

Paving and Drainage Plan Review

Miami-Dade County Department of Regulatory and Economic Resources
Development Services Division



Pre-Paving & Drainage (P&D) Application

Prior to filing a Paving and Drainage (P&D) application, if the property is not legally platted, an approved Tentative Plat or deferred Waiver of Plat must be obtained. Depending on the scope of work, additional zoning-development review processes may be required. If a zoning review is required, then the applicable zoning process must be completed and approved **prior** to the submittal of the P&D application. The Tentative Plat or Waiver of Plat number and approved Zoning process number are required when filing a P&D application. For assistance regarding the P&D process or platting information, call 305-375-2141. For assistance regarding zoning information, please call 305-375-1806 or 305-375-2800.

Appointments

Applicants may meet with staff by appointment prior to the P&D application submittal to obtain information regarding the review process, submittal requirements, and/or discuss deficiencies if any. Appointments can be scheduled between 9 am and 3pm, Monday – Friday by calling 305-375-2141.

P&D Application Submittal

Online Applications may be filed online at https://energov.miamidadade.gov/EnerGov_Prod/SelfService#/home. First time users will need to create an account.

Application Intake Acceptance

An application will only be accepted once the required documentation is submitted. This includes but is not limited to, the notarized and completed application, payment of fees, verification of approved zoning review process, if applicable, and a Tentative Plat approval or a deferred Waiver of Plat. Also note, if a Traffic Study report is required, it must be approved by the Department of Transportation and Public Works (DTPW) prior to the submittal of the Paving and Drainage plans (ensure required improvements per Traffic Study are incorporated into the Paving and Drainage plans). Please refer to the Applicant's Checklist for a complete list of required documentation. This review is not technical in nature, instead, it is intended to confirm the plans and the application are accurately completed. Once accepted, the application will then be reviewed for technical completion and sufficiency.

Application Completion & Sufficiency

The accepted P&D applications will be distributed for review to all the required reviewing agencies, where the application for technical completion & sufficiency review will initiate. Incomplete applications/plans will be deemed deficient, and the applicant will be provided 30 calendar days to address the deficiencies.

Pursuant to Section 125.022 of the Florida Statutes, the department may not request additional information and/or corrections to deficiencies more than three times unless the applicant waives this limitation in writing allowing for subsequent re-submittals. The resubmittal may require additional review fees. Please note that the assessed fees provided with this review are subject to change and additional fees may be incurred during the review process.

Re-Submittal

All re-submittals should be accompanied by the Re-Submittal Application. Please note, if the Re-submittal application does not accompany the plan set all previous reviewing agencies will be activated.

Final Decision

Once the application is deemed complete and sufficient by all reviewing agencies, then the County will either approve, approve with conditions or deny the P&D application.

Please note that Paving and Drainage plans will not be approved until road closure(s), if applicable, have been approved by the Board of County Commission.

For information related to other County agency reviews, please contact them directly.

- Division of Environmental Resources Management 305-372-6764
 - Platting and Traffic Review Section 305-375-2141
 - Department of Transportation and Public Works, Traffic Engineering 305-375-2030
-

Questions

For questions related to the submittal of P&D applications and/or detailed explanation of the paving and drainage review process, please call 305-375-2141.

Applicant's Checklist

The following items must be submitted with any paving and drainage application:

- Application must be filled out completely and properly executed for review consideration.
- One (1) PDF set of Paving and Drainage plans signed and sealed by a Professional Engineer licensed in the state of Florida. Ensure a Stormwater Pollution Prevention Plan (SWPPP) signed and sealed by a Professional Engineer licensed in the state of Florida is included.
- One (1) PDF set of Signing and Pavement Marking plans signed and sealed by a Professional Engineer licensed in the state of Florida, to include in the background the landscape plan, hardscape elements and any other pertinent elements that can impact/affect the intersections sight distance.
- 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>
- Plans must include Engineer Certification statement on the cover sheet.
- Plans must contain a Title Block identifying the project name, project location and include the approved Tentative or Waiver of Plat name and number.
- One (1) PDF set of the drainage report signed and sealed by a Professional Engineer licensed in the state of Florida is included.
- One (1) PDF set of the percolation tests signed and sealed by a Professional Engineer licensed in the state of Florida is included.
- One (1) PDF Tree Disposition Plan signed and sealed by a Landscape Architect, if impacting trees.
- Boundary Survey (signed and sealed, not older than 1 year. Must show all structures and rights-of-way).
- Provide approved Zoning process approval letter and/or approved Resolution letter, if applicable.
- Plan review fees are to be paid upon receipt of the invoice.
- Estimate of Subdivision Bond Form is to be submitted once Paving and Drainage plans are approved and option to upload the form is available in EnerGov.
- If a Traffic Study report is required, it must be approved by the Department of Transportation and Public Works (DTPW) prior to the submittal of the Paving and Drainage plans.

Paving and Drainage Submittal Application

Miami-Dade County Department of Regulatory and Economic Resources
Development Services Division



Initial Submittal Revision Renewal

Expedite

By selecting Optional Expedited Review, I acknowledge that the Department reserves the right to determine if my application qualifies for the expedited review process. If approved, you will be contacted and expedited fees shall apply. Affordable or workforce housing projects automatically qualify for an expedite review at no additional cost. (Do not choose the Optional Expedite Review if your project is for affordable or workforce housing.)

Work Force Housing/Affordable Housing

Project Type

Waiver Tentative

T-Plat/Waiver of Plat Number

T-Plat/Waiver of Plat Name or Project Name

Size of Property - Survey (acres)

Zoning Application Number

Resolution Number

Number of Trips (Gross Peak Hours)

Section Line Road

Yes

No

Half Section Line Road

Yes

No

Arterial Roads or Collector Roads

Yes

No

Local Roads

Yes

No

Rapid Transit Zone (RPZ)

Yes

No

Urban Center

Yes

No

School Zone

Yes

No

CONTACT PERSON'S INFORMATION/OWNER'S REPRESENTATIVE:

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

City: _____ State: _____

eMail: _____ Zip Code: _____

Phone Number: _____

PROPERTY OWNER'S INFORMATION:

(Provide name of all owners):

Name: _____

Mailing Address: _____

City: _____ State: _____

eMail: _____ Zip Code: _____

ENGINEER OF RECORD'S INFORMATION:

Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____

eMail: _____ Zip Code: _____

Phone Number: _____

Acknowledgement by Applicant

1. Submitted plans must reflect a complete detailed set of signed and sealed plans by a Professional Engineer in compliance with the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook), County Standards specifically Chapter 28-13C and 15B, along with any applicable governing standards.
2. Be advised certain projects may require Bond submittals as per platting requirements. The Estimate of Subdivision Bond form is to be submitted after the Paving and Drainage plans are approved.
3. Approved Paving & Drainage plans are valid for one year from the approval stamp date. If plans expire prior to obtaining permits, be advised a new review will be required and new fees will be assessed.
4. Signing and Pavement Marking plans signed and sealed by a Professional Engineer licensed in the state of Florida include in the background the landscape plan, hardscape elements and any other pertinent elements that can impact/affect the intersections sight distance.

Signature of Owner

Print Name _____

Sworn to and subscribed before me by means of

physical presence OR online notarizations

this _____ day _____

of _____, 20____,

by _____ -

Signature of Notary Public _____

Personally known _____

Paving and Drainage Fee Schedule

Based on Lot Acreage

| | |
|-----------------------|------------|
| 2 Acres or less | \$1,200.00 |
| 2.1 Acres to 3 Acres | \$2,400.00 |
| 3.1 Acres to 4 Acres | \$3,600.00 |
| 4.1 Acres to 5 Acres | \$4,800.00 |
| 5.1 Acres and greater | \$6,000.00 |
| DERM | \$ 210.00* |
| Web Document Fee | \$ 77.25 |

Expedite Review Fee

| | |
|--|------------|
| 2 Acres or less | \$1,800.00 |
| 2.1 Acres to 3 Acres | \$3,600.00 |
| 3.1 Acres to 4 Acres | \$5,400.00 |
| 4.1 Acres to 5 Acres | \$7,200.00 |
| 5.1 Acres and greater | \$9,000.00 |
| DERM | * |
| Department of Transportation & Public Works (DTPW) | * |

Additional RER Fees

| | |
|---|------------|
| Re-Approval fee (for expired and previously approved Paving and Drainage plans only) | \$1,200.00 |
| 3 rd Re-submittal & subsequent submittals | \$1,200.00 |
| Revision fee (First re-submittal is free of charge) | \$1,200.00 |
| DERM Re-work fee | \$ 105.00 |

Agency Review Fees (when applicable)

Department of Transportation & Public Works (DTPW)

| | |
|---|------------|
| Large Reviews (More than 5 pages, 1/2 mile or more of work) 2 or more signals | \$ 1940.00 |
| Medium Reviews (1-5 pages, up to 1/2 mile of work) 1-2 signals | \$1,430.00 |
| Small Reviews (1-5 pages, up to 1/2 mile of work) No Signals | \$ 640.00 |
| Resubmittal of Large Reviews | \$ 670.00 |
| Resubmittal of Medium Reviews | \$ 495.00 |
| Resubmittal of Small Reviews | \$ 220.00 |

**Additional reviews and fees may be applied based on the scope of the proposed project.*

A 7.5 % surcharge fee will be assessed to all RER review fees. Application fees shall be paid in total at the time of filing of the application and no total fee shall be credited or refunded, except in the event when an adjustment is warranted or deemed necessary due to departmental error.

Paving and Drainage Re-Submittal Application

Miami-Dade County Department of Regulatory and Economic Resources
Development Services Division



This application is hereby made for plan re-submittal. I certify that all information is accurate. I understand that my plans will be reviewed only by the review disciplines indicated below. I am aware that any error in indicating the disciplines required may result in the need for further plan re-submittal. The plan re-submittal affects the following disciplines. (Check all that apply.)

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

If you would like all reviews, please check here .

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> RER Platting | <input type="checkbox"/> DTPW - Highway | <input type="checkbox"/> DERM - Coastal |
| | <input type="checkbox"/> DTPW - Stormwater | <input type="checkbox"/> DERM - Environmental Monitoring |
| | <input type="checkbox"/> DTPW - Traffic Engineering - Non School | <input type="checkbox"/> DERM - Trees |
| | <input type="checkbox"/> DTPW - Traffic Engineering - School | <input type="checkbox"/> DERM - Water Control |
| | | <input type="checkbox"/> DERM - Wetlands |

Waiver

Pursuant to Section 125.022 of the Florida Statutes, the department may not request additional information and/or corrections to deficiencies more than three times unless the applicant waives this limitation in writing allowing for subsequent re-submittals. Please note that the assessed fees provided with this review are subject to change and additional fees may be incurred during the review process.

Acknowledgement by Applicant

1. Submitted plans must reflect a complete detailed set of signed and sealed plans by a Professional Engineer in compliance with the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook), County Standards specifically Chapter 28-13C and 15B, along with any applicable governing standards.
2. Be advised certain projects may require Bond submittals as per platting requirements. The Estimate of Subdivision Bond form is to be submitted after the Paving and Drainage plans are approved.
3. Approved Paving & Drainage plans are valid for one year from the approval stamp date. If plans expire prior to obtaining permits, be advised a new review will be required and new fees will be assessed.
4. Signing and Pavement Marking plans signed and sealed by a Professional Engineer licensed in the state of Florida include in the background the landscape plan, hardscape elements and any other pertinent elements that can impact/affect the intersections sight distance.
5. When reviewing an application for a development permit or development order that is certified by a professional listed in s. 403.0877, a county may not request additional information from the applicant more than three times, unless the applicant waives the limitation in writing. By signing this application, I understand if this is a submittal after the issuance of a third disapproval, I waive this limitation pursuant to Section 125.022 of the Florida Statutes.

Signature of Engineer of Record

Print Name _____

Signed and Seal on this _____

_____ day _____

of _____, 20_____.

(Insert Professional Seal)