NOTICE TO DEVELOPERS, SURVEYORS AND ENGINEERS

Whenever there's the requirement to plat land within unincorporated Miami-Dade County, the subdivider (owner) can submit a request for a building permit for the construction of certain types of improvements with the subdivision (i.e., single family model or production home, commercial building, perimeter wall, etc.). Attached is a condensed guide of the conditions that must be satisfied for each of the specified uses before the Platting Section can approve the permit request for the construction of these improvements on a particular parcel. After those conditions are met, our office will submit to the Miami-Dade Permitting and Inspection Center (MDPIC) the permit request letter sent by the subdivider, with our approval.

Additional commitments must be agreed to by the subdivider when the project is adjoining a section-line or half section-line road that requires any Public Works stipulated improvements within the public right-of-way. As such, please be aware of the following conditions:

> No permits will be released until the subdivider has obtained the necessary permit for the required road improvements of the adjoining road(s). Submittal of a copy of this permit is required.
>
> No certificate of completion or certificate of occupancy will be issued until all the required road improvements are completed.

Under the aforementioned circumstance the permit request letter must also include the following statement:

The owner is aware and will not request a Certificate of Occupancy until the road improvements noted on the paving and drainage plans, approved (date of paving and drainage plans approval), for (name of street(s) and/or avenue (s)) are completed.

SPECIFIC PERMIT LETTER REQUIREMENTS

- Must be signed by the property owner. If the property owner is an entity other than an individual (s) or a corporation (i.e., limited liability company, limited partnership, joint venture, etc.), the letter must be signed by the officer authorized to sign on behalf of the particular entity, as indicated on the opinion of title in our plat file.
- Must include contact telephone number and e-mail address.

PLEASE REFER TO THE ATTACHED "PLATTING CRITERIA FOR PERMIT LETTER REQUESTS" BEFORE SUBMITTING TO THE PLATTING SECTION A PERMIT REQUEST LETTER FOR THE CONSTRUCTION OF ANY IMPROVEMENTS ON A PARCEL OF LAND THAT IS IN THE PLATTING PROCESS.

PLEASE CHECK THE MIAMI-DADE COUNTY PUBLIC WORKS, LAND DEVELOPMENT DIVISION'S WEBSITE FOR REVISED SAMPLE PERMIT LETTER REQUEST FORMATS.

PLATTING CRITERIA FOR PERMIT LETTER REQUESTS

The following requirements must be complied with before the Platting Section can forward the request to grant permits for each of the specified uses. Please note that this is simply a condensed guide to request permits from the appropriate departments and not a substitute for the specific requirements and details as stipulated in Section 28-11, Chapter 28, Subdivision Code of Miami-Dade County, Florida. The Subdivision Code can be viewed in its entirety at the following website: http://municode.com/resources/gateway.asp?pid=10620&sid=9

CONSTRUCTION TRAILER OR TRAILER USED AS OFFICE

1. Tentative plat has been approved and is current.
2. Reviewed and permitted paving and drainage plans.
3. Trailer complies with D.E.R.M. requirements for potable water and sanitary facilities.

SINGLE FAMILY OR TOWNHOUSE MODELS

1. Tentative plat has been approved and is current.
2. Paving and drainage plans have been approved.
3. All D.E.R.M. requirements have been complied with, including water and sewer extension plans.
4. A letter signed by the property owner that complies with Chapter 28, Subdivision Code, Section 28-11 (b) (4).
5. CONDITIONAL REQUIREMENT: Chapter 28, Subdivision Code, Section 28-11 (b) (5).

ENTRANCE FEATURES, PERIMETER WALL AND LIFT STATION

1. Tentative plat has been approved and is current.
2. A letter signed by the property owner that complies with Chapter 28, Subdivision Code, Section 28-11 (c).

COMMERCIAL AND INDUSTRIAL BUILDINGS

1. Tentative plat has been approved and is current.
2. Only one (1) building permit may be issued, on a site, and only one (1) such permit per subdivision.
3. Paving and drainage plans (if required) have been approved.
4. At the time of request, there must be an active set of building plans pertaining to the site, with an active process number under the County's permitting system. The plans must have approvals from the following disciplines or an indication that such approval(s) are non-applicable: building, D.E.R.M., electrical, energy, impact fees, mechanical, planning, plumbing, Public Works and structural.
5. A letter signed by the property owner that complies with Chapter 28, Subdivision Code, Section 28-11 (d) (5).
6. CONDITIONAL REQUIREMENT: Chapter 28, Subdivision Code, Section 28-11 (d) (6) and (7).

SINGLE FAMILY OR TOWNHOUSE PRODUCTION HOMES

1. Tentative plat has been approved and is current.
2. Paving and drainage plans have been approved.
3. All D.E.R.M. requirements have been complied with, including water and sewer extension plans.
4. The proposed final plat for the subdivision in which the productions homes are to be located has been listed on an agenda for approval by the Board of County Commissioners. Please refer to the following website for commission agenda dates and deadlines: http://www.miamidade.gov/pubworks/library/land_lot_dev_pdfs/2008_deadlines.pdf
5. A letter signed by the property owner that complies with Chapter 28, Subdivision Code, Section 28-11 (e) (5).
6. Final plat reviewed and approved by the Planning and Zoning and Public Works Departments.
7. CONDITIONAL REQUIREMENT: Chapter 28, Subdivision Code, Section 28-11 (e) (6).

WAIVER OF PLAT PERMIT

1. Waiver of plat recommended for approval by the Miami-Dade County Plat Committee.
2. Submittal of a current opinion of title.
3. Submittal of an additional copy of the Waiver of Plat that was recommended for approval by the Miami-Dade County Plat Committee.
4. The proposed Waiver of Plat in which construction is to take place has been listed on an agenda for approval by the Board of County Commissioners. Please refer to the following website for commission agenda dates and deadlines: http://www.miamidade.gov/pubworks/library/land_lot_dev_pdfs/2008_deadlines.pdf
5. A letter signed by the property owner requesting construction of the specified structure prior to the approval of the Waiver of Plat by the Board of County Commissioners.