Department of Regulatory and Economic Resources (RER)

Platting Hold Harmless Submission via the Citizen Self-Service Portal

Prepared by RER Administrative Services Division - Strategic Initiatives Management Team

Platting Hold Harmless Submission
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Introduction to Platting Hold Harmless Submission

9/4/2025

Platting Hold Harmless Submission

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

- ✓ **A CSS account is your gateway to managing Platting Hold Harmless efficiently. Here's what you'll gain:**
  - **Full Control:** Track your submission status anytime.
  - **Easy Documentation:** Submit all necessary documents with just a few clicks.

Ready to streamline your Platting Hold Harmless?
Start by Creating your CSS account today.

Do you have an existing Platting Hold Harmless?

- ✓ 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 Platting Hold **RERPlatting@miamidade.gov**

Platting Hold Harmless Submission Resources

- Resources: Platting Hold Harmless
- For more information please visit the Platting Website: Platting
- 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 Platting Hold Harmless:

RERPlatting@miamidade.gov

Platting Hold Harmless Submission Introduction

- As part of RER's system modernization roadmap, Platting Hold Harmless Submissions will become available on the Citizen Self-Service (CSS) Portal.
- Letters can be submitted for review and approval through the CSS Portal. To access the new Platting Hold Harmless services, the user must create an account.

- Intended for applicants with who would like to start construction prior to a final Plat Approval.
- An approved Platting Hold Harmless letter is required prior to starting construction and prior to a final plat approval.

Platting Hold Harmless Overview

Before Submission

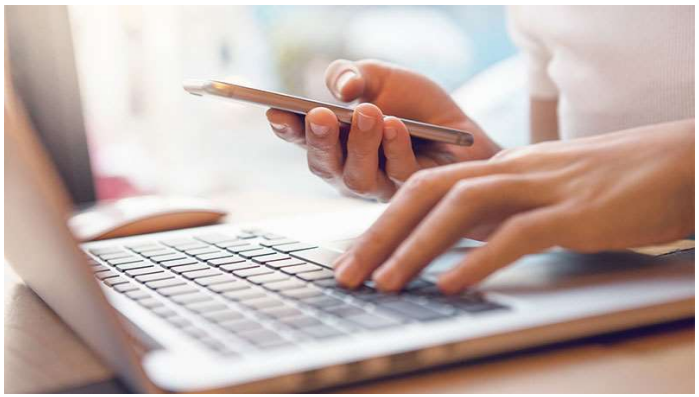
Review application and submission forms

Ready to Submit

Citizen Self-Service Portal Application Assistant – Search for **Platting Hold Harmless**

Track all your applications' statuses

Citizen Self-Service Portal (My Work page)



- You must create an account to submit the Platting Hold Harmless Submission. If you are not registered, create an online CSS account.

Platting Hold Harmless Overview for Buildings and Trailers

Multi-Family Residential, Commercial, or Industrial Buildings

Production – All Tracts/Lots:
For final plats with multiple sites listed for a future BCC agenda.

Tentative Plat – One Tract Only:
For tentative plats with one site; requires:

- Current tentative plat approval
- Paving and drainage plans
- All applicable DERM requirements (water/sewer, environmental monitoring, restoration, trees, etc.)

Letter for Construction or Office Trailer

Allowed when:

- Tentative plat approval is current
- DERM requirements for potable water and sanitary facilities are met

Platting Hold Harmless Overview for Model Homes, Walls and Lift Stations

Letter for Single Family or Townhouse Model Homes

Up to 75% of residential lots permitted when:

- Tentative plat approval is current
- Paving and drainage plans approved
- All applicable DERM requirements met

Letter for Entrance Feature, Perimeter (Double-Frontage) Wall, or Lift Station

Only when:

- Part of a platting project
- Tentative plat approval is current

Common Corrections

- **Plat Not Listed** – Ensure your plat is on record.
- **Applicant Signature Mismatch** – Signature must match the Tentative Plat Application.
- **Paving and Drainage Not Approved** – All plans must be approved before submission.
- **DERM Not Cleared** – Environmental requirements must be satisfied.
- **Wrong Form Used** – Use the correct Hold Harmless form for your project type.
- **Tentative Plat Not Current** – Expired approvals will halt processing.
- **75% List of Lots/Blocks Missing** – Required when applying under the 75% model home allowance.
- **Waiver of Plat Not Approved** – Must be cleared before proceeding

Registration in Citizen Self-Service Portal

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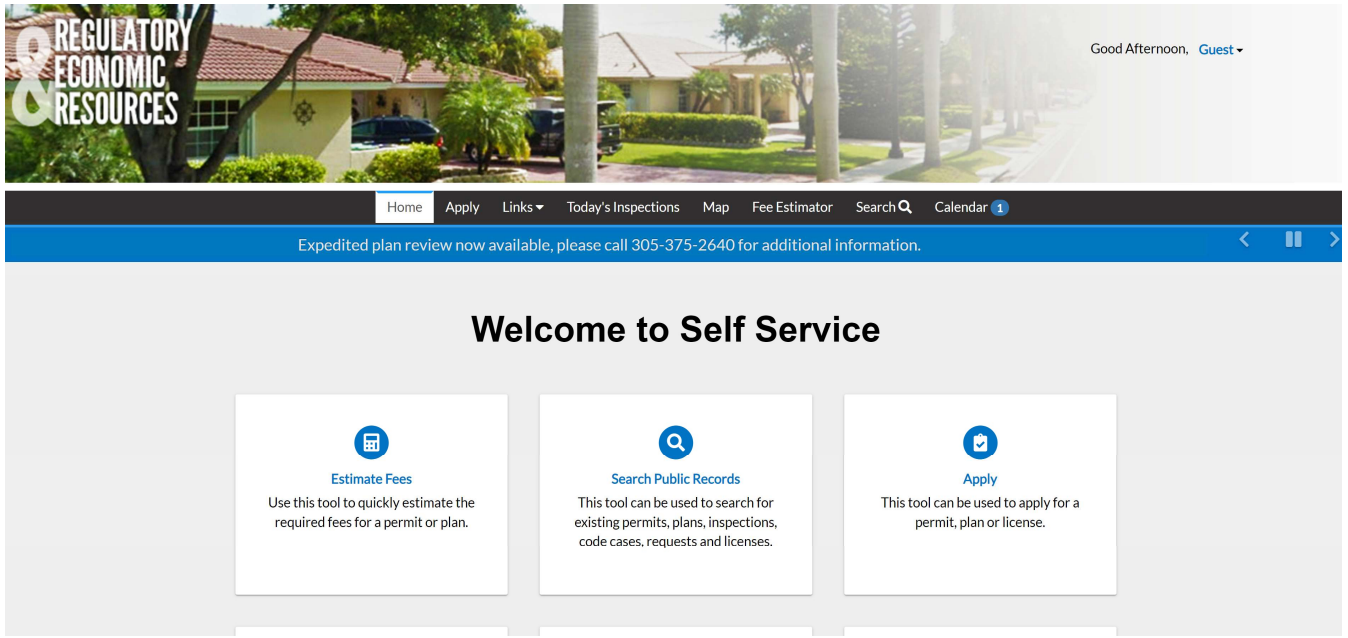
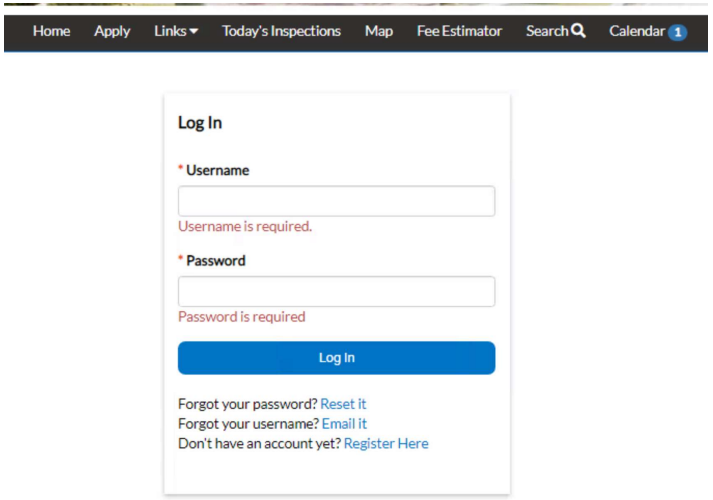
Platting Hold Harmless Overview

- To **access** the Platting Hold Harmess, you **must** register using your email address, if an online user account does not already exist.
- Access the Citizen Self-Service Portal at this link: https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home



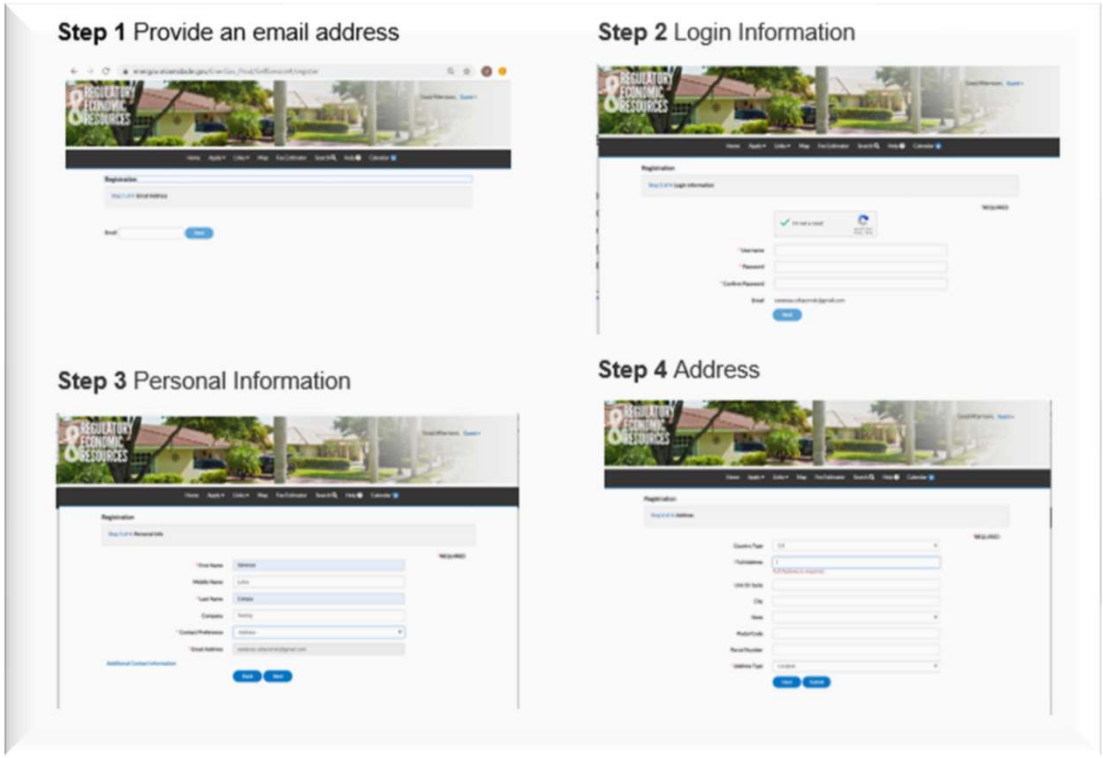
Registered Miami-Dade Citizen Self-Service Portal Users

- If you were previously a registered **Miami-Dade Citizen Self-Service Portal user** and forgot your username or password, go to Miami-Dade Citizen Self-Service Portal – Login Page, select **'Reset it'** or **'Email it'**.



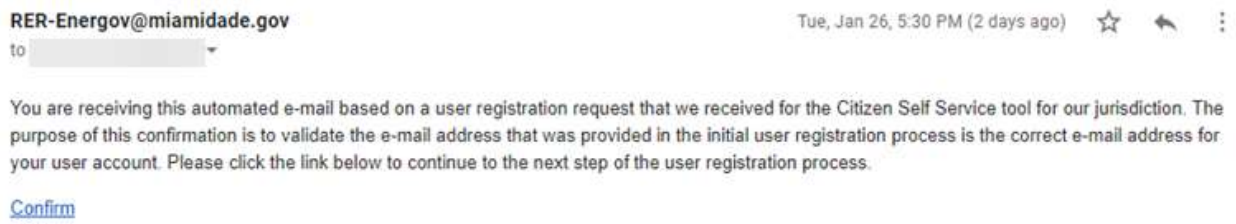
New users to the Miami-Dade Citizen Self-Service Portal account

- 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.
- Please complete the **four (4)** steps in the registration process.



Completing CSS account creation

- After completion, click **'Confirm'** in the confirmation email to access the portal.


RER-Energov@miamidade.gov
Tue, Jan 26, 5:30 PM (2 days ago)
to
You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.
Confirm

- The user will be redirected to CSS to complete the registration process.

Ready to Submit

Application Assistant

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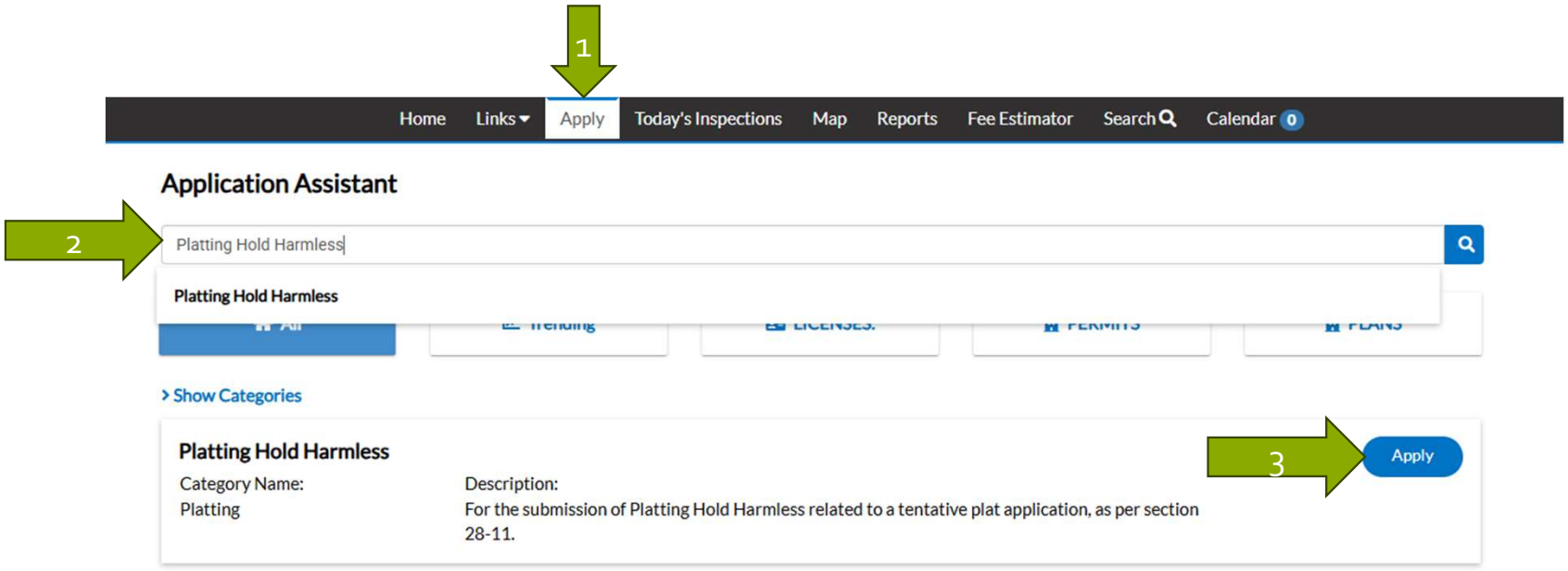
Ready to Submit

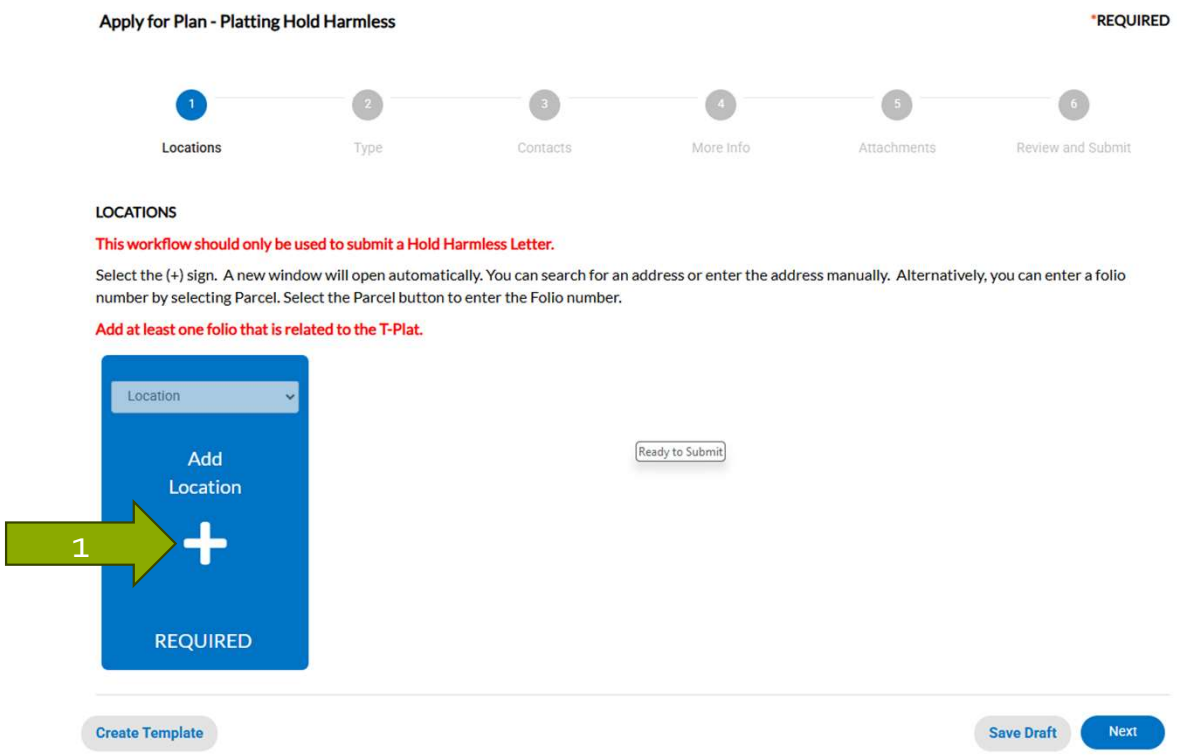
- To submit your Platting Hold Harmless Submission application for intake, select **Apply** and type in **Platting Hold Harmless** in the Application Assistant. The list of applications will be filtered to display the Platting Hold Harmless Submission. Click on the **Apply button.**



Step 1 – Enter the Folio Number

1

The first step is to enter at least one folio that is associated with the T-Plat



Step 1 – Adding a Location by Parcel

1

Steps to Add a Location Using a Parcel Number:

1.Click 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

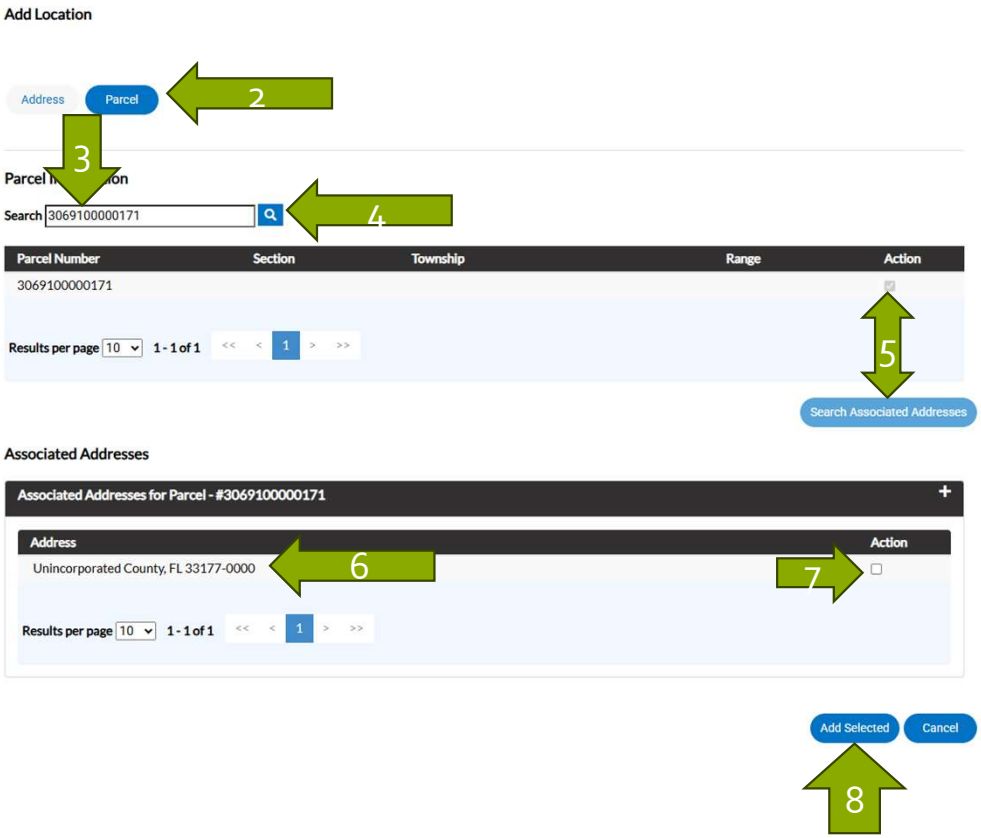
4.Click the Search button (🔍) to locate the parcel.

5.Once the parcel appears, click on the “Action Button“ and then Search Associated Addresses.”

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

7.Click the checkbox under the “Action” column to select the address.

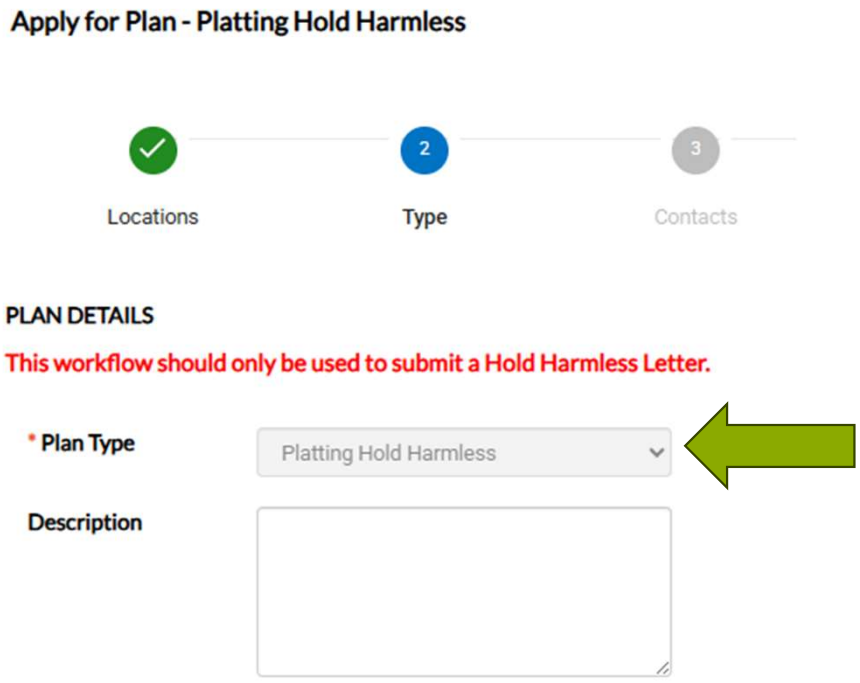
8.Click “Add Selected” to complete the process



Step 2 – Plan Type

2

There is no action needed in this step, just confirm that you are submitting a Platting Hold Harmless Plan.



Step 3 - Contacts

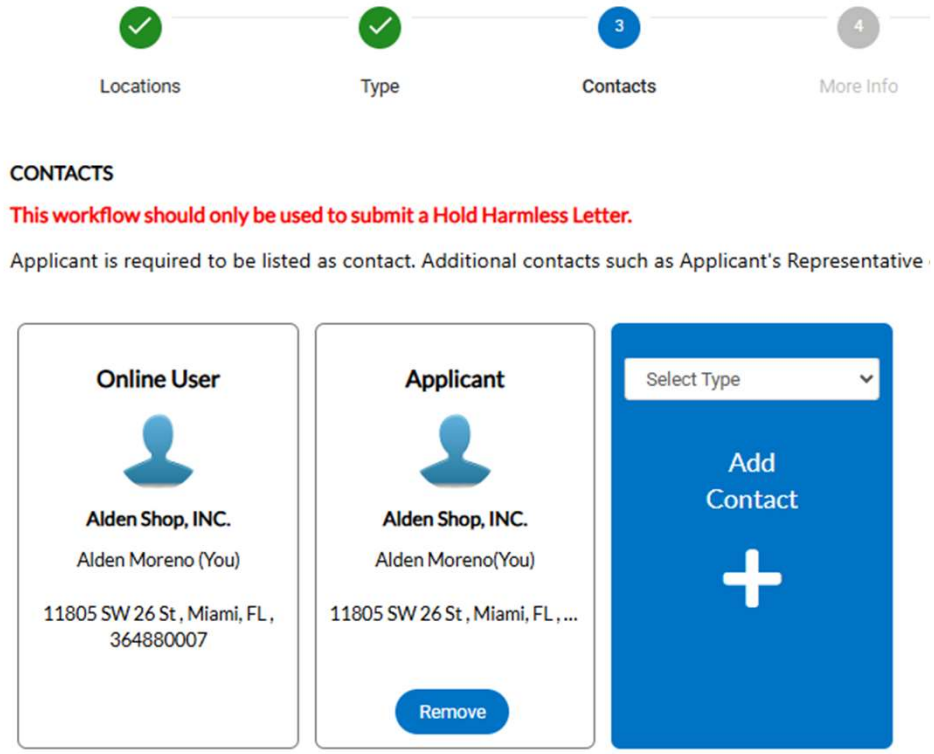
3

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, click on the "+" sign.

You may also add:

- Additional roles such as Applicant's Representative or other support contacts
- Use the dropdown to select type of contact, then click Add Contact



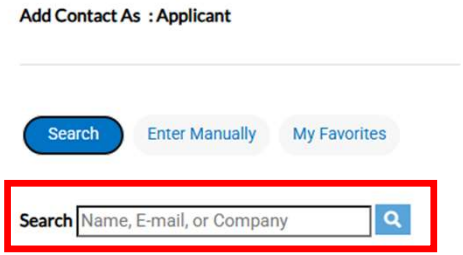
Step 3 - Contacts

3

To enter the applicant contact information, you can:

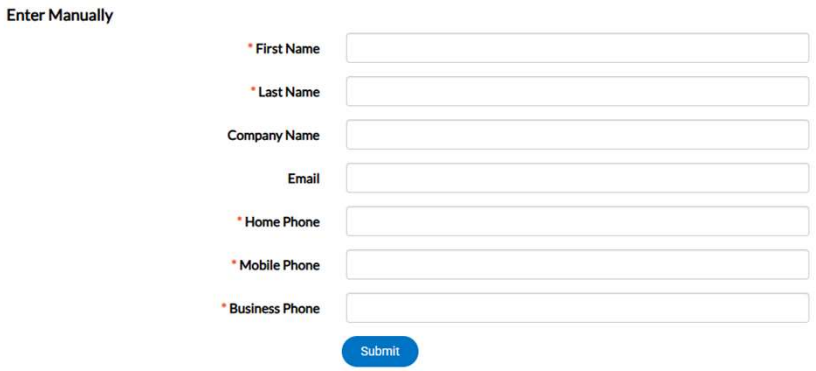
Search for an existing user

- Use the Search tab
- Enter a name, email address, or company name
- Select the correct result from the list



Or enter a new contact manually

- Click the “Enter Manually” tab
- Complete all required fields (marked with a red asterisk)



Step 4 – More Info

4

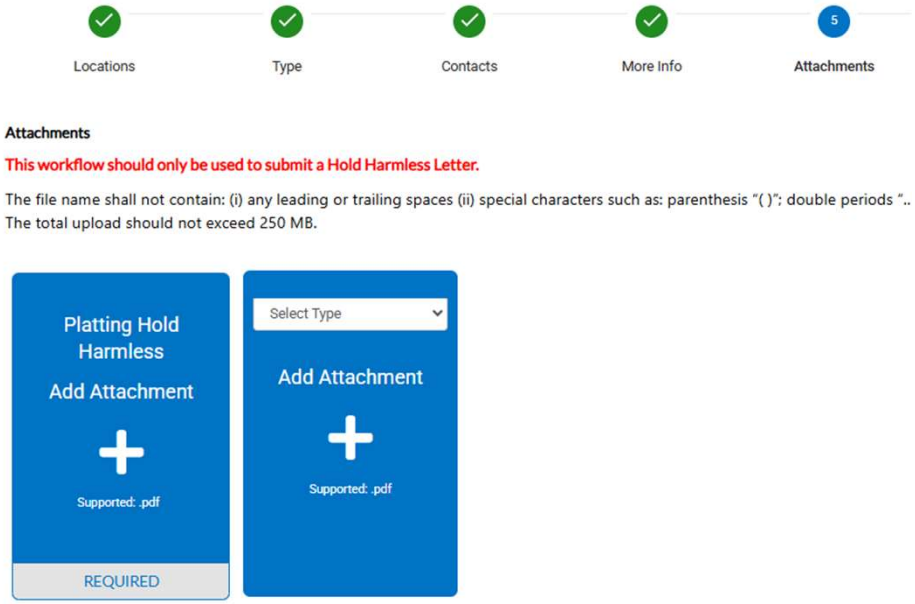
All required fields must be filled in before your request can be processed.
Required fields are marked with a red asterisk (*)

1. **Tentative Plat Number (Required)** – Enter your project's tentative plat number.
2. **Building Process Number** (Required) – If not applicable, type N/A.
3. **T-Plat/Waiver of Plat Name or Project Name** (Required) – Provide the official name of your project.
4. **Affordable Housing (Required)** – Select Yes or No from the dropdown.
5. **Workforce Housing Project (Required)** – Select Yes or No from the dropdown.
6. **Hold Harmless Request Type** – Choose from the dropdown options.
7. **Total Lots** – Enter the total number of lots in the project.
8. **Hold Harmless Lots** – Specify the lots you want the hold harmless to apply to.
9. **Lot Description** – Provide the legal description of the lot.

Step 5 - Attachments

5

- Attach the **Corresponding Hold Harmless Letter**, this should be the same that has been submitted in the past. The letter must be in PDF format. To add additional attachments, select the **plus (+) symbol** on the blue tile and select a file type Select **Next**.

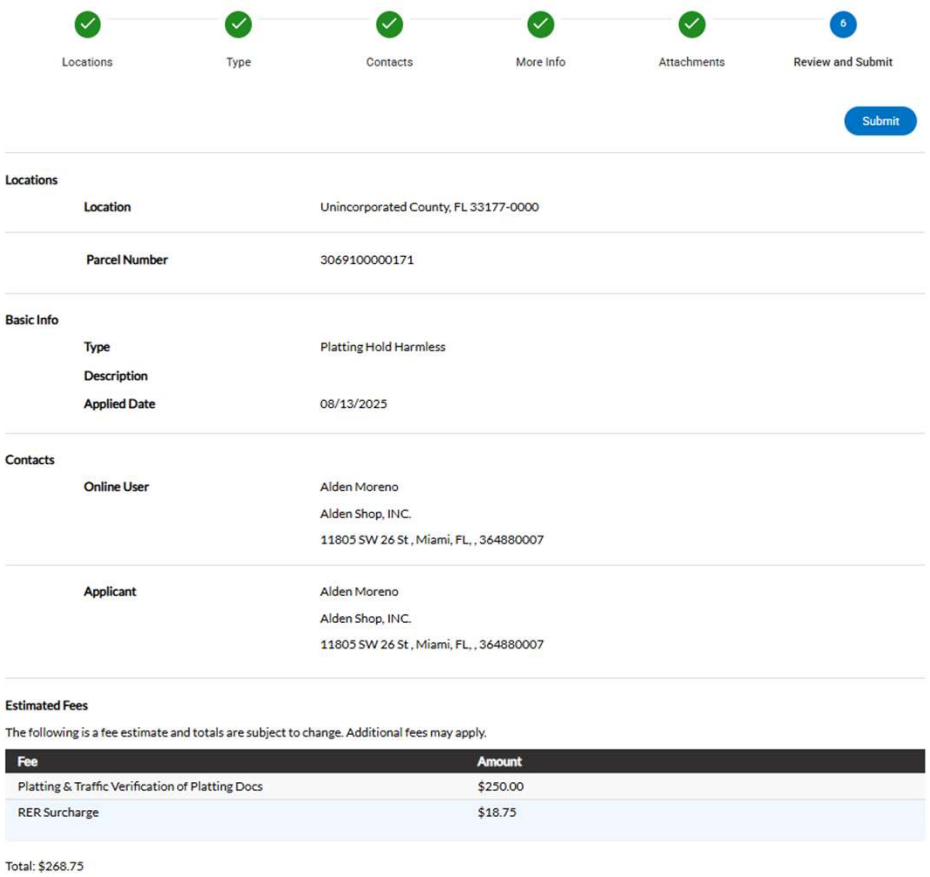


Step 6 - Review and Submit

6

- Review your intake submission and **scroll down to select submit**.
- Please keep in mind that once you submit, the system will automatically generate an invoice.

Do not hit submit more than one time.



CSS - Dash Board

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

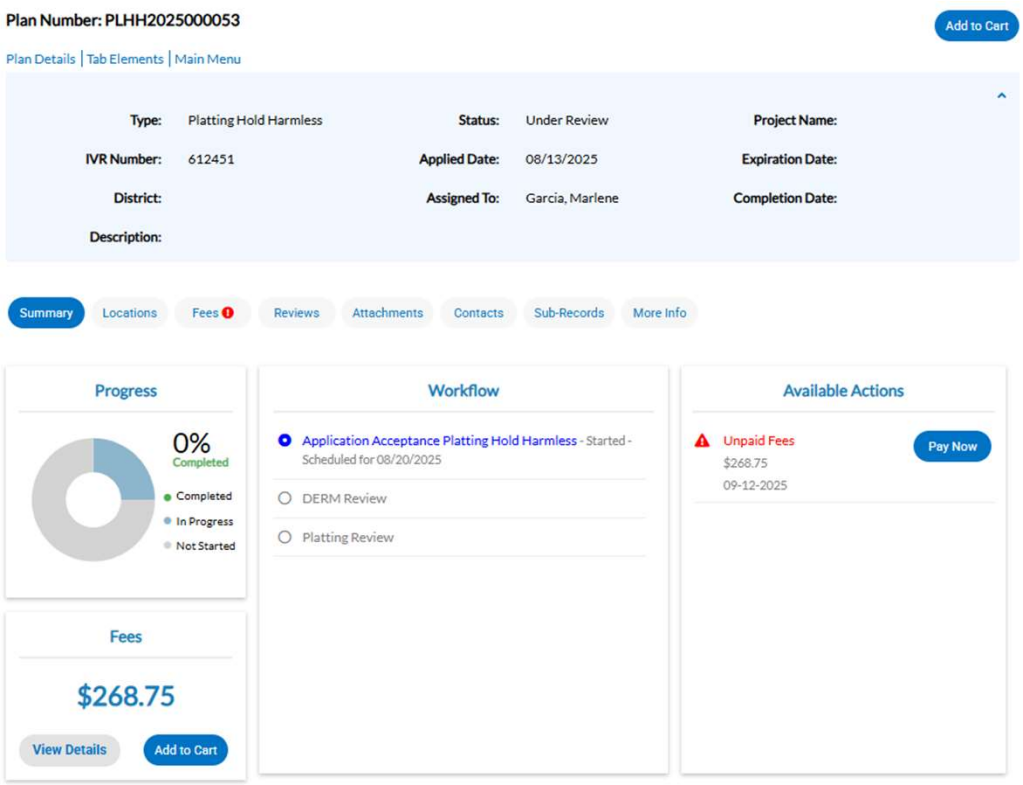
Plan Number & Status
- Shows your unique Plan Number (keep this for all correspondence).
- Displays your application status (e.g., Under Review).

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

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

Workflow
- Step-by-step review process for your application.
- Each stage (e.g., *Application Acceptance*, *DERM Review*, *Platting Review*) will update as you move forward.

Fees & Payment
- Displays amount owed and payment due date.
- Click Pay Now to submit payment online.

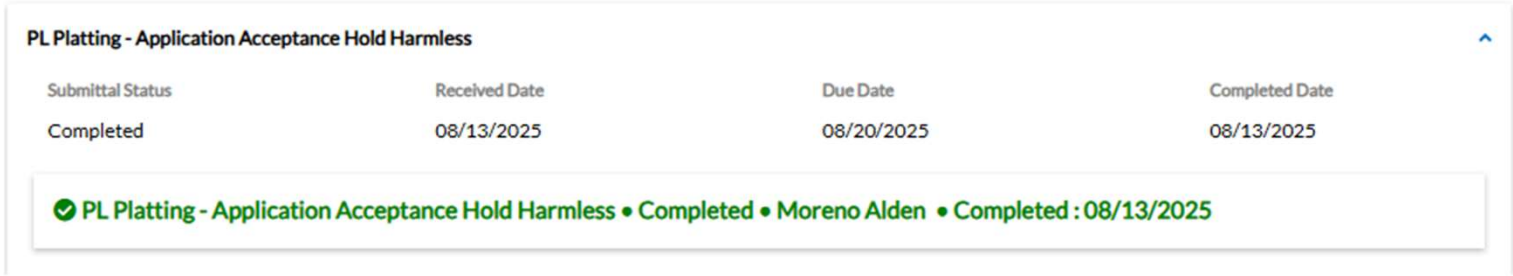


Platting Hold Harmeless Submissions Review

9/4/2025

Platting Hold Harmless Submission Documents Review from email

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



Confirmation Email and Next Steps

- Upon Approval of the submitted Hold Harmless Letter the applicant will receive an email indicating that it was received.

Message

Dear Citizen:

The documents submitted have been received.

Plan Summary Attachments

For questions please contact RERPlatting@miamidade.gov

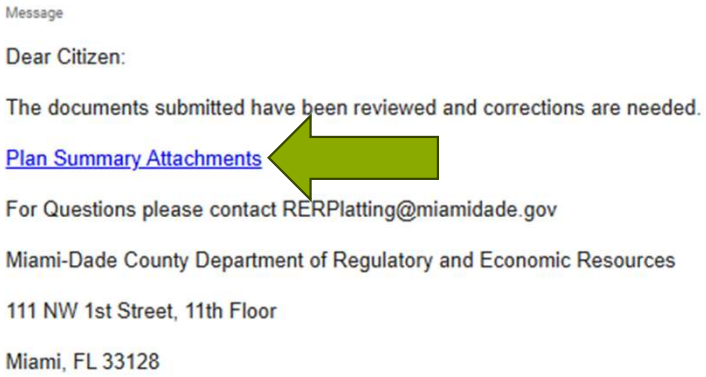
Miami-Dade County Department of Regulatory and Economic Resources

111 NW 1st Street, 11th Floor

Miami, FL 33128

Corrections to needed to the Report

- If corrections are required by the reviewer, the applicant will receive an email with a link to the CSS Summary Attachments.
- A Plan Corrections Report will be attached if corrections are needed. To ensure your documents are reviewed, please carefully review any comments provided and make the necessary corrections.
- Visit the Citizen Self-Service Portal by clicking on the **Plan Summary Attachments** link included in the email to go directly to the relevant **Attachments** tab.


Message

Dear Citizen:

The documents submitted have been reviewed and corrections are needed.

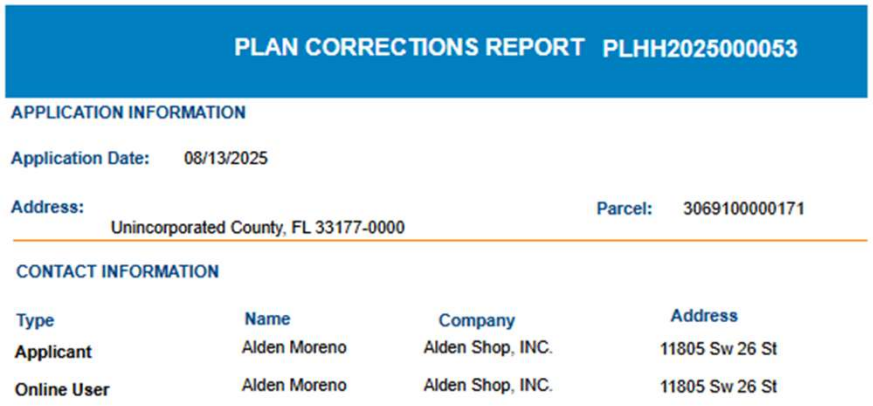
Plan Summary Attachments

For Questions please contact RERPlatting@miamidade.gov

Miami-Dade County Department of Regulatory and Economic Resources

111 NW 1st Street, 11th Floor

Miami, FL 33128


PLAN CORRECTIONS REPORT PLHH2025000053

APPLICATION INFORMATION

Application Date: 08/13/2025

Address: Unincorporated County, FL 33177-0000 Parcel: 3069100000171

CONTACT INFORMATION

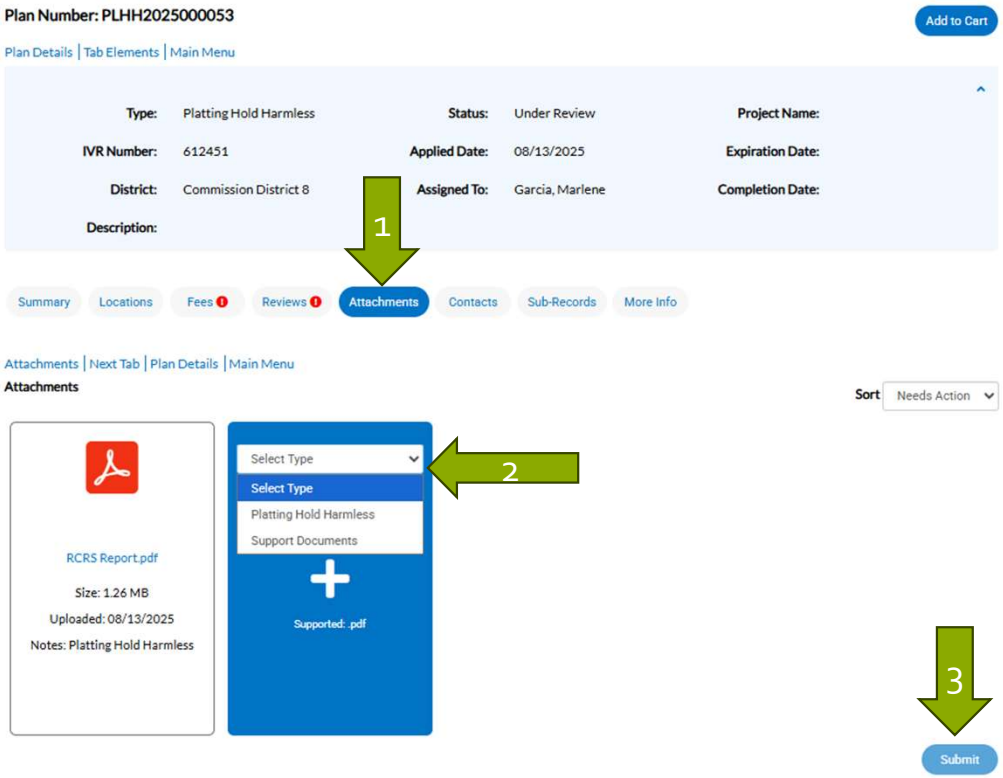
Type	Name	Company	Address
Applicant	Alden Moreno	Alden Shop, INC.	11805 Sw 26 St
Online User	Alden Moreno	Alden Shop, INC.	11805 Sw 26 St

Resubmitting Corrections

In the CSS Portal:

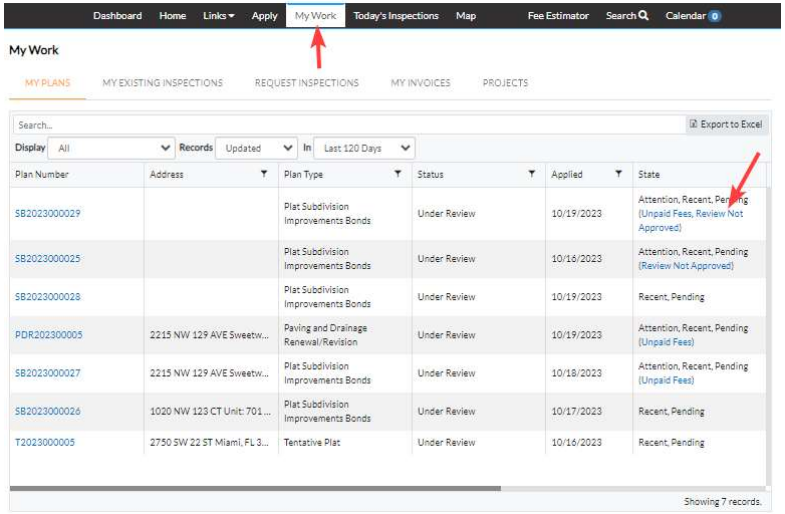
- From the Attachments (1) tab, you can (2) select from the drop-down menu if this is another hold harmless letter or supporting documentation and (3) click the submit button.

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



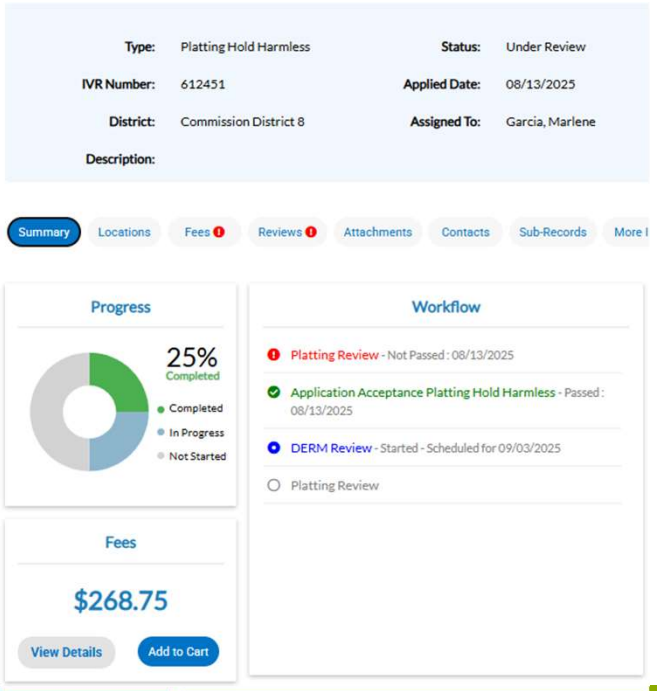
Submission Reviews from CSS

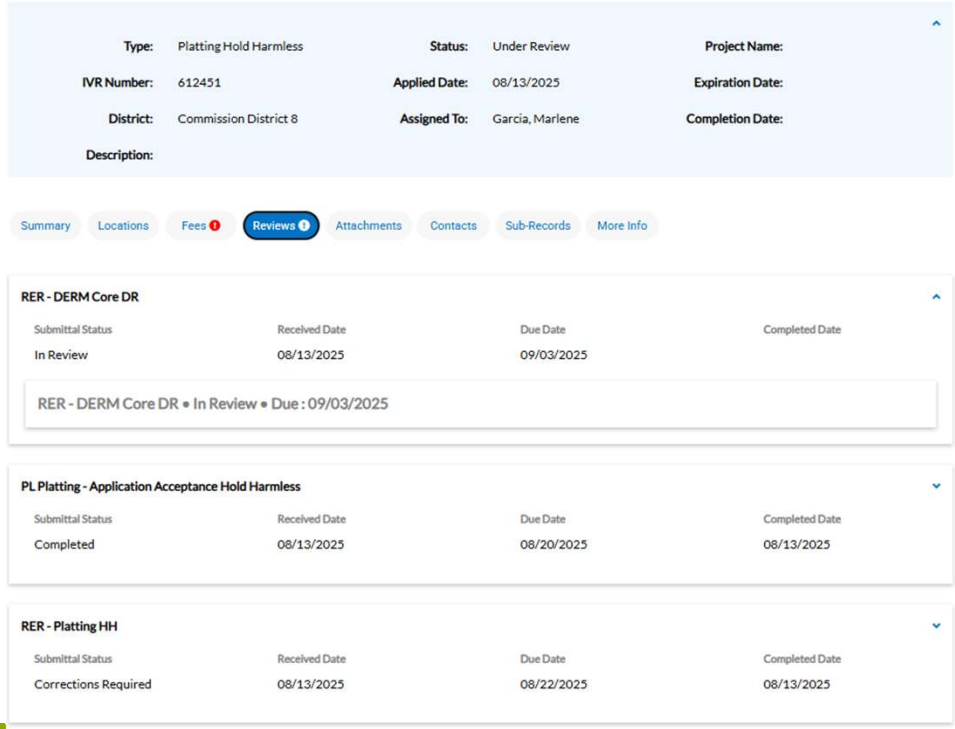
- To review the status of your submission, click on **My Work** on the main navigation menu in CSS, and select the relevant **Plan Numbers Review link.**
- This will take you to the **Reviews** tab and you can go to the **dropdown (1)** menu to see **Comments (2)** related to the review.
- You can select the **Attachments** tab and follow the upload steps provided previously when ready to resubmit.



Summary Review page

- Once a **Platting Hold Harmless Letter** has been submitted or resubmitted, you can review the current status from the **Summary page** as shown below by selecting the **Reviews** tab.



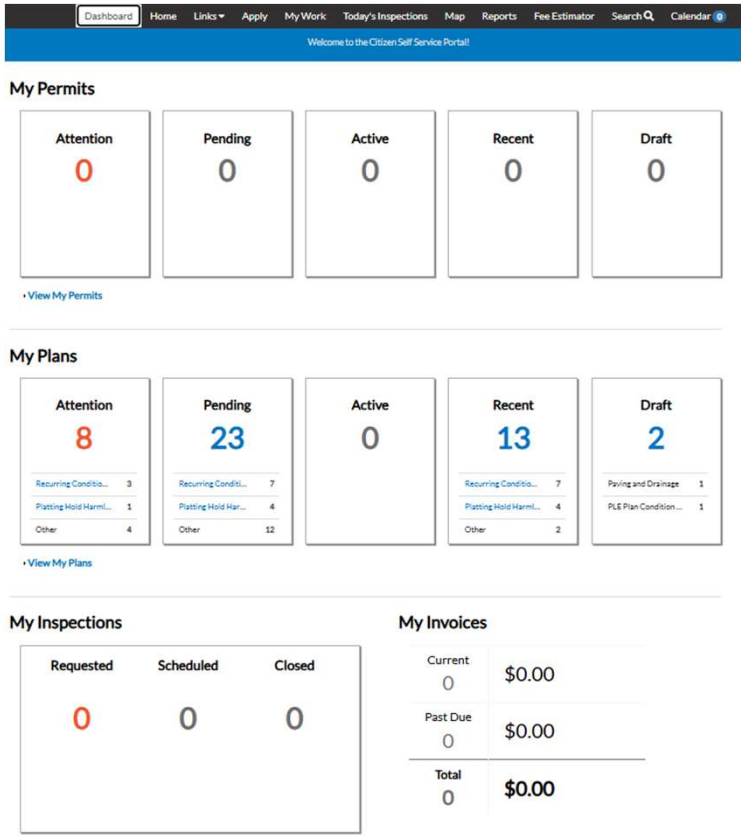


Plans Review Dashboard

An overview of all current 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
- Invoices
- Inspection requests

You can click the links to see a **My Work** list with each type of **Plan**.



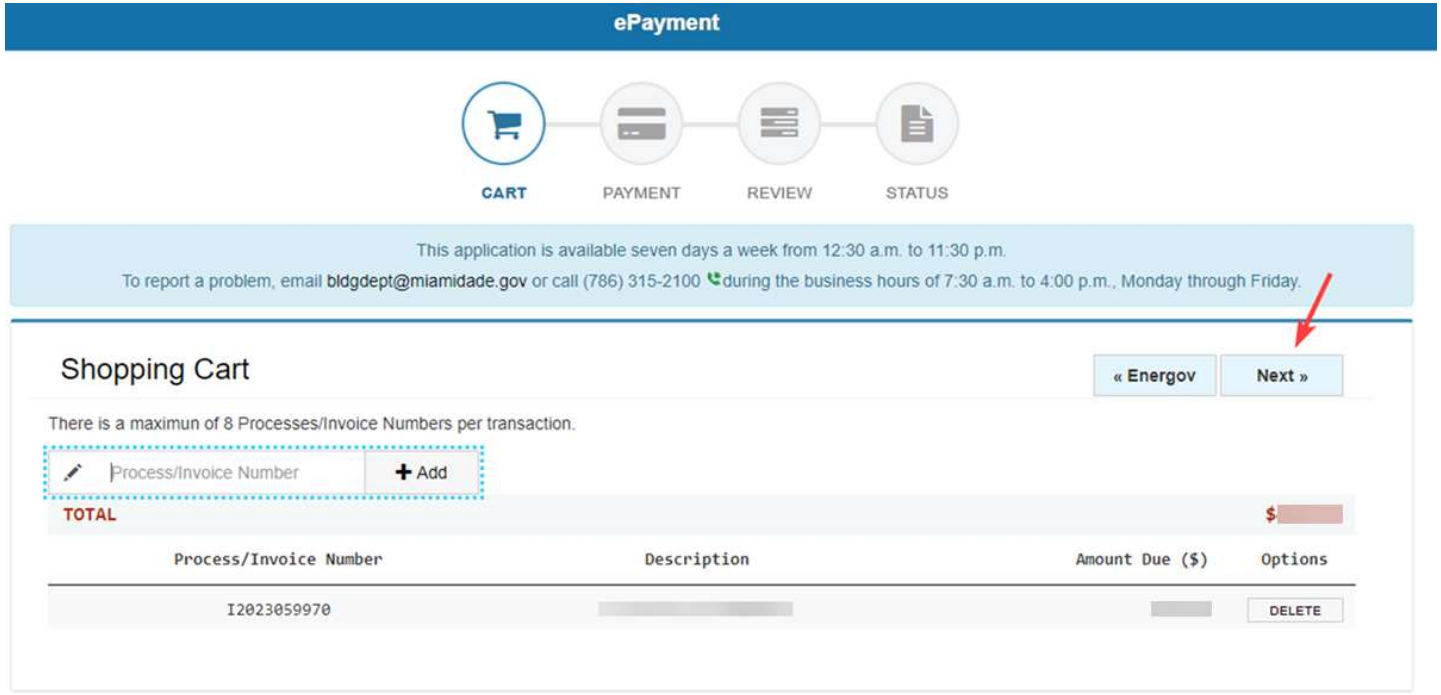
Pay Online

Subdivision Bond Application and Inspections

9/4/2025

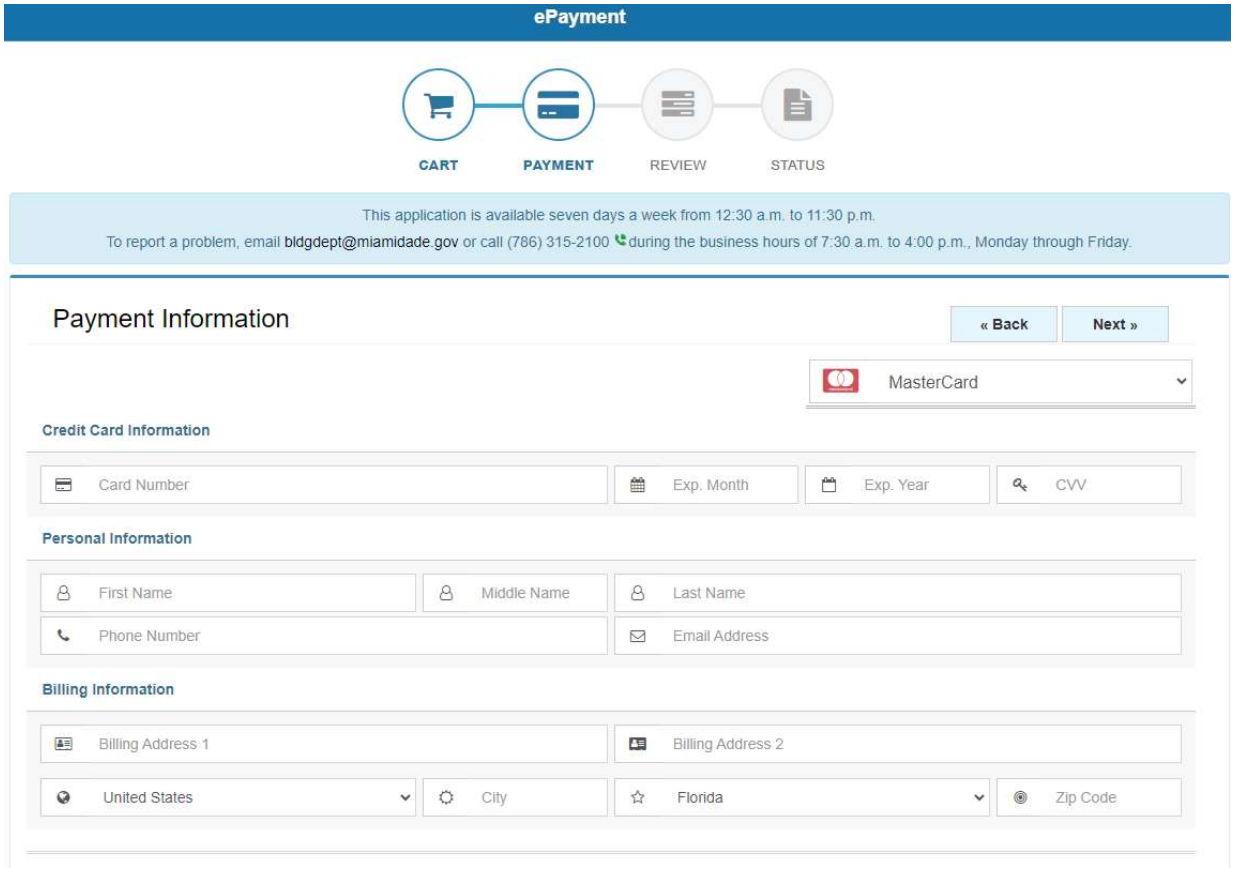
Pay online - ePayment

- After selecting Check Out in the Citizen Self-Service Portal, you will be redirected to the **ePayment** screen.
- When you're ready, you can select the **Next >>** button to continue to payment.



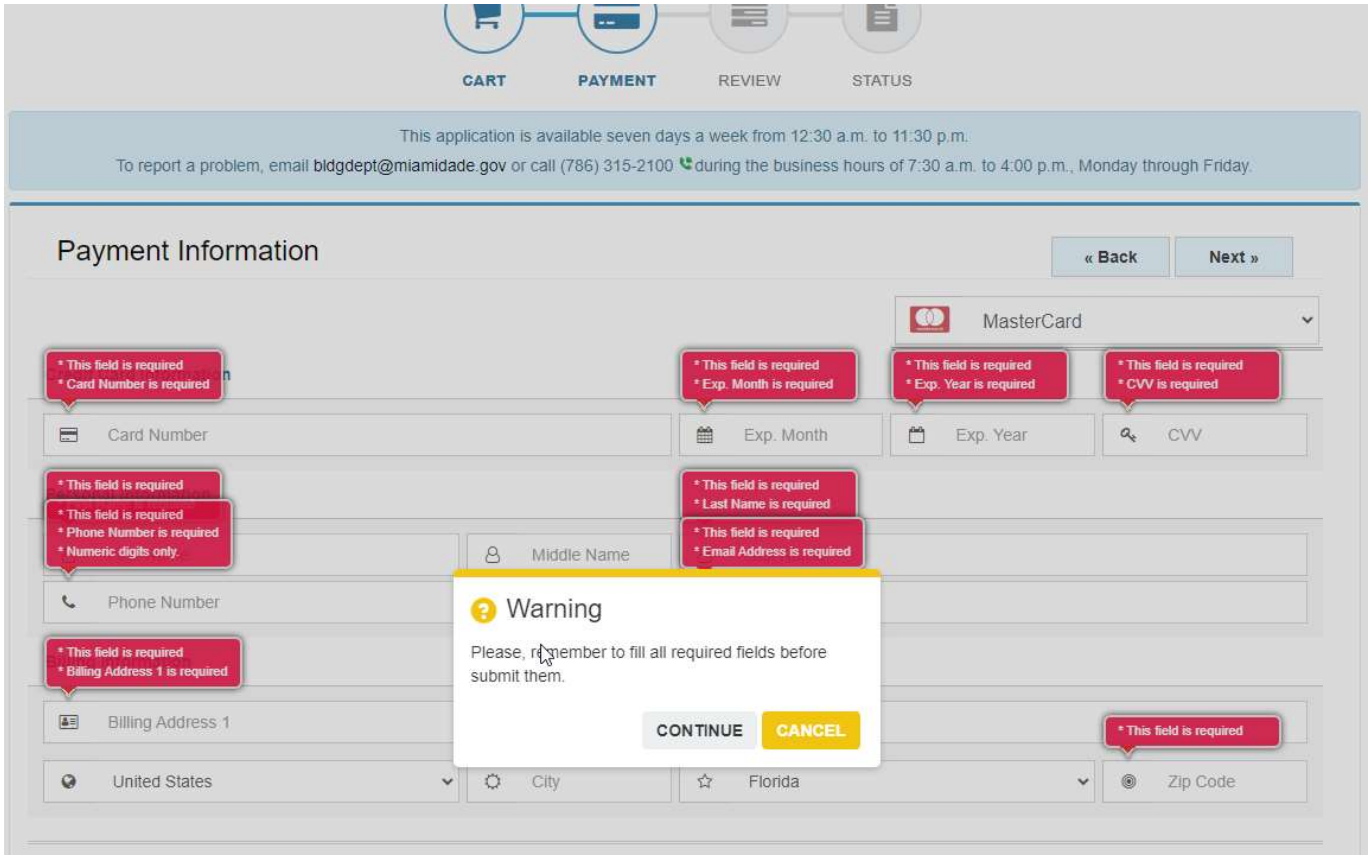
Pay online

- Complete the payment information and select next.



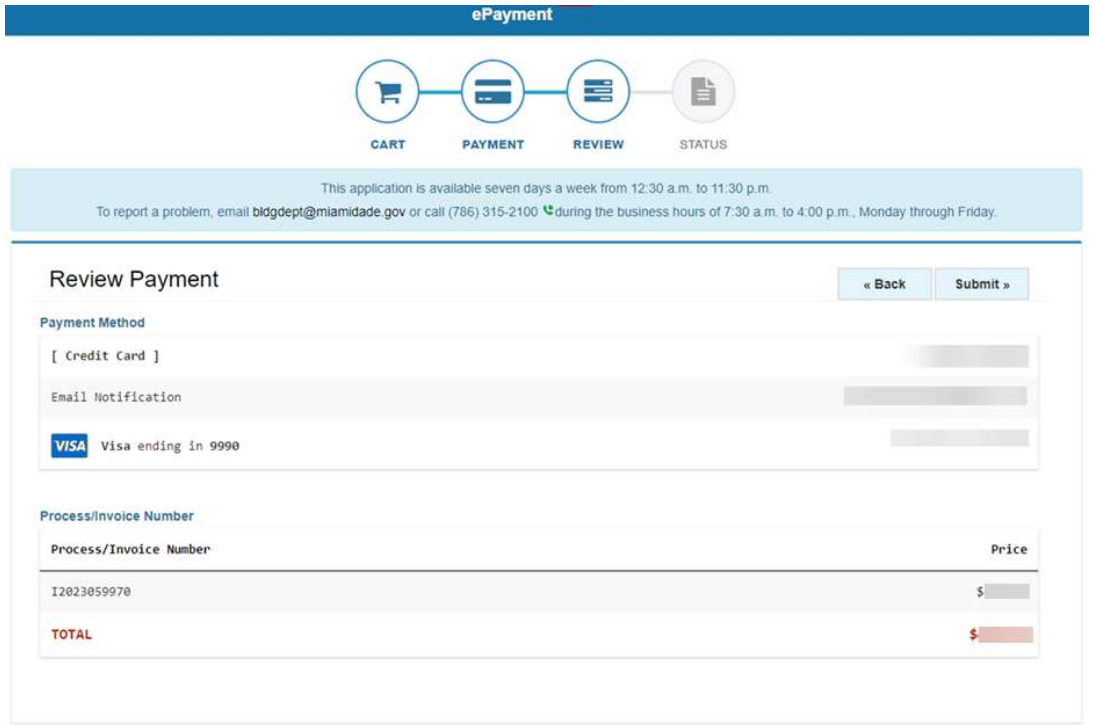
Pay online

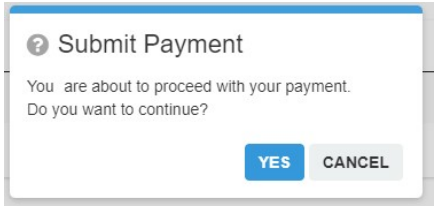
- Any missing fields will receive a warning .

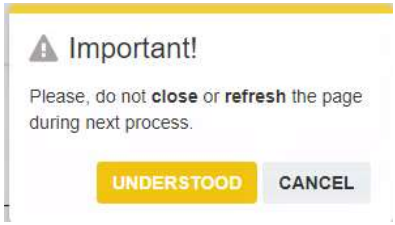


Pay online

- Review payment information along with **Invoice Number**.
- Select **Yes** to submit payment and **Understood** to move forward.

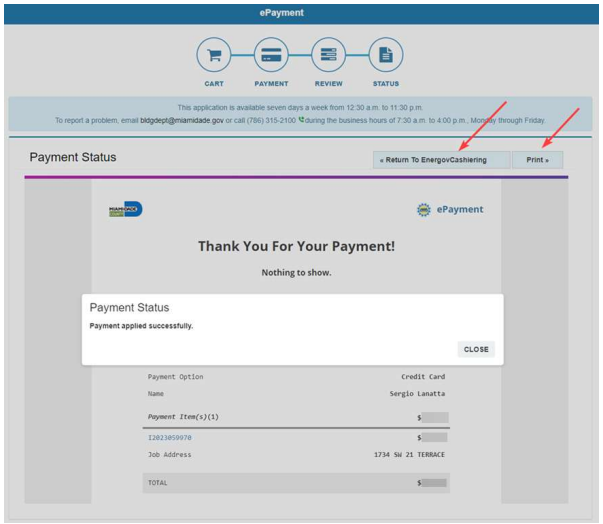


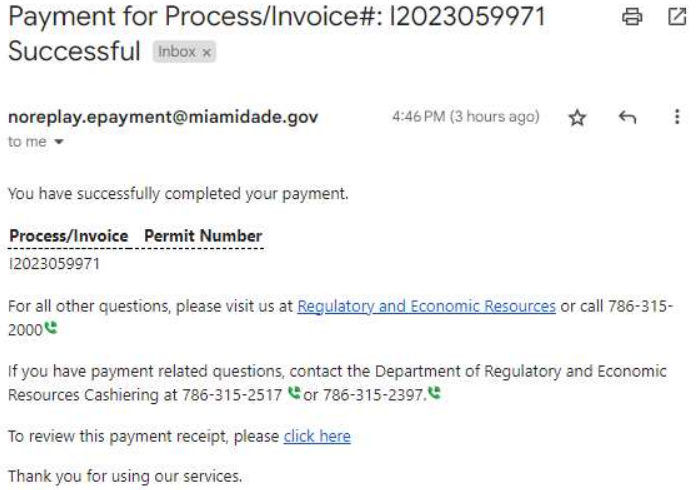




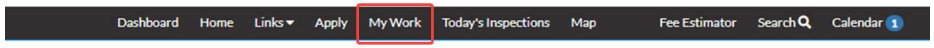
Print receipt

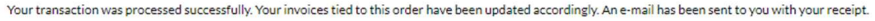
- After completing payment, you must **print** a receipt for your records of the transaction. An e-mail is sent to you with payment confirmation along with your invoice number. You can select "**Return to EnerGovCashiering"** to return to the **CSS** transaction processed screen (see bottom of slide).





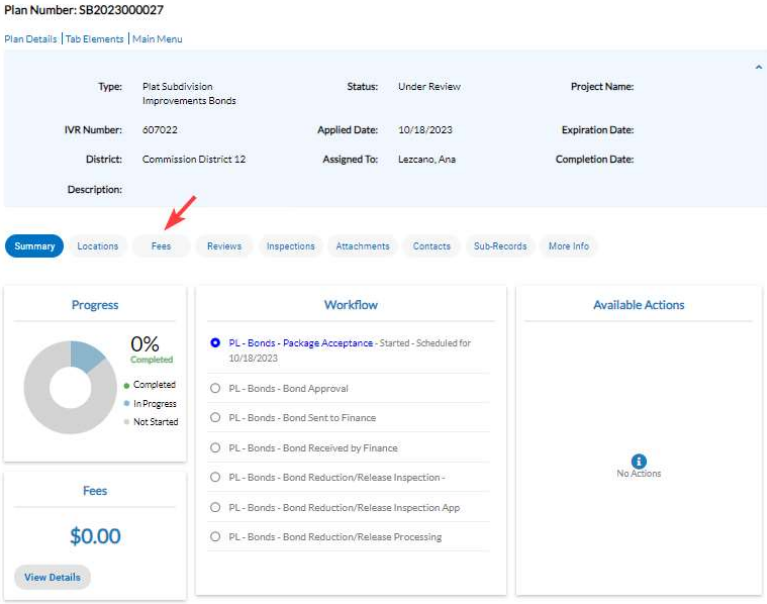
- From **CSS**, you may select the **My Work** tab and the relevant Plan number.

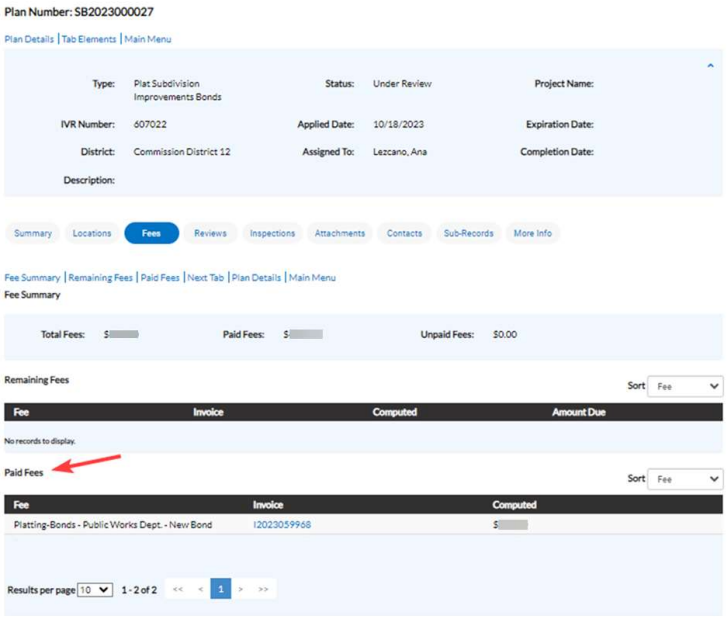




Completed payment

- From the **Plan Summary** page, you may select **Fees** to review the **Paid Fee** status and see which step in the Workflow your plans are in.





Questions and Support

Questions

- You may direct questions regarding your Platting Hold Harmless Submission or related queries to the following:

RERPlatting@miamidade.gov