

Department of Regulatory and Economic Resources (RER)



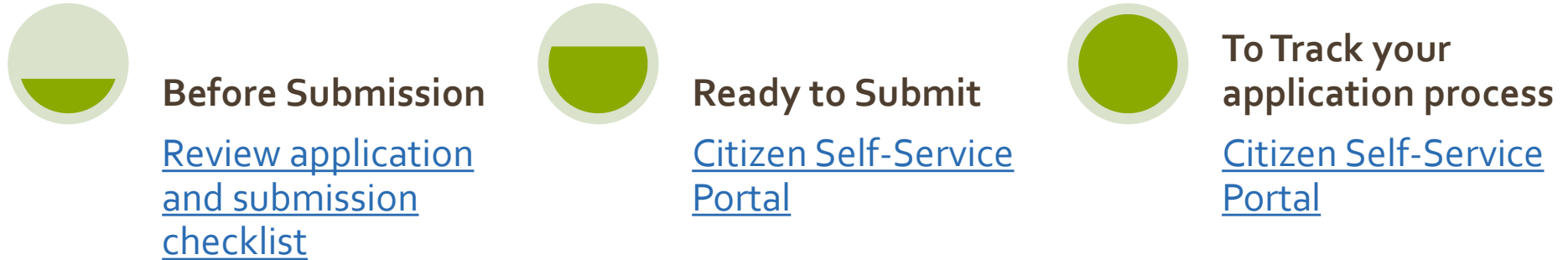
Paving and Drainage plans review through Citizen Self Service Portal



Paving and Drainage plans review

- Online submission of Paving and Drainage applications and corrections for Tentative Plats and Waiver of Plats to include new applications, corrections and revisions.
- [Review application and submission checklist](#)
- The progress of your submission is available on the Citizen Self-Service (CSS) Portal.

Paving and Drainage plans review



Paving and Drainage plans review

- Access the Citizen Self-Service Portal at this link:

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

The screenshot shows the Citizen Self-Service Portal homepage. At the top, there is a banner with the text "REGULATORY & ECONOMIC RESOURCES" and a background image of a residential street. Below the banner is a navigation bar with links: Home, Apply, Links, Map, Fee Estimator, Search, Help, and Calendar. A welcome message "Welcome to the Citizen Self Service Portal!" is displayed below the navigation bar. The main content area is titled "Welcome to Self Service" and features six service tiles arranged in a 2x3 grid:

- Estimate Fees**: Use this tool to quickly estimate the required fees for a permit or plan.
- Search Public Records**: This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Apply**: This tool can be used to apply for a permit, plan or license.
- Login or Register**: Login to an existing or create a new account. You can also find help if you forgot your login information.
- Pay Invoice**: Use this tool to pay for individual invoices.
- Map**: Explore the map to see the activity occurring in your neighborhood.

At the bottom of the page, there is a footer with the Miami-Dade County logo and a list of links: Home, Privacy Statement, Disclaimer, About Us, ADA Notice, Phone Directory, and Contact Us. Below the links, it states "© 2016 Miami-Dade County. All rights reserved."

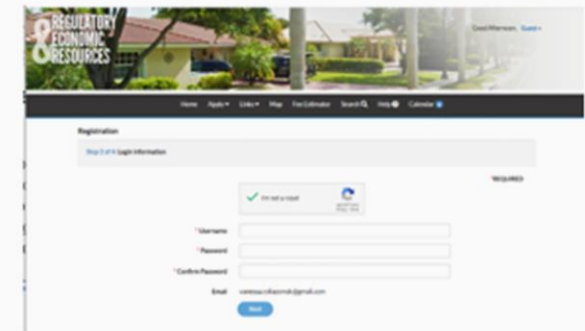
Getting Ready to Submit

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

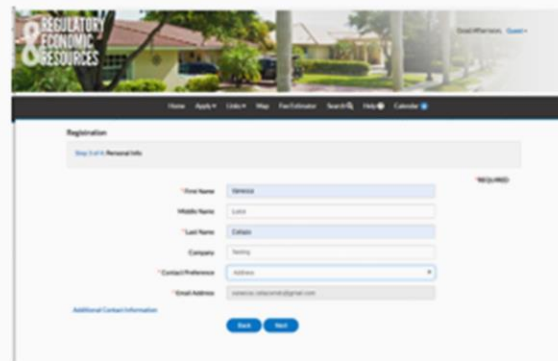
Step 1 Provide an email address



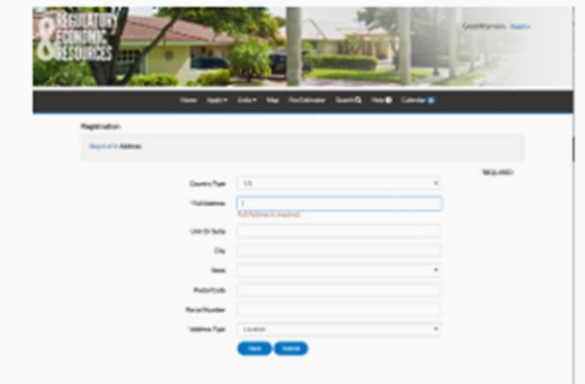
Step 2 Login Information



Step 3 Personal Information



Step 4 Address



Ready to Submit

- To submit your plat for intake, select **Apply** and **All**. A new window will open, scroll down to select **Paving and Drainage** and click the **Apply** button.

The screenshot displays the Regulatory & Economic Resources website interface. At the top, a banner features the text "REGULATORY & ECONOMIC RESOURCES" over a background image of a house. Below the banner is a navigation bar with links: Dashboard, Home, **Apply** (highlighted with a red box), Links, View, Map, Fee Estimator, Search, and Help. A "Calendar 0" link is also present. The main content area is divided into two columns: "PERMITS" and "PLANS". Under "PERMITS", there is a link for "Lake Permit/Landfill" and a link for "All (1)". Under "PLANS", there are several links: "Administrative Adjustment", "Pre-Application", "Zoning Hearing", "Substantial Compliance", "Administrative Site Plan Review", and "All (26)" (highlighted with a red box). A large blue arrow points from the "All (26)" link up to the "Apply" button in the navigation bar. A modal window titled "Paving and Drainage" is open, showing a description of the permit and an "Apply" button.

Paving and Drainage

Category Name: Platting

Description: As per Chapter 28-13, any permit to construct, and or alter drainage ways, such as, but not limited to deepening, widening, fill, reroute or alter in anyway existing ditches, drain and/or canal will require a written permit from the County's Department of Regulatory & Economic Resources (RER) and the Department of Transportation & Public Works (DTPW).

Apply

Dashboard Home **Apply** Links View Map Fee Estimator Search Help

Calendar 0

PERMITS

- > Lake Permit/Landfill
- > All (1)

PLANS

- > Administrative Adjustment
- > Pre-Application
- > Zoning Hearing
- > Substantial Compliance
- > Administrative Site Plan Review
- > **All (26)**

Step 1 - Locations

1

- Select the **plus (+)** 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.
- Please note you can enter multiple folio numbers or addresses by selecting the + plus symbol on the blue tile.

The screenshot shows a web application interface for adding a location. At the top, there is a navigation bar with links: Dashboard, Home, Links, and Apply. Below this, a link labeled 'Back to Application' is visible. The main section is titled 'Add Location', which is highlighted with a red rectangle. Under this title, there are two tabs: 'Address' (active) and 'Parcel'. Below the tabs, there is a section labeled 'Add Address As' followed by a dropdown menu currently set to 'Location', also highlighted with a red rectangle. Further down, there are two buttons: 'Search' and 'Enter Manually'. At the bottom, there is a section titled 'Address Information' containing a search bar with the placeholder text 'Search Addresses' and a magnifying glass icon.

Step 1 - Locations

1

- Enter a folio number by selecting **Parcel**. Check the action checkbox.
- After you check the action checkbox, you will be redirected to the main window. Click **Next** when address or folio is entered.

Dashboard Home Apply ▾

◀ Back to Application

Add Location

Address **Parcel**

Parcel Information

Search 3040280000040 🔍

Dashboard Home Apply ▾ Links ▾ View ▾ Map Fee Estimator Search 🔍 Help ⓘ Calendar ⓘ

◀ Back to Application

Add Location

Address **Parcel**

Parcel Information

Search 3040280000040 🔍

Parcel Number	Section	Township	Range	Action
3040280000040				<input checked="" type="checkbox"/>

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

Search Associated Addresses

Associated Addresses

Associated Addresses for Parcel - #3040280000040 +

Address	Action
5680 SW 87 AVE Unincorporated County, FL 33173-1618	<input checked="" type="checkbox"/>

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

Add Selected Cancel

Step 2 - Plan Type

2

- The **Paving and Drainage** will be automatically selected. Select **Next** at the bottom of the page to continue.

Dashboard Home Apply ▾ Links ▾ View ▾ Map Fee Estimator Search 🔍 Help ⓘ Calendar 0

Apply for Plan - Paving and Drainage *REQUIRED

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

PLAN DETAILS

Online submission of paving and drainage application and plans for review by the Department of Regulatory & Economic Resources (RER) and the Department of Transportation & Public Works (DTPW).

* Plan Type: Paving and Drainage ▾

Description:

Buttons: Back Create Template Save Draft **Next**

Step 3 - Contacts

3

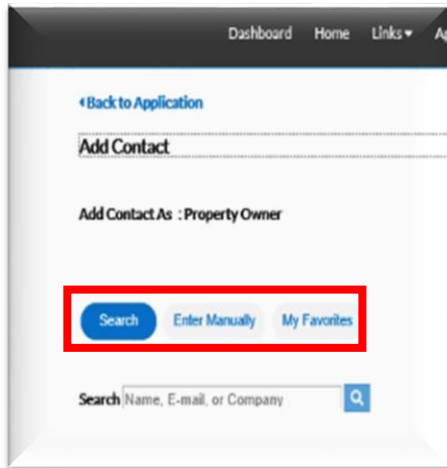
- Add the **Engineer** and **Property Owner** contact information by selecting the + plus symbol on the blue tile. Add the **Surveyor** and/or **Applicant's Representative** depending on your submission type. Select **Next** to continue.

The screenshot shows a web application interface for 'Apply for Plan - Paving and Drainage'. The top navigation bar includes links for Dashboard, Home, Apply, Links, View, Map, Fee Estimator, Search, Help, and Calendar. The main header area displays the title 'Apply for Plan - Paving and Drainage' and a 'REQUIRED' status. Below the header is a progress bar with six steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (active), 4. More info, 5. Attachments, and 6. Review and Submit. The 'CONTACTS' section contains a text box stating: 'Engineer and a Property Owner are required to be listed as contacts. Additional contacts such as Applicant's Representative can be added as necessary.' Below this text are three blue tiles for adding contacts: 'Online User' (with a profile icon and a plus sign), 'Engineer' (with a plus sign and a 'REQUIRED' label), and 'Property Owner' (with a plus sign and a 'REQUIRED' label). To the right of these tiles is a dropdown menu currently set to 'Engineer' with a plus sign and a 'REQUIRED' label. At the bottom of the form, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'. The 'Next' button is highlighted with a red rectangle.

Step 3 - Contacts

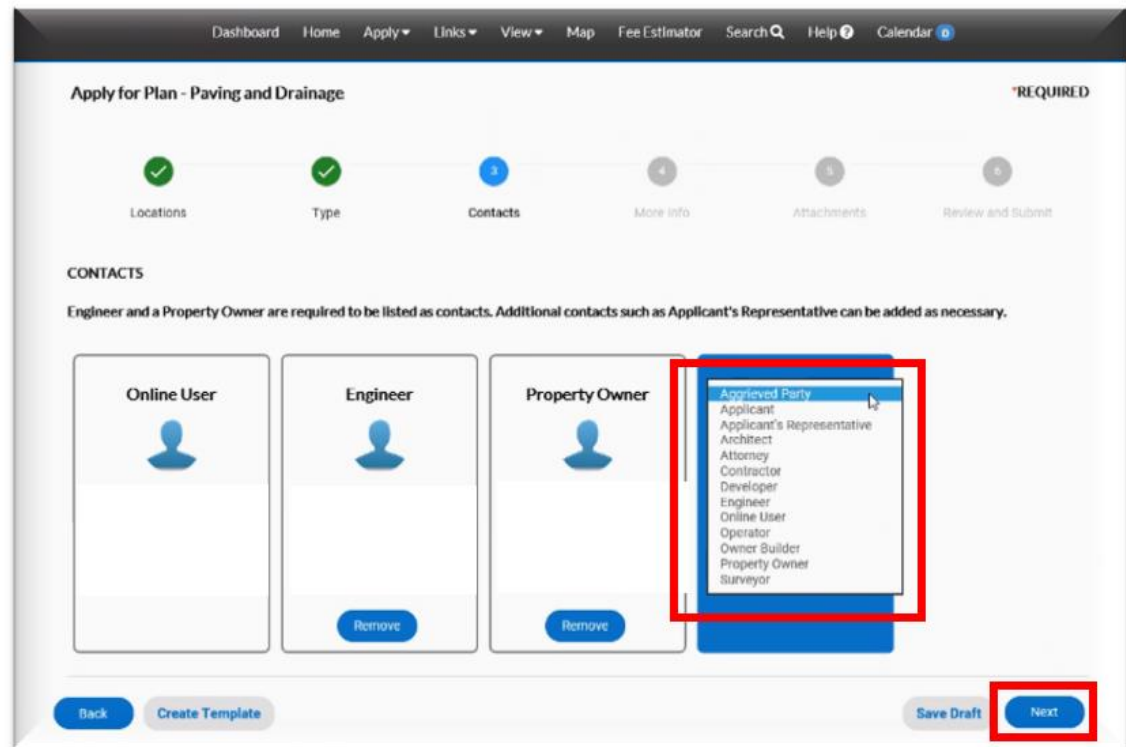
3

- To add a contact, you can use **search**, **enter manually** or **use your favorites**.



A screenshot of the 'Add Contact' form. At the top, there is a navigation bar with 'Dashboard', 'Home', and 'Links'. Below the navigation bar, there is a 'Back to Application' link. The main heading is 'Add Contact'. Below this, it says 'Add Contact As : Property Owner'. There are three buttons: 'Search', 'Enter Manually', and 'My Favorites'. The 'Search' button is highlighted with a red box. Below the buttons, there is a search input field with the placeholder text 'Search Name, E-mail, or Company' and a magnifying glass icon.

- To add the property owner, surveyor or other contacts you can use search, enter manually or use your favorites.



A screenshot of the 'Apply for Plan - Paving and Drainage' form. At the top, there is a navigation bar with 'Dashboard', 'Home', 'Apply', 'Links', 'View', 'Map', 'Fee Estimator', 'Search', 'Help', and 'Calendar'. Below the navigation bar, there is a progress bar with six steps: 'Locations', 'Type', 'Contacts', 'More Info', 'Attachments', and 'Review and Submit'. The 'Contacts' step is highlighted with a blue circle and a number '3'. Below the progress bar, there is a section titled 'CONTACTS'. It says 'Engineer and a Property Owner are required to be listed as contacts. Additional contacts such as Applicant's Representative can be added as necessary.' There are three columns for 'Online User', 'Engineer', and 'Property Owner'. Each column has a person icon and a 'Remove' button. A dropdown menu is open for the 'Property Owner' column, showing a list of roles: 'Appointed Party', 'Applicant', 'Applicant's Representative', 'Architect', 'Attorney', 'Contractor', 'Developer', 'Engineer', 'Online User', 'Operator', 'Owner Builder', 'Property Owner', and 'Surveyor'. The dropdown menu is highlighted with a red box. At the bottom, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'. The 'Next' button is highlighted with a red box.

Step 4 - More Info

4

- More Info: Confirm if **the project is affordable or workforce housing, complete the project name and size of property.**
- If this submission is for an existing plat or waiver of plat, then enter the number in the corresponding field. Select **Next**.

- The **Size of Property** and **Road Type** are required data fields.

Dashboard Home Apply Links View Map Fee Estimator Search Help Calendar

Apply for Plan - Paving and Drainage ***REQUIRED**

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

MORE INFO

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

By selecting Expedited Review, I acknowledge that the Department reserves the right to determine if my application qualifies for the expedited review process. If approved, expedited fees shall apply.

Expedited Review ☐

Is this project for affordable or workforce housing and qualifies for an expedite?

*Is this an Affordable or Workforce project?

Is this an Affordable or Workforce project? is required.

Project Name should be the same as T-Plat Name or Waiver of Plat Name, if applicable.

*T-Plat/Waiver of Plat Name

*Size of Property - Survey (acres)

Size of Property - Survey (acres) is required.

Tentative Plat Number

Zoning Application Number

Number of Trips

Road Type

*Section Line Road

Section Line Road is required.

*Half Section Line Road

Half Section Line Road is required.

*Collectors or Arterial Roads

Collectors or Arterial Roads is required.

*Local Roads

Check all that apply below

Rapid Transit Zone ☐

Urban Center ☐

School Zone ☐

Resolution Number

Back Create Template Save Draft **Next**

Step 5 - Attachments

5

- Attach the **Application**, the **Paving and Drainage Plan Set**, **drainage calculations** and **percolation tests**. To add additional attachments, select the **+ plus symbol** on the blue tile. Select **Next**.

Dashboard Home Apply Links View Map Fee Estimator Search Help Calendar

Apply for Plan - Paving and Drainage REQUIRED

Location Type Contacts More Info Attachments Review and Submit

Attachments

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. Plan set must be submitted as one PDF. Calculations, Application and Supporting Documents can be submitted as multiple page PDFs.

Application
Add Attachment
+
Support.pdf
REQUIRED

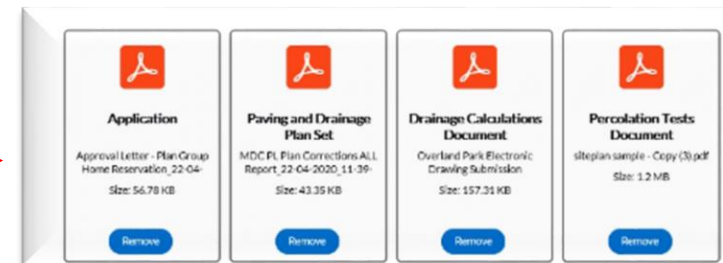
Paving and Drainage Plan Set
Add Attachment
+
Support.pdf
REQUIRED

Drainage Calculations
Add Attachment
+
Support.pdf
REQUIRED

Percolation Tests Document
Add Attachment
+
Support.pdf
REQUIRED

Application
Add Attachment
+
Support.pdf

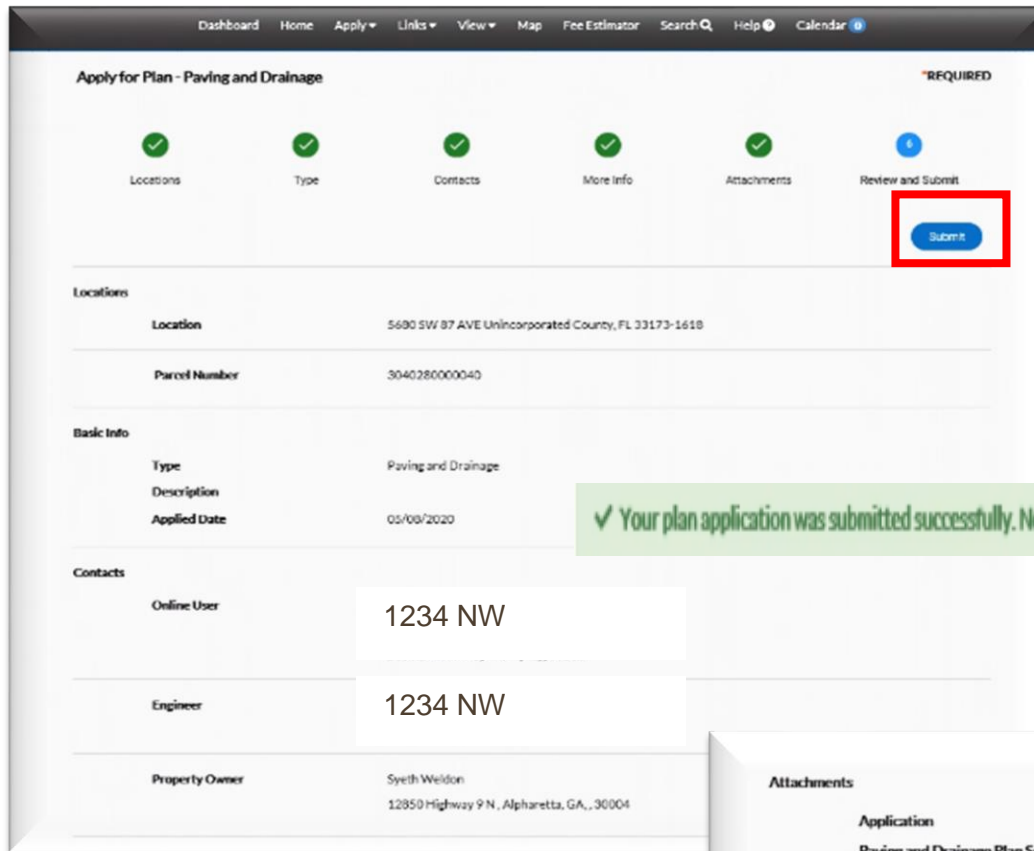
Back Create Template Save Draft **Next**



Step 6 Review and Submit

6

- Please review your intake submission. You can click **Back** to review prior steps. When you are ready, select **Submit**.



Dashboard Home Apply Links View Map Fee Estimator Search Help Calendar

Apply for Plan - Paving and Drainage REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Submit

Locations

Location 5690 SW 87 AVE Unincorporated County, FL 33173-1618

Parcel Number 3040280000040

Basic Info

Type Paving and Drainage

Description

Applied Date 05/09/2020

Contacts

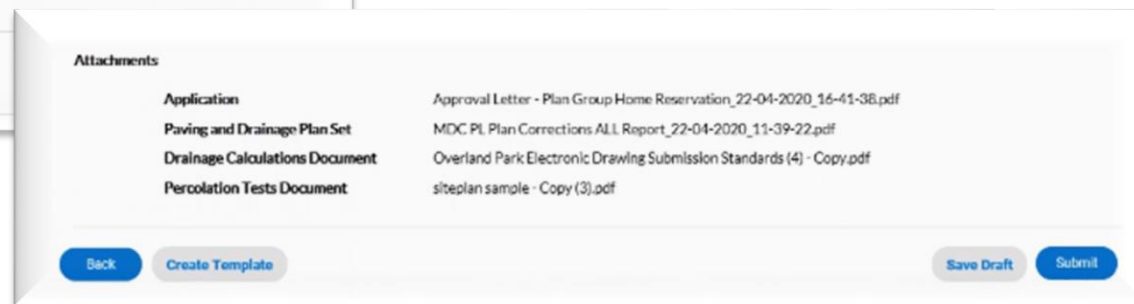
Online User 1234 NW

Engineer 1234 NW

Property Owner Syeth Weldon
12850 Highway 9 N, Alpharetta, GA., 30004

A success message will be displayed on the page.

✓ Your plan application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly.



Attachments

Application Approval Letter - Plan Group Home Reservation_22-04-2020_16-41-38.pdf

Paving and Drainage Plan Set MDC PL Plan Corrections ALL Report_22-04-2020_11-39-22.pdf

Drainage Calculations Document Overland Park Electronic Drawing Submission Standards (4) - Copy.pdf

Percolation Tests Document siteplan sample - Copy (3).pdf

Back Create Template Save Draft Submit

Step 6 Review and Submit

6

- A successful message will be displayed in the window.

The screenshot displays a web application interface for plan submission. At the top, a navigation bar includes links for Dashboard, Home, Links, Apply, View, Map, Fee Estimator, Search, Help, and Calendar. A green notification banner at the top states: "✓ Your plan application was submitted successfully." Below this, the "Plan Number: PD202000005" is displayed. The "Plan Details" section shows "Type: Paving and Drainage", "Status: Under Review" (highlighted with a red box), and "Project Name:". A horizontal menu contains tabs for Summary, Locations, Fees, Reviews (with a red indicator), Inspections, Attachments (with a red indicator), Contacts, Sub-Records, Holds, Meetings, and More Info. The "Progress" section shows a 33% completion status. The "Workflow" section (highlighted with a red box) lists: "Paving and Drainage Review PD - Failed : 05/08/2020", "Application Acceptance Paving and Drainage - Passed : 05/08/2020", "Paving and Drainage Review PD", and "Generate Approval Letter". The "Available Actions" section includes "Resubmit File" buttons for "siteplan sample - Copy (2).pdf" and "siteplan sample - Copy (4).pdf". A large red "X" is overlaid on the "Fees" section, which is partially visible at the bottom left.

- Once the submission is processed and deemed complete, you will receive an invoice with required fees due via email.