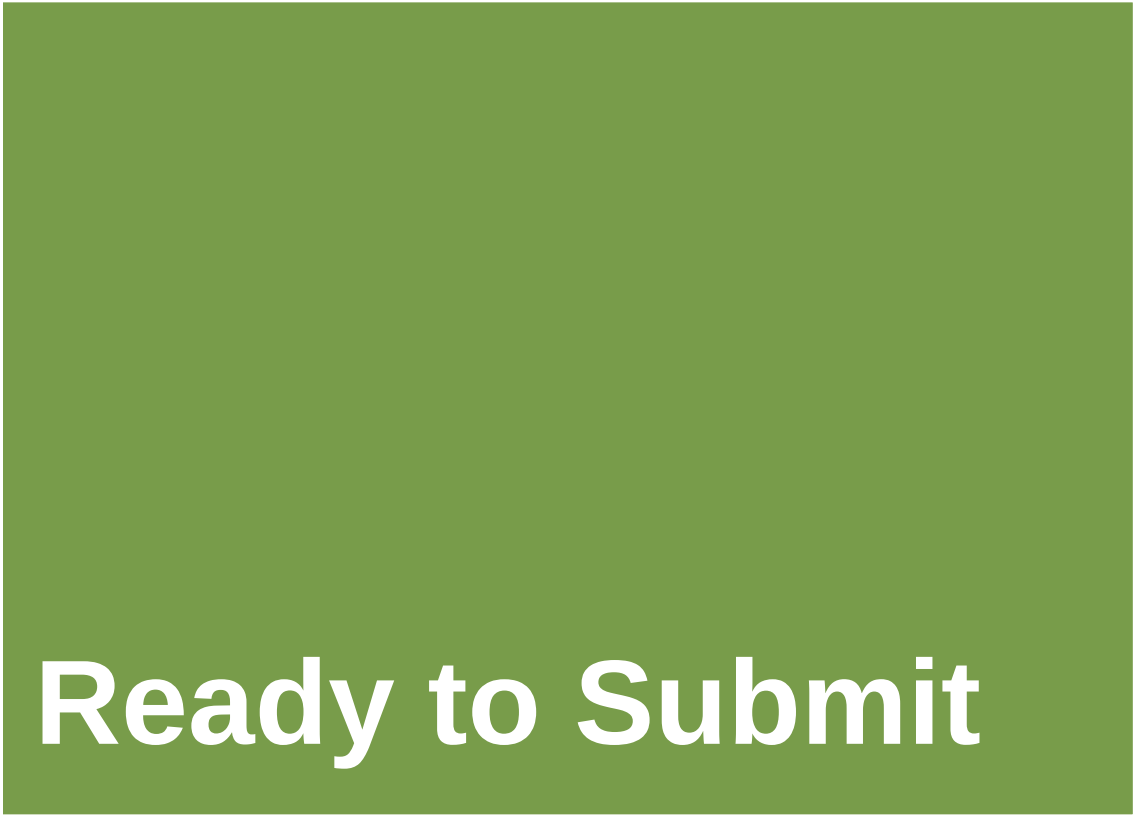
Back to sign in

Once verified, new users will be taken to the [Registration Acknowledgement page](#).

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



Search in the Application Assistant

- To submit a Platting Submission for intake:
 1. Click on the **Apply** tab on the Top Menu Bar.
 2. Enter “**Platting Request**” in the Application Assistant. This will filter the application list to show the appropriate submission.
 3. Click the Apply button next to **Platting Request** in the search results.

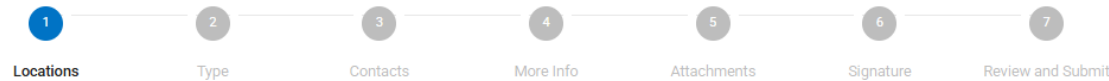
The screenshot shows the 'Application Assistant' interface. At the top is a dark navigation bar with links: Home, Links, Apply (highlighted), Today's Inspections, Map, Reports, Fee Estimator, Search, and Calendar. Below this is a search bar containing 'Platting Request'. A green arrow labeled '1' points to the 'Apply' tab in the top menu. Below the search bar are five category buttons: All (selected), Trending, LICENSES, PERMITS, and PLANS. A green arrow labeled '2' points to the 'All' button. Below the buttons is a link '> Show Categories'. The main content area displays a search result for 'Platting Request'. It includes the category name 'Platting', a description of the application process, and a note about documentation and fees. A green arrow labeled '3' points to the 'Apply' button located to the right of the result card.

Step 1 – Locations

- Adding a Location is required.
- Click the “+” to search a Location by using an Address or a Parcel (Folio) Number
- More than one Location can be added to an application.

Apply for Plan - Platting Request

*REQUIRED



LOCATIONS

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

A blue modal window for adding a location. It features a dropdown menu at the top labeled 'Location' with a downward arrow. Below the dropdown is the text 'Add Location' followed by a large white plus sign (+). At the bottom of the modal, the word 'REQUIRED' is displayed in white capital letters.

Save Draft

Next

Step 1 – Locations: Search Address

To search using an **Address**:

1. Click the Location option: Address.
2. Type the address in the search field and click enter.
3. Click “Add” to the applicable application address.

[← Back to Application](#)

Add Location

Address

Parcel

Add Address As

Location ▼

Search

Address Information

Search 1746 SW 21 

Address	Action
1746 SW 21 TER Miami, FL 33145-0000	

Results per page 10 ▼ 1 - 1 of 1 << < 1 > >>

Step 1 – Locations: Search Parcel (Folio) Number

To search using a **Parcel (Folio) Number**:

1. Click the Location option: Parcel.
2. Type the parcel (folio) number without dashed “-” in the search field and click enter.
3. Select the Parcel number and click “Search Associated Addresses”.

[Back to Application](#)

Add Location

Address

Parcel

Parcel Information

Search 

Parcel Number	Section	Township	Range	Action
0141100290240				

Results per page 1 - 6 of 6 << < 1 > >>

Search Associated Addresses

Step 1 – Locations: Search Parcel (Folio) Number (continued)

1

4. Select the Associated Address
5. Click “Add Selected”

Associated Addresses

Associated Addresses for Parcel - #0141100290240 +

Address	Action
1746 SW 21 TER Miami, FL 33145-0000	☐

Results per page 10 ▾ 1 - 1 of 1 << < 1 > >>

Add Selected

Cancel

Step 1 – Locations: Main Address

1

For applications with multiple locations, you can add additional addresses and designate one the main address.

Apply for Plan - Platting Request

*REQUIRED



LOCATIONS

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

Type: Location 1746 SW 21 TER Miami, FL 33145-0000 Main Address ☒ Parcel Number 0141100290240 Main Parcel ☒ Remove	Type: Location 1758 SW 21 TER Miami, FL 33145-0000 Main Address ☐ Parcel Number 0141100480440 Main Parcel ☐ Remove	Location ▼ Add Location +
---	---	--

Save Draft

Next

Step 2 – Plan Type

2

- Enter the details regarding the application such as a description of the request being made. This information will appear on the portal.
- Click **Next** to proceed.

Apply for Plan - Platting Request

*REQUIRED



PLAN DETAILS

****NOTE:** Submittal deadline for this application and all associated documentation is Monday, 9:00AM. The fee amount will be calculated once this application is received and processed. In order for this item to be placed on the next available Plat Committee Agenda, the full correct fee must be paid later no than the following day, Tuesday, noon time. Failure to submit this form and fees by the aforementioned deadlines will result in this item not being placed on the next available Plat Committee agenda.

Extension of time must be officially heard by the Plat Committee prior to the expiration of the Tentative. The date used is the Plat Committee meeting date, not the date that an extension of time request is received. Items that are expired will be held for one week pending payments. After the one week period, the submittal will be canceled, and the applicant will be required to resubmit the extension application. Items that are not expired and payment is not received by the Tuesday, noon deadline, will be canceled and must be resubmitted as expired which is subject to the higher expired fee.

*Plan Type

Platting Request

Description

Back

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 “Property Owner” and “Surveyor” contact role is required before continuing.

To add a contact:

- For the Applicant, Click the plus (+) symbol.
- For other Contacts, Use the dropdown to select Contact Type and Click the plus (+) symbol.

Apply for Plan - Platting Request *REQUIRED

Locations ✓ Type ✓ **Contacts** 3 More Info 4 Attachments 5 Signature 6 Review and Submit 7

CONTACTS
Engineer and a Property Owner are required to be listed as contacts. Additional contacts such as Applicant's Representative can be added as necessary.

Online User	Property Owner	Surveyor	
 1734 SW 21 Terrace , Miami, FL , 33145	 1734 SW 21 Terrace , Miami, ... Remove	 1734 SW 21 Terrace , Miami, ... Remove	Select Type ▼ Add Contact +

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

Note: All added contacts will receive email communications related to the application.

Step 3 – Contacts: Search

3

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

To add an existing contact:

1. Select the **Search** tab.
2. Enter the contact's name, email address, or company name in the Search field.
**If the contact's account is inactive, CSS will send a reactivation email.*
- Click the **Magnifying Glass icon** to Search.
3. Click **Add** next to the correct contact.
4. **Optional:** Click the star icon to save the contact as a favorite for future submissions.

Add Contact

Add Contact A...

Search Enter Manually My Favorites

Search [input] [magnifying glass icon]

Sort Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
★						Add
☆						Add
☆						Add
☆						Add
☆						Add
☆						Add
☆						Add
☆						Add
☆						Add
☆						Add

Results per page 10 1 - 10 of 23 << < 1 2 3 > >>

Note: Any new accounts will require full setup within CSS, refer to the [account creation process](#) for instructions.

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(*)**.
- Click **Submit**

The screenshot displays a web form for adding a contact. At the top left, there is a link labeled 'Back to Application'. Below it, the heading 'Add Contact' is present. A dropdown menu labeled 'Add Contact As' is set to 'Applicant's Representative'. A horizontal separator line follows. Below the line are three tabs: 'Search', 'Enter Manually' (which is highlighted in blue), and 'My Favorites'. Under the 'Enter Manually' tab, the form contains several input fields. The first two fields, 'First Name' and 'Last Name', are marked with a red asterisk (*) indicating they are required. The 'Last Name' field is currently active, showing a blue border and a cursor. Below these are fields for 'Company Name', 'Email', 'Home Phone', 'Mobile Phone', and 'Business Phone'. All phone fields are also marked with a red asterisk (*). At the bottom right of the form is a blue 'Submit' button.

Note: Any new accounts will require full setup within CSS, refer to the [account creation process](#) for instructions.

Step 3 – Contacts: My Favorites

To access previously selected favorited contacts, click **My Favorites** and click **Add** to the applicable contact.

Search

Enter Manually

My Favorites

My Favorites

First Name	Last Name	Address	Company	Email	Action
					Add
					Add
					Add
					Add

Step 4 – More Info (1/3)

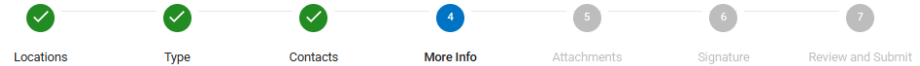
4

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

- **Is this an Affordable Housing project?***
Yes or No
- **Includes Workforce Housing?***
Yes or No
- **Is this a Live Local application?***
Yes or No
- **Proposed Subdivision Name***
Enter the name used to identify the Platting Request.
- **Plat Type***
Tentative Plat, Waiver of Plat, Entrance Feature, Decorative Wall for Approved Tentative.

Apply for Plan - Platting Request

*REQUIRED



MORE INFO

Project Info

Projects that include the establishment or construction of workforce housing qualify for an expedited review at no cost.

[| Top](#) [| Main Menu](#)

*Is this an Affordable project?

No

*Includes Workforce Housing?

No

*Is this a Live Local application?

No

Application for Plat of Subdivision Development

*Proposed Subdivision Name

Testing Template for Tentative Plat

Plat Type

Tentative Plat

Step 4 – More Info continued...(2/3)

4

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

- **Plat Number:**
If a Plat Number exists, please add it here.
- **Entrance Feature Number:**
If an Entrance Feature Number exists, please add it here.

Plat Request

- **Plat Submission Type***
Application, Correction, Extension, Review, Revision, Revert, Rescinding, Other.
- **Request Description:**
Please add a description for the request being made.
- **Proposed Use:**
Residential, Commercial, and Mixed-use
- **Is it expired?**
Yes or No

Apply for Plan - Platting Request *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

If you have an existing Tentative Plat number, Waiver of Plat Number, or Entrance Feature enter below. If not applicable please enter N/A for both:

Plat Number

Entrance Feature Number

Provide a brief description of your request for the Plat Committee.

*Plat Submission Type

*Request Description

*Proposed Use

Is it expired?

Step 4 – More Info continued...(3/3)

4

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

- **Number of Sites/Tracts***
Numerical amount of units
- **Description of Proposal**
A short sentence describing the proposal.
- **Lot Size**
Size of the property in sqft.
- **From Process Number**
Process Number if it exists.
- **Master Process Number**
Master Process Number if it exists.
- **Hearing Date**
Date of the related Public Hearing.

Apply for Plan - Platting Request *REQUIRED

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO

All folios must be added to the plan applications location information for verification. If not added, return to Step 1 - Location by selecting the back button located at the bottom of the screen and select the relevant sites folio numbers and select add.

*Number of Sites/Tracts

*Street Boundaries

*Legal Description of Parent Tract

Resolution Number

Present Zoning

Step 5 – Attachments

To add attachments:

1. Select a file **type**,
2. Select the **plus (+) symbol** on the blue tile to upload a document:

Plat Applications

Plat-Resubmittal Letter

Final Plat - Approved Resolution by Municipality

Final Plat - Attachments

Final Plat - Mylar Plat

Final Plat - Opinion of Title

Final Plat - Other Supporting Documents

Final Plat - Paid Taxes Receipts

Final Plat - State Plane Coordinates

Plat - Application for Deco Wall

Plat - Application of Extension of Time

Plat - Boundary Survey

Plat - Fastrack Application

Plat - Joinder By Mortgagee

Plat - Opinion of Title

Plat - Other Supporting Documents

Plat - Recorded Deed

Apply for Plan - Platting Request *REQUIRED

Locations Type Contacts More Info **Attachments** Signature Review and Submit

Attachments

Plat Requests

Depending on the scope of the proposed development, additional zoning or development review processes may be required prior to filing a platting application. If a zoning review is required, the applicable zoning process must be completed and approved before submittal. The approved Zoning Hearing Number must be entered in the "Present Zoning / Zoning Hearing No." field of the application; if no zoning process applies, enter "NA."

File Naming and Size Limit Please upload completed application and/or any other supporting documents. Select the correct attachment type from the drop-down list. The file name shall not contain: (i) any leading or trailing spaces (ii) special characters such as: parenthesis "()", double periods "."; question marks "?"; etc. For reworks the corrected files should be named the same as the original with the date of the rework. Resubmit the entire plan set. The total upload for the plan set should not exceed 250 MB.

Plat Application Documents Must be completed, executed, signed, and notarized with proper seals. Original signature of owner or authorized representative required. Corporate seal required if applicable.

Plans must be signed and sealed in accordance with the guidelines of their respective licensing boards. For details go to <https://www.miamidade.gov/global/economy/permits/digital-signing-sealing.page>

Plat - Boundary Survey

Signed and sealed by an active State of Florida registered Professional Surveyor and Mapper. Prepared specifically for the plat application.

Plat - Opinion of Title

Please provide a complete Opinion of Title for your specific Plat request.

Plat - Recorded Deed

Must be a recorded deed showing acquisition/proof of ownership. Waiver of Plat specifically requires a recorded Warranty Deed.

Re-Submittals

All re-submittals should be accompanied by the Re-Submittal Application: <https://www.miamidade.gov/apps/rer/WeeklyPlatReport/default4.aspx?ImageName=Resubmittal%20Letter.pdf>

Please note, if the Re-submittal application does not accompany the plan set all previous reviewing agencies will be activated.

Plat Applications Select Type

Add Attachment

Supported: .pdf

REQUIRED

Back Create Template Save Draft **Next**

Note: All files must be uploaded in PDF format.

Step 6 – Signature

5

- In order to sign the application, the user may type their name to represent their signature, or they may manually draw out their name.

Typed Signature

Apply for Plan - Platting Request *REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

SIGNATURE

* Please type your name as consent to electronically sign this application.

Sergio Lanatta

Enable Type Signature ☒ Sergio Lanatta

sergio lanatta
June, 08 2026

X *Sergio Lanatta*

Back Save Draft Next

Manual Signature

Apply for Plan - Platting Request *REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

SIGNATURE

* Please type your name as consent to electronically sign this application.

Sergio Lanatta

Enable Type Signature ☐

sergio lanatta
June, 08 2026

X *Sergio Lanatta*

Clear

Back Save Draft Next

Note: All files must be uploaded in PDF format.

Step 7 – Review and Submit

6

1. Review the intake submission.
2. To make changes, select **Back**.
3. If everything is correct, select **Submit**.
4. When the confirmation message appears, select **Continue to Plan**.

Apply for Plan - Platting Request

*REQUIRED



Submit

Locations

Location 100 BAYVIEW DR 1123 Sunny Isles Beach, FL 33160-0000

Parcel Number 3122140180010

Basic Info

Type Platting Request

Description

Applied Date 06/03/2026

Contacts

Online User Sergio PORA Lanatta
1734 SW 21 Terrace, Miami, FL., 33145

Property Owner Sergio PORA Lanatta
1734 SW 21 Terrace, Miami, FL., 33145

Surveyor Sergio PORA Lanatta
1734 SW 21 Terrace, Miami, FL., 33145

More Info

Attachments

Plat Applications TEAMS LOGOS_v1.pdf

Back

Create Template

Save Draft

Submit

✓ Your application was successfully submitted!

Thank you! Your application was successfully submitted.

Continue to plan

CSS – Plan Details Overview

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

The screenshot displays the 'Plan Details Overview' dashboard for Plan Number: PLR-26-00332. The dashboard is divided into several sections:

- Plan Number & Status:** Located at the top right, it shows the unique Plan Number and the current status (Under Review).
- Project Details:** Located on the left, it lists important information such as dates, project name, type, district, and staff.
- Progress Tracker:** Located at the bottom left, it displays the current progress (0% Completed) and review status of the application.
- Workflow:** Located in the center, it shows the sequence of steps in the application process, including 'PL Plat Application Acceptance' and 'PL - Assess Fees'.
- Available Actions:** Located on the right, it lists actions that can be taken, such as 'Schedule Plat Committee Meeting' and 'Create Plat Conditions Report'.
- Fees:** Located at the bottom left, it shows the current fee amount (\$0.00) and a link to 'View Details'.

Annotations in the image include:

- A green arrow pointing to the 'Plan Number & Status' section.
- A green box highlighting the 'Project Details' section.
- A green box highlighting the 'Progress Tracker' section.
- A green box highlighting the 'Workflow' section.
- A green box highlighting the 'Available Actions' section.



Submission Review



Confirmation Email and Next Steps

- Upon submission of the Platting Request application, the applicant will receive an email confirming that RER received the application.
- The email includes a link to CSS and the contact email address for questions or issues: RERPlatting@miamidade.gov.
- Please reference the Plan Number in all correspondence.

Update from Miami-Dade County RER – Application Received: Plat T-12345 – Testing Case for Training (Application No. PLR-26-00275)

To

Message

Platting Application Submission Received

Dear Applicant,

Miami-Dade County has received the documents submitted through the [Citizen Self-Service Portal \(CSS\)](#).

Application Information

Plat Number: T-12345

Proposed Subdivision Name: Testing Case for Training

Application Number: PLR-26-00275

To review the submitted documents, please visit the [application Attachments tab in the Citizen Self-Service Portal](#).

If you have questions regarding this application, please contact the Platting Section at RERPlatting@miamidade.gov and reference your Application

Platting and Traffic Review Section

Development Services Division

Miami-Dade County Department of Regulatory and Economic Resources

111 NW 1st Street, 11th Floor

Miami, FL 33128

Summary Review Page

- Once a **Platting Request** has been submitted, applicants can review the application status from the **Reviews** tab on **the Plan Details page**.
- Application Acceptance reviews are due within 7 days of submission.

Plan Number: PLR-26-00328

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

Type:	Platting Request	Status:	Under Review	Project Name:	
IVR Number:	616319	Applied Date:	06/01/2026	Expiration Date:	
District:	Commission District 9	Assigned To:	Gonzalez, Emely	Completion Date:	
Description:	Platting Fee Test Case				

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

PL Plat Application Acceptance

Submittal Status	Received Date	Due Date	Completed Date
In Review	06/02/2026	06/11/2026	

PL Plat Application Acceptance • In Review • Due : 06/11/2026

Due Date	Completed Date
06/11/2026	

Attachments – File Review

- Additionally, applicants may review the file that was uploaded by navigating to the Attachments tab and reviewing the attachments in an application.
- In the example below, the file has been reviewed and presents a status of “Reviewed”.

Plan Number: PLR-26-00328

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

Type:	Platting Request	Status:	Under Review	Project Name:	
IVR Number:	616319	Applied Date:	06/01/2026	Expiration Date:	
District:	Commission District 9	Assigned To:	Gonzalez, Emely	Completion Date:	
Description:	Platting Fee Testing Case				

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

[Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Attachments Sort: Needs Action ▼



Plat Applications

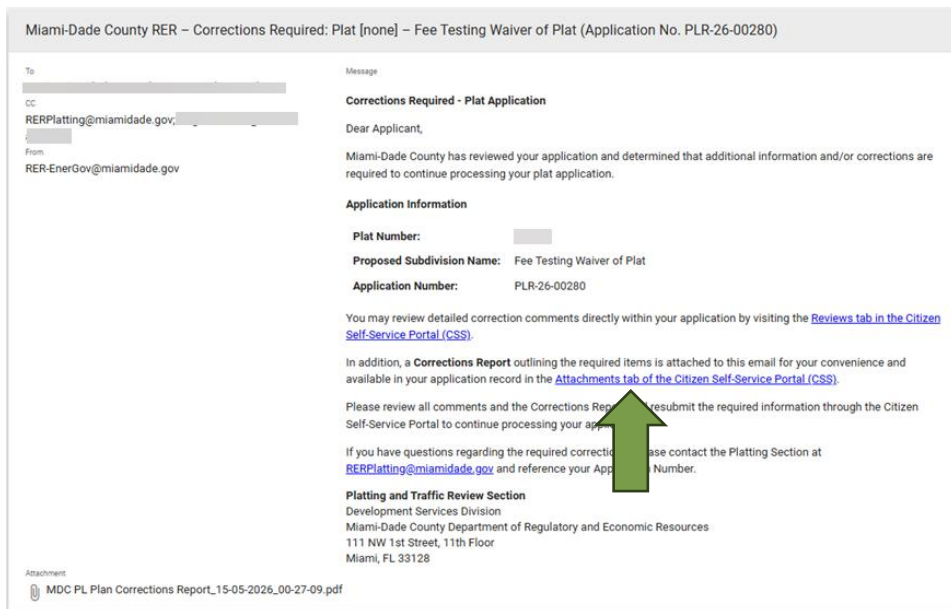
[File 1_v1.pdf](#)

Version: 1

Status: Reviewed

Corrections Needed Report

- If corrections are required, the applicant will receive a notification email with a **Plan Corrections Report** attached.
- The report will include comments explaining the required corrections.
- The notification email will include a **Plan Summary Attachments link** for submitting corrections in CSS.
- **Required corrections must be submitted through CSS.**



Department of Regulatory and Economic Resources
Development Services Division
111 NW First Street, 11th Floor
Miami, Florida 33128
(305) 375-2800

PLAN CORRECTIONS REPORT PLR-26-00280			
APPLICATION INFORMATION			
Date:	5/15/2026		
Application Date:	05/14/2026		
Address:	Unincorporated County, FL 33186-0000		Parcel: 3059130000041
CONTACT INFORMATION			
Type	Name	Company	Address
Online User	[Redacted]		1734 Sw 21 Terrace Miami, FL 33145
Property Owner	[Redacted]		1734 Sw 21 Terrace Miami, FL 33145
Surveyor	[Redacted]		11805 Sw 26Th St Miami, FL 33175
Item Review Comments:			
Review Section: PL Plat Application Acceptance			
Reviewer: [Redacted]			
Correction: Site Plan			
Corrective Action:			
Corrective Comments (Make sure you check Page 2, if exists):			
Site Plan			
Correction: 2 copies of Tentative Plat Applications			
Corrective Action:			

Reviewing Corrections

1. To review the required corrective actions within the Plan Details page in CSS, select the **Reviews** tab.

Plan Number: PLR-26-00280

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

Type:	Platting Request	Status:	Under Review	Project Name:	
IVR Number:	616256	Applied Date:	05/14/2026	Expiration Date:	
District:	Commission 9	Assigned To:	Lanatta, Sergio	Completion Date:	
Description:	Platting Fee 1 Case				

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

PL Plat Application Acceptance

Submittal Status	Received Date	Due Date
Corrections Required	05/15/2026	05/15/2026

❗ PL Plat Application Acceptance • Denied • **Morris Jamari** • Completed : 05/15/2026

Due Date	Completed Date
05/15/2026	05/15/2026

Comment

testing for workflow bug issue

Corrections (2)

Correction Type	2 copies of Tentative Plat Applications	Category	Entrance Features	Respond
Correction Type	Site Plan	Category	Application Completeness Check Review	Respond
Comment	Site Plan			

[Update Responses](#)

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



Resubmitting Corrections

To submit required corrected documents in the CSS:

Select the **Attachments** tab.

1. For a new type of attachment

- Select the type of attachment from the drop-down menu.
- Click the **plus sign (+)** on the blue tile to open the upload window.
- Select and upload the file.
- Click **Submit**.

2. To replace an existing file

- Select resubmit to replace it with a new version.

Plan Number: PLR-26-00332

Plan Details | Tab Elements | Main Menu

Type:	Platting Request	Status:	Under Review	Project Name:
IVR Number:	616331	Applied Date:	06/04/2026	Expiration Date:
District:	Commission District 4	Assigned To:	Rodriguez, Leo	Completion Date:
Description:				

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

Attachments | Next Tab | Plan Details | Main Menu

Attachments Sort Needs Action

At least one file needs to be resubmitted.

Plat Applications

TEAMS LOGOS_v1.pdf

Version: 1

Status: Required For Resubmittal

Resubmit Instructions: Sergio

Resubmit

Add Attachment

Select Type

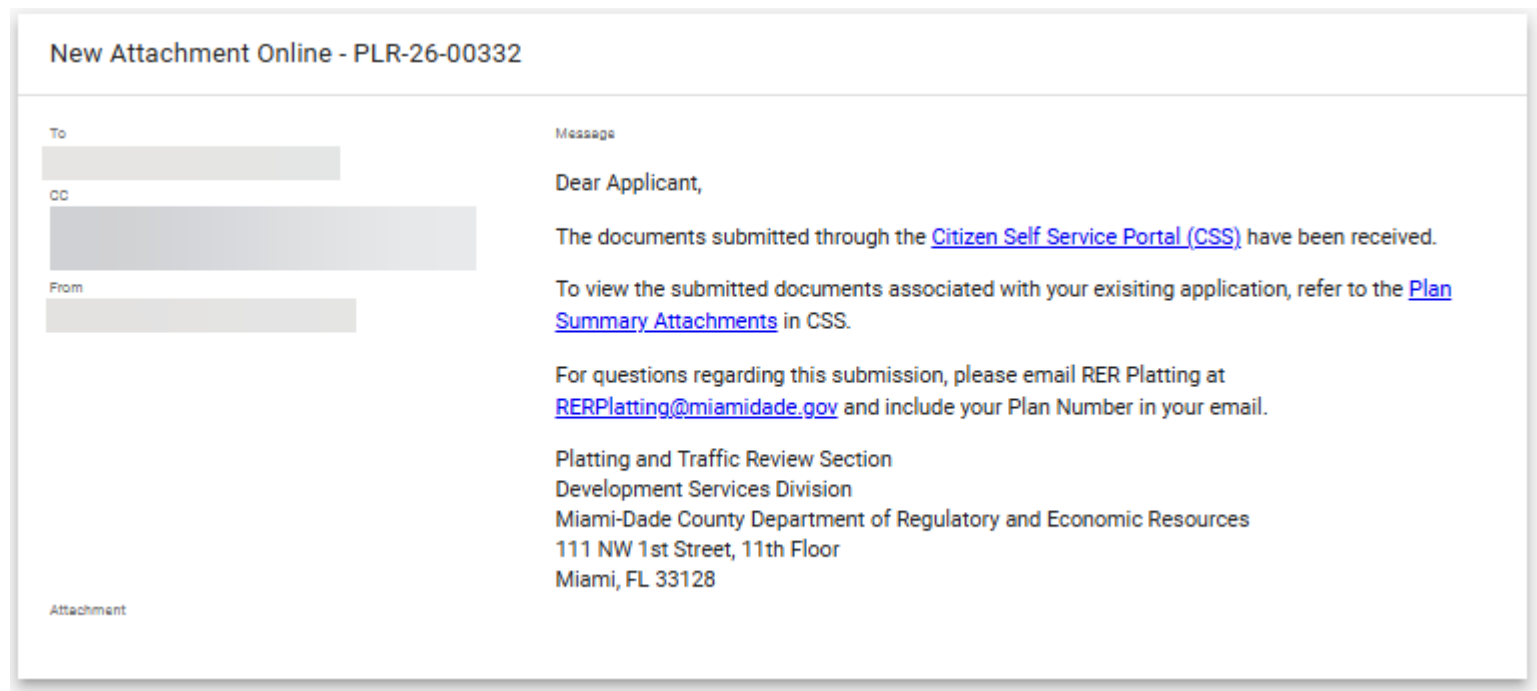
+

Supported: .pdf

Submit

New Attachment received

- Once a file has been uploaded:
 - An email notification indicating that the document has been received will be sent to the applicant.
 - No action is required from the applicant at this time.



New Attachment received continued

- Users may review which files they have uploaded and are awaiting a review by returning to the Attachments tab.

[Dashboard](#) [Home](#) [Links ▾](#) [Apply](#) [My Work](#) [Today's Inspections](#) [Map](#) [Reports](#) [Fee Estimator](#) [Search 🔍](#) [Calendar 0](#)

Plan Number: PLR-26-00307

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

Type:	Platting Request	Status:	Under Review	Project Name:	
IVR Number:	616291	Applied Date:	05/19/2026	Expiration Date:	
District:	Commission District 9	Assigned To:		Completion Date:	
Description:					

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

[Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Attachments Sort Needs Action ▾



Plat Applications

File 1_v2.pdf

Version: 2

Status: Awaiting Review

[History](#)

Select Type ▾

Add Attachment

+

Supported: pdf

[Submit](#)



Pay Online - ePayment

Platting Requests

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: PLR-26-00253

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

Type: Platting Request
IVR Number: 616222
District: Commission District 7
Description: Platting Fee Testing Case

Status: Expired
Applied Date: 05/05/2026
Assigned To: Rodriguez, Leo

Project Name:
Expiration Date:
Completion Date:

[Add to Cart](#)

[Back](#)

Invoice Number: I2026049911

Invoice Total: \$4,163.00

Status: Due

Invoice Date: 05/15/2026

Due Date: 06/14/2026

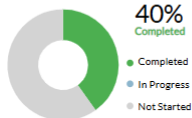
Description: NONE

[Add To Cart](#)



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

Progress



40%
Completed

Fees

\$4,163.00

[View Details](#)

[Add to Cart](#)

Workflow

- ✓ Schedule Plat Committee Meeting - Passed : 05/22/2026
- ✗ PL Plat Application Acceptance - Not Passed : 06/03/2026
- ✓ PL - Assess Fees - Passed : 06/03/2026
- ☐ PL Plat Application Acceptance
- ☐ PL Plat Review
- ☐ Create Plat Conditions Report

Available Actions

▲ Unpaid Fees
\$4,163.00
06-14-2026

[Pay Now](#)

Primary Fees

Fee Name	Fee Total	Amount Due	Case Number	Case Type	Notes
Plat DERM Review	\$440.00	\$440.00	PLR-26-00253	Plan	
Plat P: Tentat					
Plat R: Non R					
RER S					

Results

Invoice: I2026049911
Due Date: 06/14/2026

Description: PLR-26-00253

Case Number	Project	Case Address	Amount Due
PLR-26-00253		482 GLENRIDGE RD Key Biscayne FL 33149-0000	\$4,163.00

Total \$4,163.00

[Check Out](#)

\$4,163.00

[Remove](#)

[Top | Main Menu](#)

Total \$4,163.00

[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.

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 blgddept@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 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

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 .

The screenshot displays the 'Payment Information' section of the ePayment 3 interface. At the top, there are navigation tabs: CART, PAYMENT (selected), REVIEW, and STATUS. Below these, a light blue banner provides 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 form area is titled 'Payment Information' and includes a '« Back' button and a 'Next »' button. The form contains several input fields, each with a red warning icon and a message: '* This field is required' and a specific field requirement. The fields are: Card Number (MasterCard selected), Exp. Month, Exp. Year, CVV, Phone Number, Middle Name, Email Address, Billing Address 1, United States (dropdown), City, Florida (dropdown), and Zip Code.

A yellow warning dialog box is overlaid on the form, titled 'Warning' with a question mark icon. The text inside reads: 'Please, remember to fill all required fields before submit them.' Below the text are two buttons: 'CONTINUE' and '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.**

The screenshot shows the 'ePayment' interface. At the top, there's a navigation bar with icons for CART, PAYMENT, REVIEW, and STATUS. Below this, a light blue banner contains application availability information and contact details. The main section is titled 'Review Payment' and includes a '« Back' button and a 'Submit »' button. A green arrow points to the 'Submit »' button. The 'Payment Method' section shows '[Credit Card]' and 'Email Notification'. Below that, a VISA card is displayed. The 'Process/Invoice Number' section shows a table with the following data:

Process/Invoice Number	Price
I2023059970	\$
TOTAL	\$

Submit Payment

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

YES **CANCEL**

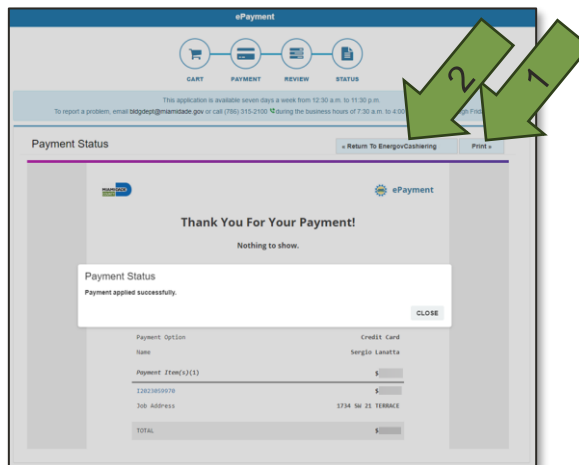
Important!

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

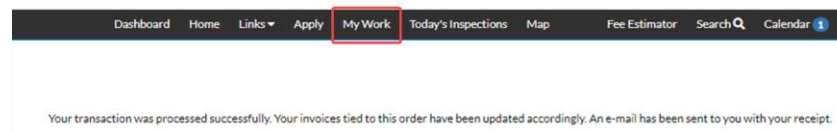
UNDERSTOOD **CANCEL**

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

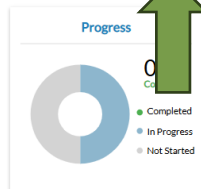
- From the **Plan Summary** page, select **Fees** to review Fee status. Both **Remaining Fees** and **Paid Fees** are shown.
- Once Fees are paid, the review process will continue.

Plan Number: CWC202600089

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

Type:	Countywide Concurrency Information Letter	Status:	Under Review	Project Name:	
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](#)



Fees

\$0.00

[View Details](#)

Workflow

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

Available Actions

No Actions

[Fee Summary](#) | [Remaining Fees](#) | [Paid Fees](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Fee Summary

Total Fees:	\$5,619.46	Paid Fees:	\$5,619.46	Unpaid Fees:	\$0.00
-------------	------------	------------	------------	--------------	--------

Remaining Fees

Sort Fee

Fee	Invoice	Computed	Amount Due
No records to display.			

Paid Fees

Sort Fee

Fee	Invoice	Computed
Plat DERM Review	I2026052500	\$440.00
Plat FIRE Review	I2026052500	\$267.98
Plat Parks Review Tentative	I2026052500	\$250.00
Plat Review - Tentative - Non Res or Multi-Lot	I2026052500	\$3,900.00
Plat Zoning Review	I2026052500	\$405.56
RER Surcharge	I2026052500	\$355.92

Results per page 10 1 - 6 of 6 << < 1 > >>

Platting Request Plat Committee Meeting Scheduled

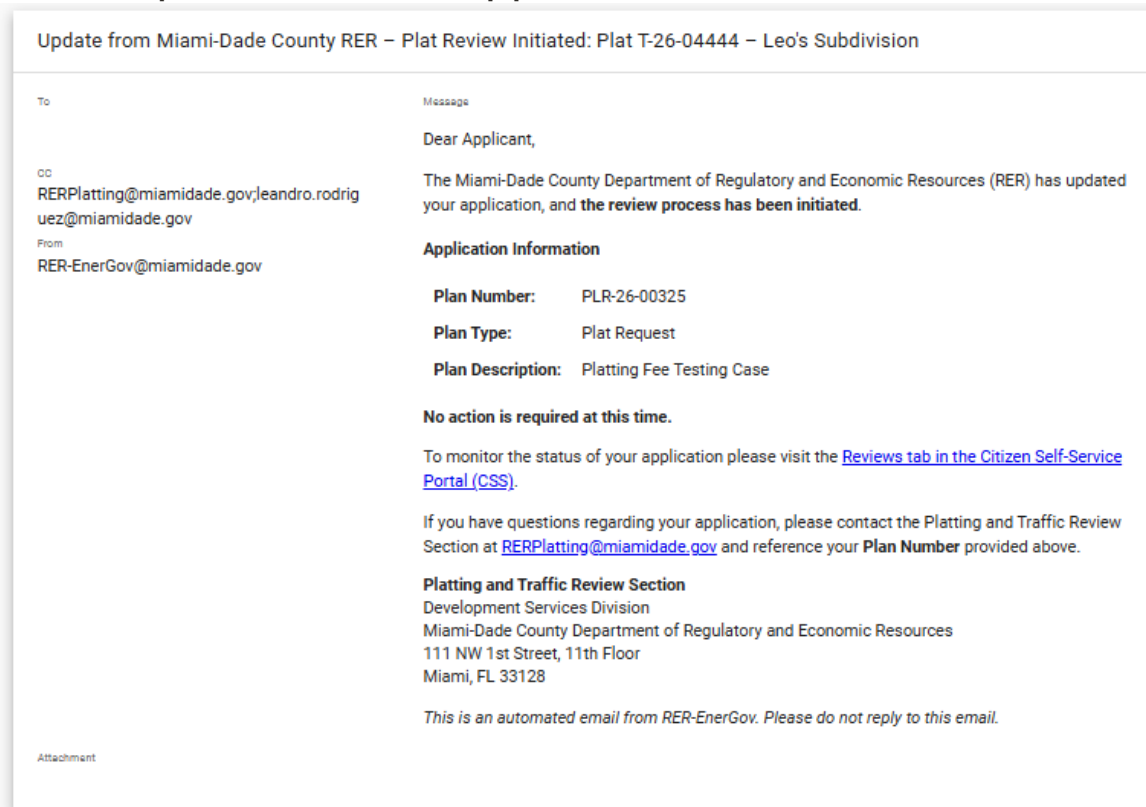
- Once payment has been received in full and the Platting Request scheduled:

- An email notification indicating that it has been added to a scheduled Plat Committee Meeting is sent.
- No action is required from the applicant at this time.



Platting Request Reviews Initiation

- Once the file has been accepted and the review initiated:
 - An email notification indicating that the review process has been initiated will be sent to the applicant.
 - No action is required from the applicant at this time.



Questions and Support



You may direct questions regarding your Platting Request Submission or related queries to the following email address:

RERPlatting@miamidade.gov



For CSS Technical Support:

RER-EGP@miamidade.gov