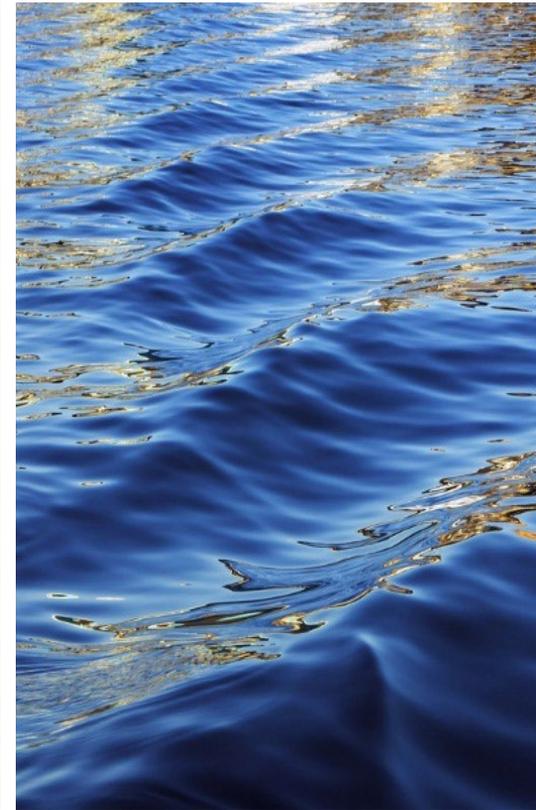


# Department of Regulatory and Economic Resources (RER)



Submitting Documents  
for Release-Reduction,  
Collateral Exchanges,  
and owner changes  
Platting Subdivision  
Improvement Bonds

Citizen Self-Service Portal (CSS)

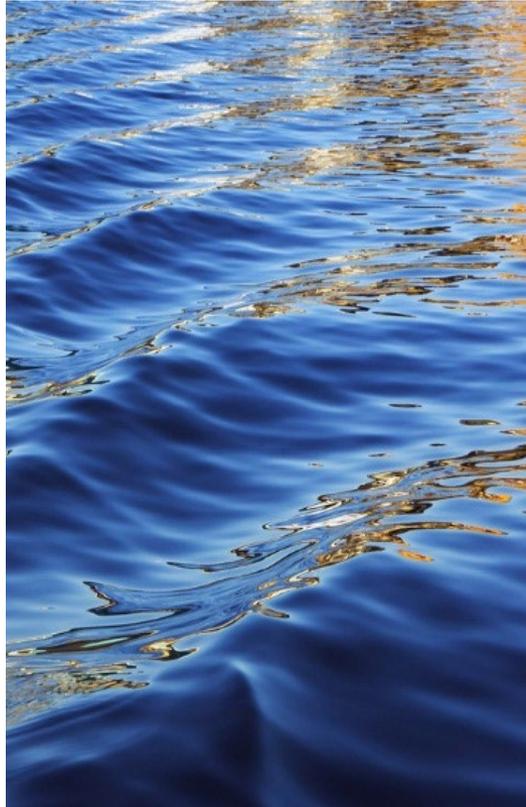


# Platting Subdivision Improvement Bonds Table of Contents

- I. [Plat Subdivision Improvement Bonds Introduction and Agenda](#)
- II. [Registration in Citizen Self-Service \(CSS\) Portal](#)
- III. [Platting Subdivision Improvement Bond Release-Reduction Processing](#)
- IV. [Platting Subdivision Improvement Bond Collateral Exchange and New Owner](#)
- V. [Paying Online](#)
- VI. [Questions and Support](#)



# Introduction to Platting Subdivision Improvement Bonds



# Platting Subdivision Improvement Bonds Submission

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

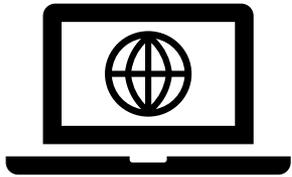
- ✓ **A CSS account is your gateway to managing bonds efficiently. Here's what you'll gain:**
  - **Full Control:** Track your bond status anytime.
  - **Easy Documentation:** Submit all necessary documents with just a few clicks.
  - **Inspection Requests:** Easily schedule your bond reduction inspections.

**Ready to streamline your bond management?**  
[Start by creating your CSS account today.](#)

## Do you have an existing Bond? Connect Your Bonds!

- ✓ **Make the connection:**
  - **Link your bonds to your CSS account today for streamlined management.**
  - To link your bonds with your account, please send an email to [RERPlatBonds@miamidade.gov](mailto:RERPlatBonds@miamidade.gov).

# Plat Subdivision Improvement Bonds Resources



- Resources: Platting Subdivision Improvement Bond review, [forms/applications](#).
- For more information such as application requirements, please visit the [Platting Subdivision Improvement Bonds Website](#).
- The progress of your submission is available on the [Customer Citizen Services \(CSS\) Portal](#).



You may contact, **RER Platting Application Support** at [RERPlatBonds@miamidade.gov](mailto:RERPlatBonds@miamidade.gov) for more information on Miami-Dade County requirements for the Platting Subdivision Improvements Bonds.

# Platting Subdivision Improvement Bonds

## Introduction

- All development within Miami-Dade County must comply with Chapter 28 of the Miami-Dade County, Subdivision Code, which requires that all parcels have public access. In order to comply with said code, the developer may be required to grant additional Right-of-Way and provide improvements within the new and existing dedications.

- Additionally, the Code requires that the developer post a Subdivision Improvement Bond and provide an associated Agreement for the Construction and Maintenance of Subdivision Improvements. The amount of the bond is determined by a Construction Cost Estimate which is calculated by a County Engineer and derived from approved Paving and Drainage (P&D) Plans.

- Furthermore, any reduction and/or final release of the bond requires an inspection and acceptance of the completed improvement by a Miami-Dade County inspector.

# Platting Subdivision Improvement Bonds Introduction

As part of RER's system modernization roadmap, Subdivision Improvement Bonds services will become available on the Citizen Self-Service (CSS) Portal along with our other land development services. Subdivision Improvement Bond Documentation can be submitted for review and approval through the CSS.

To access the new Platting Subdivision Improvement Bonds services, the user may create an account. This account will be linked to the existing bonds held by the Property Owner with the County.

Bond Release-Reduction Inspections will also be requested through CSS making it a seamless process and providing progress tracking in real-time in one convenient online location for holders of Platting Subdivision Improvement Bonds.

If assistance with a bond or inspection is needed, the user may contact **RER Platting Application Support** at [RERPlatBonds@miamidade.gov](mailto:RERPlatBonds@miamidade.gov).

# Plat Subdivision Improvement Applications Overview

## New Plat Subdivision Improvement Bond



### Access Applications

[Create a Citizen Self-Service \(CSS\) account](#)



### Review Applications

Log into CSS account to review the application status.



### Request Inspections

CSS My Work Portal

## Existing Bond Holders



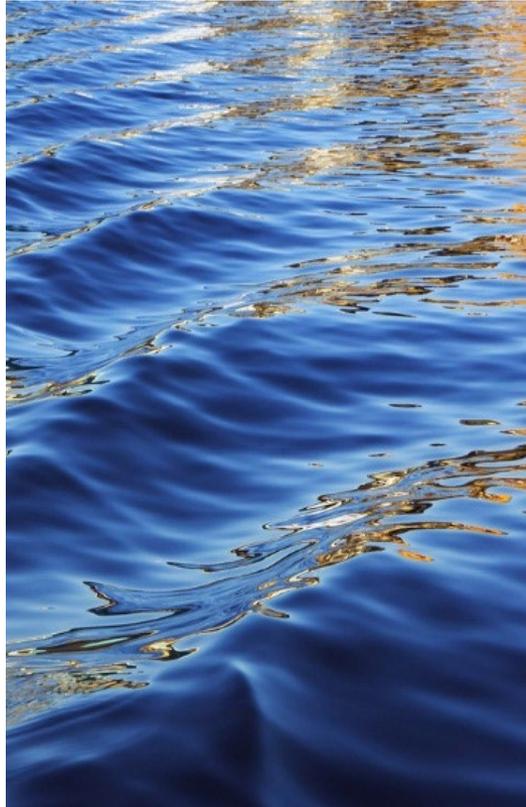
### Request New Owner updates, Collateral exchange

Log into CSS account and review inspection status, request collateral exchange, new owner updates among other related bond related services.



### Request Inspections

CSS My Work Portal



# Registration in Citizen Self-Service (CSS) Portal

# Platting Subdivision Improvement Bonds Overview

- To **access** your Platting Subdivision Improvement Bond, you **must** register using the email address used in your original Platting Subdivision Improvement Bond application 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](https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home)

The screenshot shows the EnerGov Self-Service Portal homepage. At the top left, there is a logo for 'REGULATORY & ECONOMIC RESOURCES' over a background image of a house. In the top right corner, it says 'Good Afternoon, Guest' with a dropdown arrow. Below this is a dark navigation bar with links: Home, Apply, Links, Today's Inspections, Map, Fee Estimator, Search, and Calendar (with a notification badge '1'). A blue banner below the navigation bar reads: 'Expedited plan review now available, please call 305-375-2640 for additional information.' The main content area is titled 'Welcome to Self Service' and features three service tiles: 1. 'Estimate Fees' with a calculator icon and text: 'Use this tool to quickly estimate the required fees for a permit or plan.' 2. 'Search Public Records' with a magnifying glass icon and text: 'This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.' 3. 'Apply' with a document icon and text: 'This tool can be used to apply for a permit, plan or license.'

# 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'](#).

Home Apply Links Today's Inspections Map Fee Estimator Search Calendar 1

**Log In**

\* Username  
  
Username is required.

\* Password  
  
Password is required

Log In

Forgot your password? [Reset it](#)  
Forgot your username? [Email it](#)  
Don't have an account yet? [Register Here](#)

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

## Step 1 Provide an email address



REGULATORY ECONOMIC RESOURCES

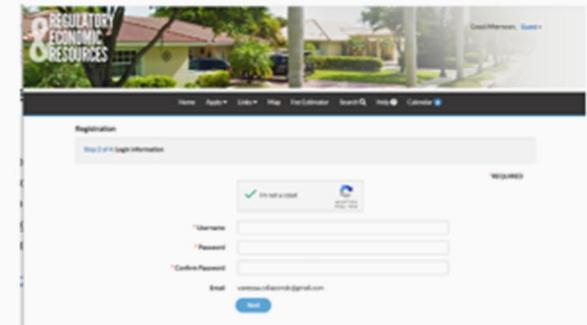
Registration

Step 1 of 4: Email Address

Email

Next

## Step 2 Login Information



REGULATORY ECONOMIC RESOURCES

Registration

Step 2 of 4: Login Information

I read and accept the Terms of Use

\*Username

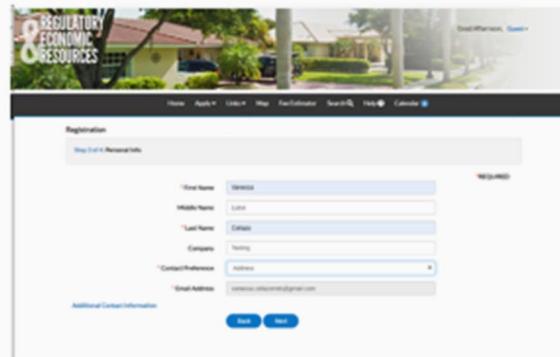
\*Password

\*Confirm Password

Email

Next

## Step 3 Personal Information



REGULATORY ECONOMIC RESOURCES

Registration

Step 3 of 4: Personal Info

\*First Name

Middle Name

\*Last Name

Company

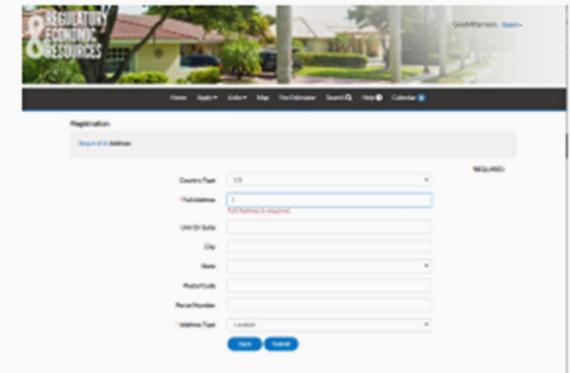
\*Contact Preference

\*Email Address

Additional Contact Information

Back Next

## Step 4 Address



REGULATORY ECONOMIC RESOURCES

Registration

Step 4 of 4: Address

Country/Type

\*Full Address

Unit/Zip Code

City

State

Postal Code

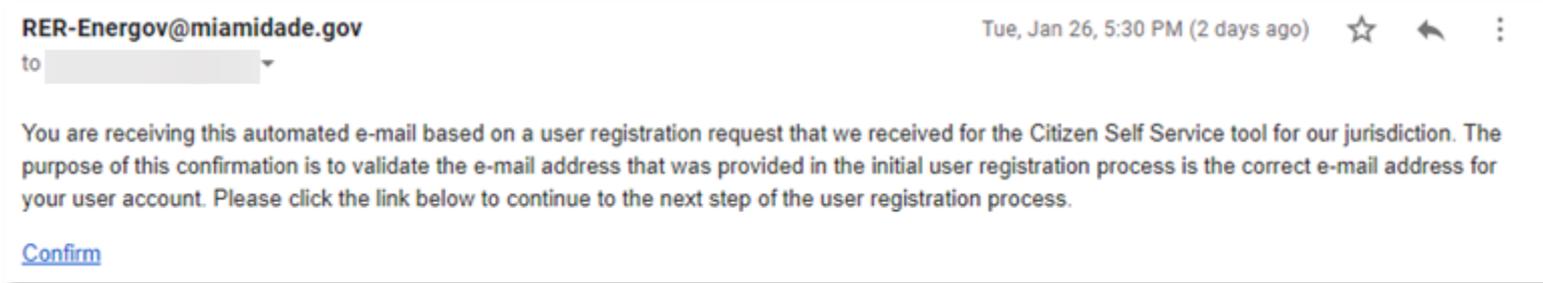
Phone Number

Vehicle Type

Back Next

# Completing CSS account creation

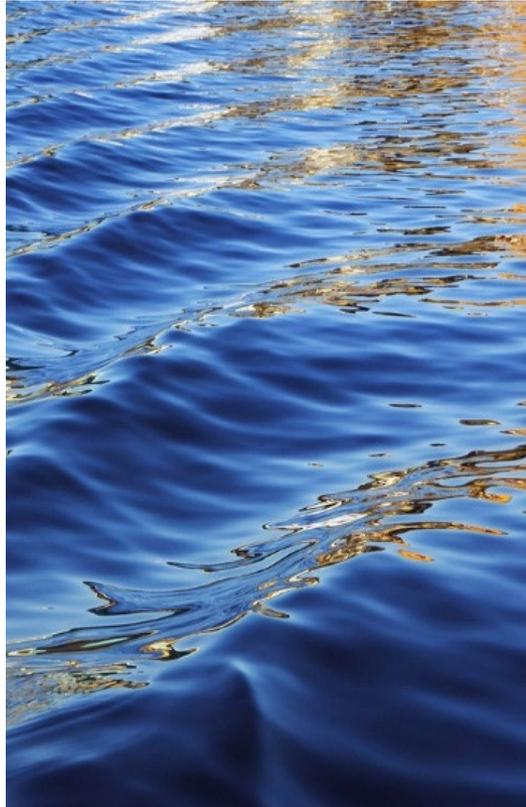
- After completion, click '**Confirm**' in the confirmation email to access the portal.



- The user will be redirected to CSS to complete the registration process.
- If the user is an Existing Bond Holder, after completion, the user should contact the RER Platting Application Support Section at [RERPlatBonds@miamidade.gov](mailto:RERPlatBonds@miamidade.gov) to link their CSS account with their Bonds.

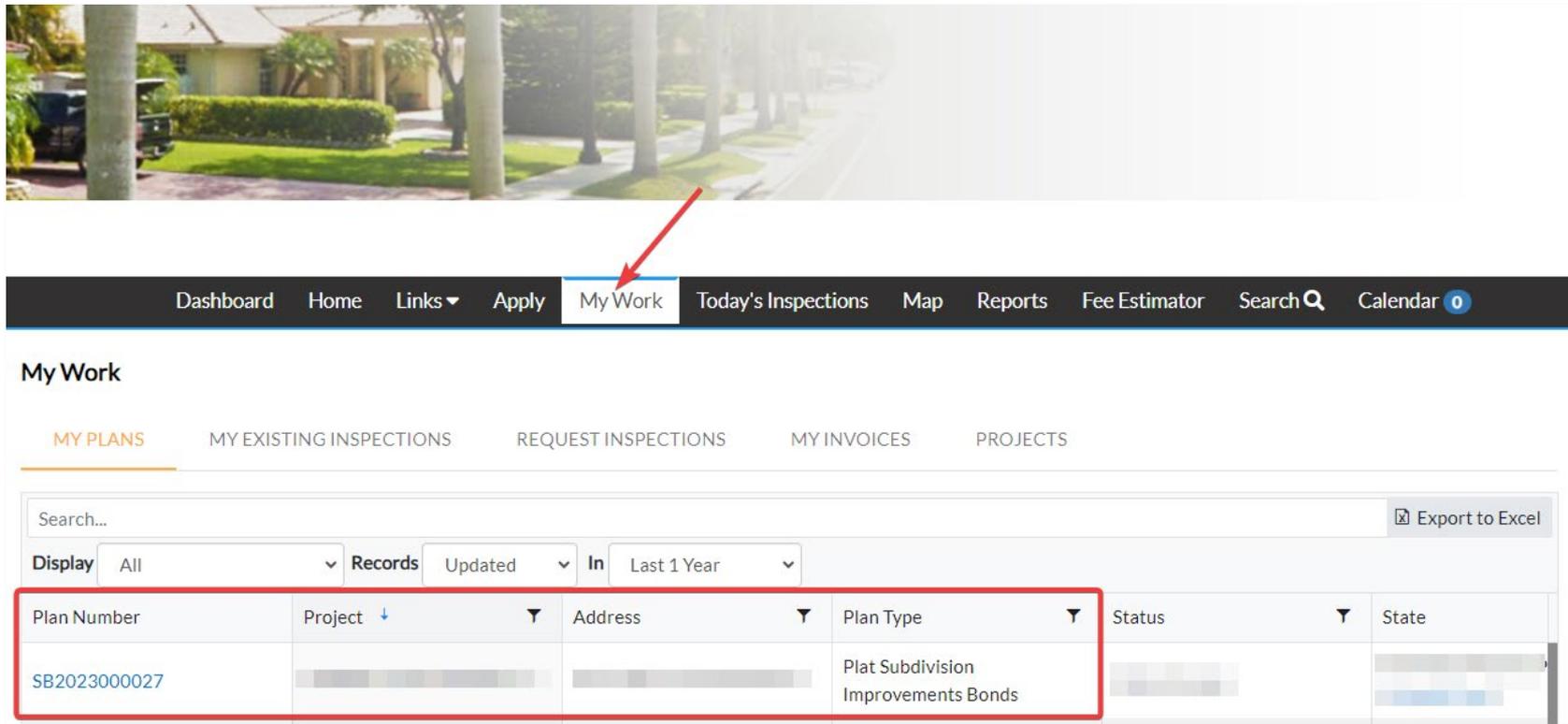


# My Existing Platting Subdivision Improvement Bonds



# My Existing Projects and Platting Subdivision Improvement Bonds

- After completing the registration process and logging in, go to **'My Work'**, you may review your list of currently associated Existing Platting Subdivision Improvement Bonds in your CSS account.



The screenshot displays the user interface of the CSS account. At the top, there is a navigation bar with the following items: Dashboard, Home, Links, Apply, My Work (highlighted with a red arrow), Today's Inspections, Map, Reports, Fee Estimator, Search, and Calendar. Below the navigation bar, the 'My Work' section is active, showing a sub-menu with 'MY PLANS' (highlighted), MY EXISTING INSPECTIONS, REQUEST INSPECTIONS, MY INVOICES, and PROJECTS. A search bar is located at the top of the data area, with an 'Export to Excel' button on the right. Below the search bar, there are filters for 'Display' (set to 'All'), 'Records' (set to 'Updated'), and 'In' (set to 'Last 1 Year'). A table of data is displayed below the filters, with the first row highlighted by a red box. The table has columns for Plan Number, Project, Address, Plan Type, Status, and State. The first row contains the following data: Plan Number: SB2023000027, Project: [blurred], Address: [blurred], Plan Type: Plat Subdivision Improvements Bonds, Status: [blurred], and State: [blurred].

Plan Number	Project	Address	Plan Type	Status	State
SB2023000027	[blurred]	[blurred]	Plat Subdivision Improvements Bonds	[blurred]	[blurred]

# My Existing Platting Subdivision Improvement Bond number and Plat Number

- Details can be found for the Platting Subdivision Improvement Bonds already associated with your online CSS user account from inside the My Work Tab.
- You can click the SB link under the Plan Number, and this will open the Platting Subdivision Improvement Bond and provide additional information in the description that includes the **Bond Number** and **Plat Number**.

Dashboard Home Links Apply My Work Today's Inspections Map Reports Fee Estimator Search Calendar

My Work

MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY INVOICES PROJECTS

Search... Export to Excel

Display All Records Updated In Last 1 Year

Plan Number	Project	Address	Plan Type	Status	State
SB2023000027			Plat Subdivision Improvements Bonds	Under Review	Attention, Recent, P (Unpaid Fees)



Home Apply Links Today's Inspections Map Report Fee Estimator Search Calendar

Plan Number: [redacted]

Plan Details | Tab Elements | Main Menu

Type: Plat Subdivision Improvements Bonds Status: Under Review Project Name: [redacted]

IVR Number: [redacted] Applied Date: [redacted] Expiration Date: [redacted]

District: Commission District 1 Assigned To: [redacted] Completion Date: [redacted]

Description: Plat Number : [redacted] Bond Number : [redacted]

Summary Fees Inspections Attachments Sub-Records More Info

Progress 0% Completed

Workflow

- PL - Bonds - Bond Reduction/Release Inspection -
- PL - Bonds - Bond Reduction/Release Inspection App
- PL - Bonds - Bond Reduction/Release Processing

Available Actions

No Actions

# Searching for My Existing Platting Subdivision Improvement Bonds

- If a Platting Subdivision Improvement Bond that should be inside your My Work list is not present, you may search for it in the public search engine by entering a keyword such as the existing Bond Number, Tentative/Waiver Number.
- This search will yield your new CSS Platting Subdivision Improvement Bond (SB) Plan Number and the associated Tentative/Waiver of Plat, or Bond number under its description.
- The applicant must email **RER Platting Application Support** at [RERPlatBonds@miamidade.gov](mailto:RERPlatBonds@miamidade.gov)

The screenshot displays a search interface with the following elements:

- Public Information** header.
- Search bar: "Search All for 06908" with "Exact Phrase" checked. Buttons for "Search", "Reset", and "Export".
- Results summary: "Found 5 results".
- Filter Results sidebar: "All 5", "Plan 1", "Inspection 1", "Code Case 2", "License 1".
- Sort: "Relevance".
- Navigation: "Next | Top | Paging Options | Filter Options | Main Menu".
- Result details:
  - Plan Number: SB2024000043
  - Type: Plat Subdivision Improvements Bonds
  - Expiration Date
  - Main Parcel
  - Address
  - Description: Plat Number : T-19956 Bond Number 06908
  - Applied Date: 01/04/2024
  - Completion Date
  - Status: Under Review
  - Project Name
- Pagination: "Results per page 10", "1 - 1 of 1", page "1".

# Searching for My Existing Platting Subdivision Improvement Bonds

- Additionally, you may click the Plan Number and navigate to the Plans summary page.
- In the summary page, click the Contacts Tab to see the currently listed contact for that Plan.

Public Information

Search  for  Exact Phrase

Found 5 results

Plan Details | Tab Elements | Main Menu

Type: Plat Subdivision Improvements Bonds Status: Under Review Project Name: NATURA

IVR Number: 606969 Applied Date: 06/21/2023 Expiration Date:

District: Commission District 10 Assigned To: Garcia, Marlene Completion Date:

Description: Plat - #...

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

Progress

0% Completed

● Completed  
● In Progress  
● Not Started

Fees

\$0.00

View Details

Workflow

PL - Bonds - Bond Reduction/Release Insp  
 PL - Bonds - Bond Reduction/Release Insp  
 PL - Bonds - Bond Reduction/Release Proc

contacts | Next Tab | Plan Details | Main Menu

Contacts

Type	Company	First Name	Last Name	Title	Confirmation	Billing
Applicant	Miami-Dade County	Felipe	Ortiz		Active	Yes
Property Owner	Miami-Dade County	Felipe	Ortiz		Active	No

Results per page  1 - 2 of 2 << < 1 > >>

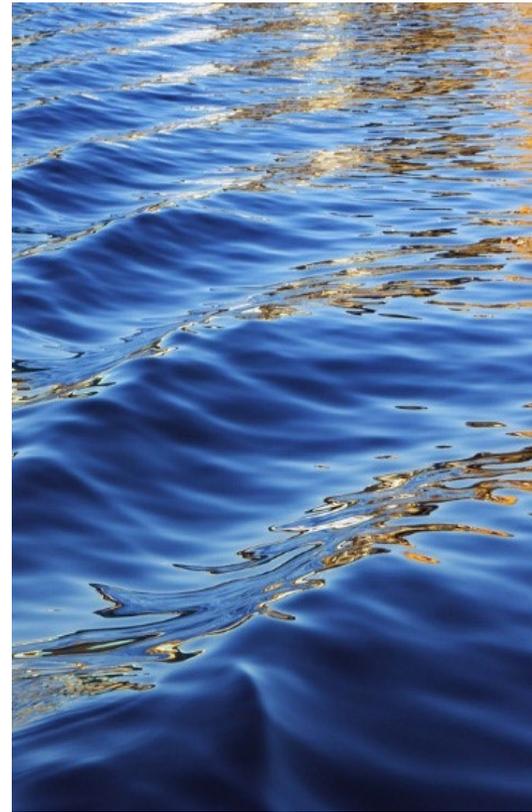
# Assistance with My Existing Platting Subdivision Improvements Bonds

- **NOTE:** If the applicant has an active CSS user account, and an Existing Platting Subdivision Improvement Bond Application that is not present in the My Work list of plans, the applicant must email **RER Platting Application Support** at [RERPlatBonds@miamidade.gov](mailto:RERPlatBonds@miamidade.gov) to link the CSS account with the relevant plans.
- If the applicant is creating a new application to request review and approval for a new Platting Subdivision Improvement Bond, the applicant may refer to the **Platting Subdivision Improvement Bonds through CSS Portal Guide**.
- Additional actions such as requesting collateral exchange, new owner updates, reduction inspections, and paying for the inspection must be performed from within CSS.



# Platting Subdivision Improvement Bond Release-Reduction Processing

Submitting Subdivision Bonds documents



# Platting Subdivision Improvement Bond Release-Reduction Processing

- Upon passing a scheduled Release-Reduction inspection, the Platting Application Services Team will review the case for any possible additional actions that may be required from the account holder or bond principal before completing the release-reduction of the bond.

The screenshot displays a software interface for bond processing. At the top, a light blue header contains the following information:

- Type: Plat Subdivision Improvements Bonds
- Status: Under Review
- IVR Number: 607022
- Applied Date: 10/18/2023
- District: Commission District 12
- Assigned To: Lezcano, Ana
- Description:

Below the header is a navigation bar with tabs: Summary (selected), Locations, Fees (with a red notification icon), Reviews, Inspections, Attachments, Contacts, and Sub-Records.

The main content area is divided into two columns:

- Progress:** A donut chart shows 86% Completed (green), with smaller segments for In Progress (blue) and Not Started (grey).
- Workflow:** A list of steps with status indicators:
  - ✓ PL - Bonds - Package Acceptance - Passed : 10/25/2023
  - ✗ PL - Bonds - Bond Reduction/Release Inspection - Re-inspection required (with fee) : 10/26/2023
  - ✗ PL - Bonds - Bond Reduction/Release Processing - Not Passed : 01/08/2024
  - ✓ PL - Bonds - Bond Reduction/Release Inspection App - Passed : 01/08/2024
  - ✓ PL - Bonds - Bond Reduction/Release Inspection - Passed : 01/08/2024
  - 🔄 PL - Bonds - Bond Reduction/Release Processing - Started - Scheduled for 01/08/2024 (highlighted with a red box)

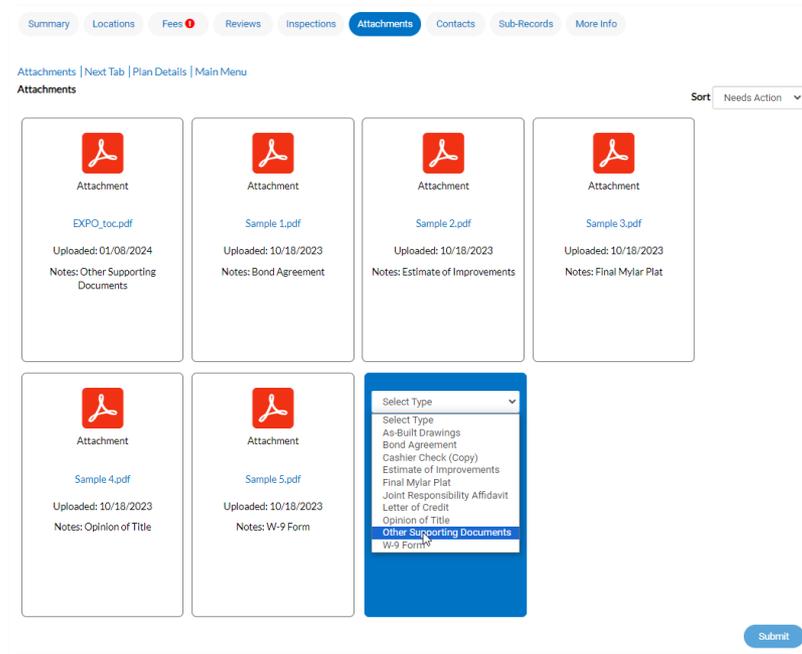
PL - Bonds - Bond Reduction/Release Processing			
Submittal Status	Received Date	Due Date	Completed Date
In Review	01/08/2024	01/08/2024	

PL - Bonds - Bond Reduction/Release Processing • In Review • Lanatta Sergio • Due : 01/08/2024	
Due Date	Completed Date
01/08/2024	

# Platting Subdivision Improvement Bond Release-Reduction Processing

- If there are any required documentation or updates requested by the Platting Application Support Team from the applicant, it can be submitted via the Citizen Self-Service Portal (CSS).



- If the submittal is completed, please submit the original executed documents in person or by mail to the Platting Application Support Team.

# Resubmitting Required Documentation

- From the **Attachments (1)** tab in the relevant plan, you can **select (2)** any correction related for **submission (3)** that are required.
- Afterwards, a message will appear reporting that the upload was successful.

Plan Number: SB202300029

Plan Details | Tab Elements | Main Menu

Type: Plat Subdivision Improvements Bonds Status: Under Review Project Name:

IVR Number: 607025 Applied Date: 10/19/2023 Expiration Date:

District: Assigned To: Lezcano, Ana Completion Date:

Description:

Summary Fees Reviews Inspections **Attachments** Contacts Sub-Records Holds More Info

Attachments | Next Tab | Plan Details | Main Menu

Attachments Sort: Needs Action

Attachment Sample 1.pdf Uploaded: 10/19/2023 Notes: Bond Agreement

Attachment Sample 2.pdf Uploaded: 10/19/2023 Notes: Estimate of Improvements

Attachment Sample 3.pdf Uploaded: 10/19/2023 Notes: Final Mylar Plat

Attachment Sample 4.pdf Uploaded: 10/19/2023 Notes: Opinion of Title

Attachment Sample 5.pdf Uploaded: 10/19/2023 Notes: W-9 Form

Attachment AD\_NewGeneric-or-Service\_Account (002).pdf Uploaded: 10/20/2023 Notes: Final Mylar Plat

Select Type

- Select Type
- As-Built Drawings
- Bond Agreement
- Cashier Check (Copy)
- Estimate of Improvements
- Final Mylar Plat
- Joint Responsibility Affidavit
- Letter of Credit
- Opinion of Title
- Other Supporting Documents
- W-9 Form

Submit

Summary Fees Reviews Inspections **Attachments** Contacts Sub-Records Holds More Info

Attachments | Next Tab | Plan Details | Main Menu

Attachments Sort: Needs Action

✓ The file upload was submitted successfully.

Attachment Sample 1.pdf Uploaded: 10/19/2023 Notes: Bond Agreement

Attachment Sample 2.pdf Uploaded: 10/19/2023 Notes: Estimate of Improvements

Attachment Sample 3.pdf Uploaded: 10/19/2023 Notes: Final Mylar Plat

Attachment Sample 4.pdf Uploaded: 10/19/2023 Notes: Opinion of Title

Attachment Sample 5.pdf Uploaded: 10/19/2023 Notes: W-9 Form

Attachment AD\_NewGeneric-or-Service\_Account (002).pdf Uploaded: 10/20/2023 Notes: Final Mylar Plat

Add Attachment

Supported: .pdf

Submit

# Subdivision Bond Documents Review

- To ensure your documents are approved, please carefully review any comments provided and make the necessary corrections or submissions as needed.
- 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.

PL - Bonds - Bond Reduction/Release Processing

Submittal Status	Received Date	Due Date	Completed Date
Corrections Required	01/08/2024	01/08/2024	01/08/2024

PL - Bonds - Bond Reduction/Release Processing • Denied • Lanatta Sergio • Completed : 01/08/2024

Due Date	Completed Date
01/08/2024	01/08/2024

Correction (1)

Correction Type	General	Category	General Correction
Corrective Action	N/A		
Comment	PDF file incorrectly indicating the improvement areas.		

**MIAMI-DADE COUNTY**

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

### PLAN CORRECTIONS REPORT SB2023000034

APPLICATION INFORMATION

Application Date: 10/26/2023

Address: [REDACTED] Parcel: [REDACTED]

CONTACT INFORMATION

Type	Name	Company	Address
Applicant	Vanessa Collazo	Miami-Dade County	Nw
Online User	sergio lanatta		1734 Sw 21 Terrace
Property Owner	Vanessa Collazo	Miami-Dade County	Nw

Comments: [REDACTED]

Review Section: [REDACTED]

Reviewer: [REDACTED]

Correction: [REDACTED]

Corrective Action: [REDACTED]

# Subdivision Bond Reviews from CSS

- To review the status of your submission, click on **My Work** on the main navigation menu, 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.

Dashboard Home Links Apply **My Work** Today's Inspections Map Fee Estimator Search Calendar

My Work

MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY INVOICES PROJECTS

Search... Export to Excel

Display All Records Updated In Last 120 Days

Plan Number	Address	Plan Type	Status	Applied	State
SB2023000029		Plat Subdivision Improvements Bonds	Under Review	10/19/2023	Attention, Recent, Pending (Unpaid Fees, Review Not Approved)
SB2023000025		Plat Subdivision Improvements Bonds	Under Review	10/16/2023	Attention, Recent, Pending (Review Not Approved)
SB2023000028		Plat Subdivision Improvements Bonds	Under Review	10/19/2023	Recent, Pending
PDR202300005	2215 NW 129 AVE Sweetw...	Paving and Drainage Renewal/Revision	Under Review	10/19/2023	Attention, Recent, Pending (Unpaid Fees)
SB2023000027	2215 NW 129 AVE Sweetw...	Plat Subdivision Improvements Bonds	Under Review	10/18/2023	Attention, Recent, Pending (Unpaid Fees)
SB2023000026	1020 NW 123 CT Unit: 701 ...	Plat Subdivision Improvements Bonds	Under Review	10/17/2023	Recent, Pending
T2023000005	2750 SW 22 ST Miami, FL 3...	Tentative Plat	Under Review	10/16/2023	Recent, Pending

Showing 7 records.

PL - Bonds - Bond Reduction/Release Processing

Submittal Status	Received Date	Due Date	Completed Date
Corrections Required	01/08/2024	01/08/2024	01/08/2024

● PL - Bonds - Bond Reduction/Release Processing • Denied • Lanatta Sergio • Completed : 01/08/2024

Due Date	Completed Date
01/08/2024	01/08/2024

Correction (1)

Correction Type	General	Category	General Correction
Corrective Action	N/A		
Comment	PDF file incorrectly indicating the improvement areas.		

# Summary Review page

- Once a **Subdivision Bond Application** has been submitted or resubmitted, you can review the status from the **Summary page** as shown below by selecting the **Reviews** tab.

Plan Number: SB [redacted] [Add to Cart](#)

Plan Details | Tab Elements | Main Menu

Type:	Plat Subdivision Improvements Bonds	Status:	Under Review	Project Name:	
IVR Number:	607022	Applied Date:	10/18/2023	Expiration Date:	
District:	Commission District 12	Assigned To:	Lezcano, Ana	Completion Date:	
Description:					

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

### Progress

86% Completed

- Completed
- In Progress
- Not Started

### Workflow

- ✓ PL - Bonds - Package Acceptance - Passed : 10/25/2023
- ❌ PL - Bonds - Bond Reduction/Release Inspection - Re-inspection required (with fee) : 10/26/2023
- ❌ PL - Bonds - Bond Reduction/Release Processing - Not Passed : 01/08/2024
- ✓ PL - Bonds - Bond Reduction/Release Inspection App - Passed : 01/08/2024
- ✓ PL - Bonds - Bond Reduction/Release Inspection - Passed : 01/08/2024
- 🔄 PL - Bonds - Bond Reduction/Release Processing - Started - Scheduled for 01/08/2024

### Available Actions

### Fees

**\$215.00**

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

Plan Details | Tab Elements | Main Menu

Type:	Plat Subdivision Improvements Bonds	Status:	Under Review	Project Name:	
IVR Number:	607022	Applied Date:	10/18/2023	Expiration Date:	
District:	Commission District 12	Assigned To:	Lezcano, Ana	Completion Date:	
Description:					

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

### PL - Bonds - Bond Reduction/Release Processing

Submittal Status	Received Date	Due Date	Completed Date
In Review	01/08/2024	01/08/2024	

PL - Bonds - Bond Reduction/Release Processing • In Review • Lanatta Sergio • Due : 01/08/2024

Due Date	Completed Date
01/08/2024	

### PL - Bonds - Bond Reduction/Release Inspection App

Submittal Status	Received Date	Due Date	Completed Date
Completed	01/08/2024	01/08/2024	01/08/2024

✓ PL - Bonds - Bond Reduction/Release Inspection Approval • Completed • Completed : 01/08/2024

Due Date	Completed Date
01/08/2024	01/08/2024

# 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**.

The screenshot shows the 'Dashboard' tab of the Citizen Self Service Portal. The navigation bar includes links for Home, Links, Apply, My Work, Today's Inspections, Map, Fee Estimator, Search, and Calendar. A welcome message reads 'Welcome to the Citizen Self Service Portal!'.

### My Permits

Attention	Pending	Active	Recent	Draft
0	0	0	0	0

[View My Permits](#)

### My Plans

Attention	Pending	Active	Recent	Draft
3	8	0	8	0
Plat Subdivision Im... 2 Paving and Drainag... 1	Plat Subdivision Im... 5 Other Public Hearin... 1 Other 2		Plat Subdivision Im... 5 Other Public Hearin... 1 Other 2	

[View My Plans](#)

### My Inspections

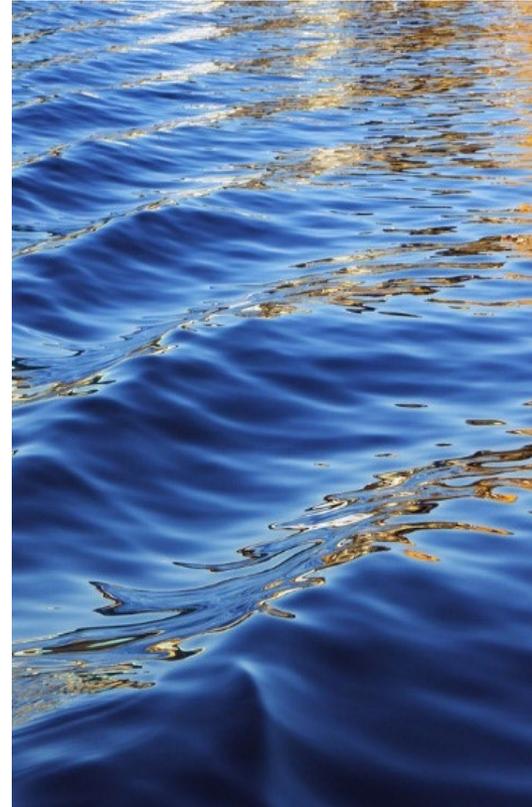
Requested	Scheduled	Closed
1	0	0
Bond Reducti... 1		

[View My Inspections](#)

### My Invoices

Current	1	\$6,675.75	<a href="#">Add To Cart</a>
Past Due	0	\$0.00	
<b>Total</b>	<b>1</b>	<b>\$6,675.75</b>	<a href="#">Add To Cart</a>

[View My Invoices](#)

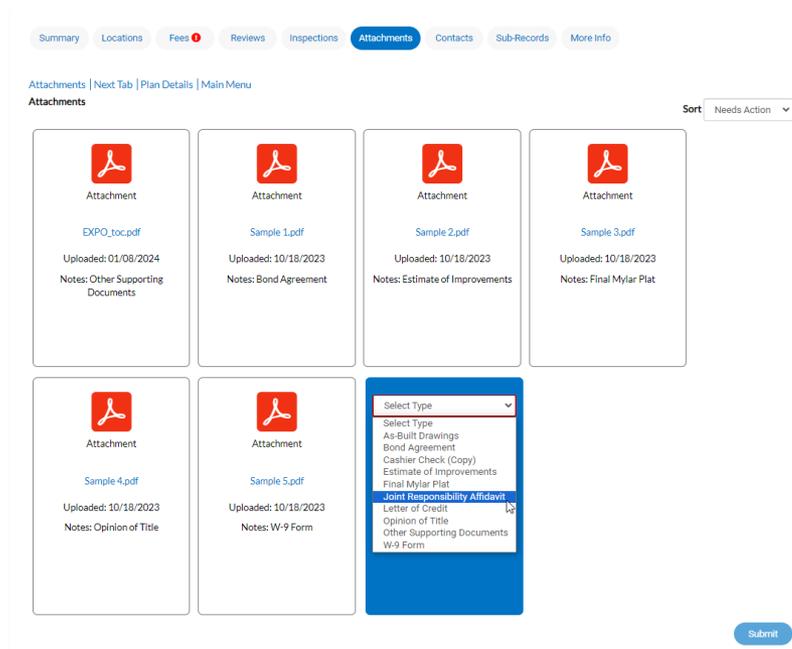


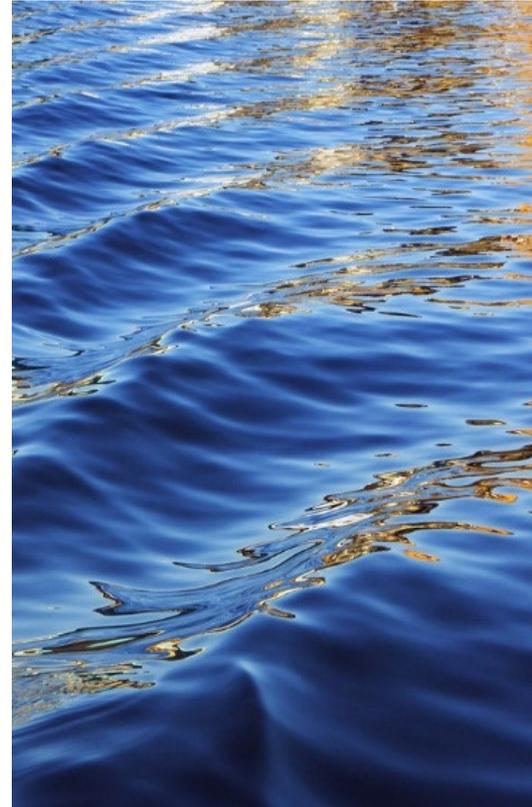
# Platting Subdivision Improvement Bond Collateral Exchange and New Owner

Submitting Subdivision Bonds documents

# Platting Subdivision Improvement Bond Collateral or New Owner

- For New Owner Transfer and/or Collateral Exchange, please upload your written request or applicable documentation to the relevant Subdivision Improvement Bond to begin the review process. If you are not listed on the Subdivision Improvement Bond, please reach out to [RERPlatBonds@miamidade.gov](mailto:RERPlatBonds@miamidade.gov) for support.
- Submissions will be performed and tracked through the Citizen Self-Service (CSS) Portal.





# Pay Online

Subdivision Bond Application and Inspections

# 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.

The screenshot displays the ePayment interface. At the top, a blue header contains the text "ePayment". Below this is a horizontal navigation bar with four circular icons: a shopping cart labeled "CART", a credit card labeled "PAYMENT", a document with lines labeled "REVIEW", and a document with a checkmark labeled "STATUS".

Below the navigation bar is a light blue banner with the text: "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](mailto: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." A red arrow points to the "Next >>" button in the top right corner of the main content area.

The main content area is titled "Shopping Cart" and includes a "« Energov" button on the left and a "Next >>" button on the right. Below the title, there is a note: "There is a maximum of 8 Processes/Invoice Numbers per transaction." A dashed blue box highlights a form field for "Process/Invoice Number" with a pencil icon and a "+ Add" button.

Below the form field is a "TOTAL" label followed by a red dollar sign and a red box. Below this is a table with the following columns: "Process/Invoice Number", "Description", "Amount Due (\$)", and "Options".

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

# Pay online

- 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](mailto: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

- Any missing fields will receive a warning .

The screenshot shows a payment form titled "Payment Information" with a progress bar at the top indicating the current step is "PAYMENT". The form includes fields for Card Number, Exp. Month, Exp. Year, CVV, Phone Number, Middle Name, Billing Address 1, United States, City, Florida, and Zip Code. A warning dialog box is displayed in the center, stating: "Warning: Please, remember to fill all required fields before submit them." The dialog box has "CONTINUE" and "CANCEL" buttons. Red error messages are visible above several fields, indicating required fields that are missing or invalid.

« Back    Next »

MasterCard

\* This field is required  
\* Card Number is required

\* This field is required  
\* Exp. Month is required

\* This field is required  
\* Exp. Year is required

\* This field is required  
\* CVV is required

Card Number

Exp. Month

Exp. Year

CVV

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

Middle Name

\* This field is required  
\* Last Name is required

\* This field is required  
\* Email Address is required

Phone Number

\* This field is required  
\* Billing Address 1 is required

Billing Address 1

\* This field is required

United States

City

Florida

Zip Code

? Warning

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

CONTINUE    CANCEL

# Pay online

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

### 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@miamidadade.gov](mailto:bldgdept@miamidadade.gov) or call (786) 315-2100 during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday.

#### Review Payment

« Back   Submit »

**Payment Method**

[ Credit Card ]

Email Notification

 Visa ending in 9990

**Process/Invoice Number**

Process/Invoice Number	Price
I2023059970	\$
<b>TOTAL</b>	<b>\$</b>

#### Submit Payment

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

**YES**   CANCEL

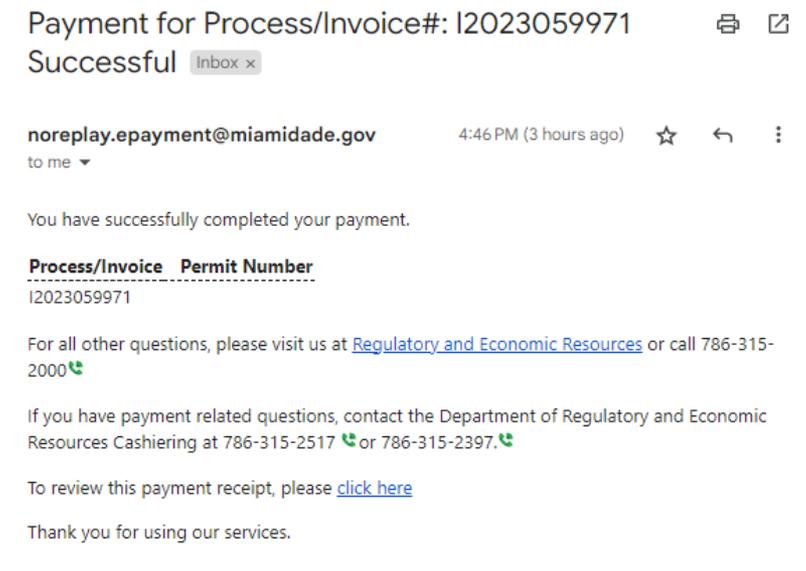
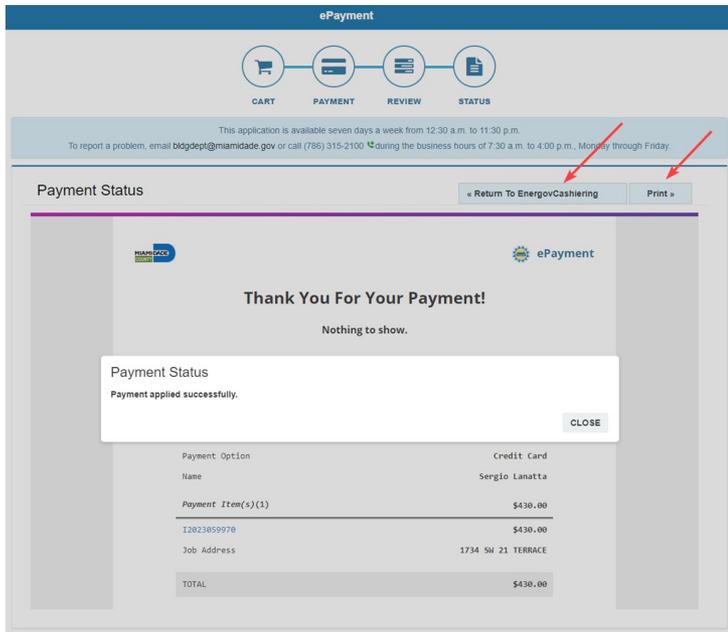
#### Important!

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

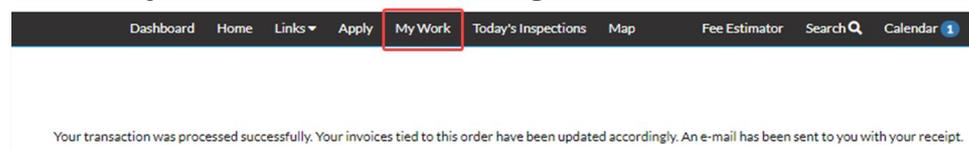
**UNDERSTOOD**   CANCEL

# 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.

Plan Number: SB2023000027

Plan Details | Tab Elements | Main Menu

Type: Plat Subdivision Improvements Bonds      Status: Under Review      Project Name:

IVR Number: 607022      Applied Date: 10/18/2023      Expiration Date:

District: Commission District 12      Assigned To: Lezcano, Ana      Completion Date:

Description:

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

**Progress**

0% Completed

● Completed  
● In Progress  
● Not Started

**Fees**

\$0.00

[View Details](#)

**Workflow**

- PL - Bonds - Package Acceptance - Started - Scheduled for 10/18/2023
- PL - Bonds - Bond Approval
- PL - Bonds - Bond Sent to Finance
- PL - Bonds - Bond Received by Finance
- PL - Bonds - Bond Reduction/Release Inspection -
- PL - Bonds - Bond Reduction/Release Inspection App
- PL - Bonds - Bond Reduction/Release Processing

**Available Actions**

No Actions

Plan Number: SB2023000027

Plan Details | Tab Elements | Main Menu

Type: Plat Subdivision Improvements Bonds      Status: Under Review      Project Name:

IVR Number: 607022      Applied Date: 10/18/2023      Expiration Date:

District: Commission District 12      Assigned To: Lezcano, Ana      Completion Date:

Description:

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

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

**Fee Summary**

Total Fees: \$0.00      Paid Fees: \$0.00      Unpaid Fees: \$0.00

**Remaining Fees**      Sort: Fee

Fee	Invoice	Computed	Amount Due
No records to display.			

**Paid Fees**      Sort: Fee

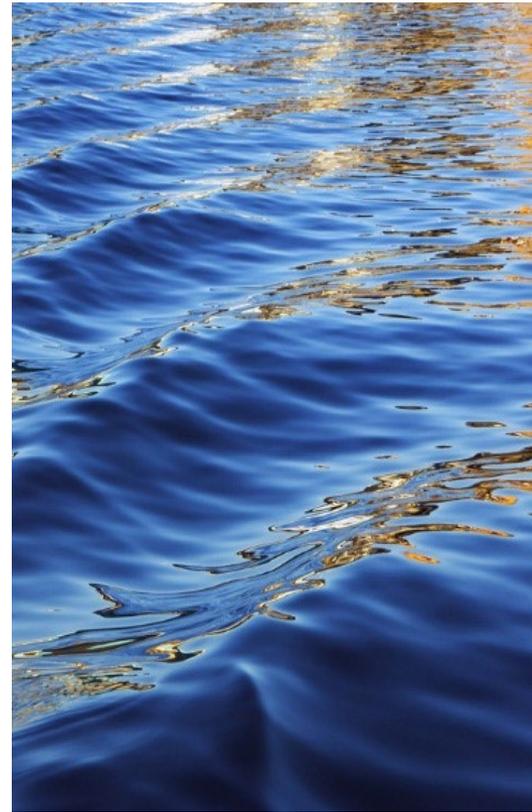
Fee	Invoice	Computed
Platting-Bonds - Public Works Dept. - New Bond	I2023059968	\$0.00

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



# Questions and Support

RER Platting Application Support and DTPW Release-  
Reduction Inspector



# Questions

- You may direct questions regarding your Subdivision Improvements Bonds or related queries to the following:

RER Platting Application Support

[RERPlatBonds@miamidade.gov](mailto:RERPlatBonds@miamidade.gov)

(305) 375-1275

- For questions or concerns, regarding public works you may contact the DTPW Right of Way Inspector.

Inspector Name: Paul Blackwell

Inspector Phone Number: (786) 218-1969

For additional information go to

[Miami-Dade Citizen Self-Service Portal](#)