



TOWN OF CUTLER BAY  
Department of Community Development  
Building Division  
(305) 234-4193

## DRIVEWAY PERMIT CHECKLIST

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- Permit Application**
- Owner-Builder Affidavit (if applicable)**
- Driveway Detail and Material Type (2 copies)**
- Property Survey (2 copies)**
- Site Plan showing location, dimensions, and setbacks of the proposed driveway (2 copies)**
- Front-Yard Coverage Calculation Worksheet**
- Lot Coverage Calculation Worksheet**
- Covenant of Construction within the right-of-way (for driveway approach/apron connecting to the street).**
- Up-Front Fee of \$130.00 (required for review)**



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## NOTICE OF SURVEY REQUIREMENTS

The Cutler Bay Town Council recently adopted Ordinance 21-06 amending Section 3-42 of the Land Development Regulations to require submission of recent property boundary surveys as part of building permit applications and submission of property boundary and topographic surveys prior to closing out permits. These requirements are summarized below:

### Pre-Construction Survey Required

For any project that will change the footprint of a structure, increase impervious area, alter setbacks or install fences, applicants are required to provide a survey that is less than 6-months old. If a survey is older than 6-months but less than 3-years, the property owner will have to provide a signed affidavit attesting that the survey is accurate and no changes were made since the time of the survey.

The survey has to include the following information at a minimum:

- Property boundaries
- Existing easements and servitudes
- Existing paved areas and impermeable surfaces
- All existing structures and setbacks, including sheds, accessory buildings, swimming pools, pool decks, screen enclosures.
- Existing fence lines

### Post-Construction Survey Required

At the completion of the project, the property owner is required to submit an as-built survey of the property to document that the project was built in accordance with the approved plans. This survey must include everything required on the initial survey with the appropriate changes to reflect what was changed during the course of the project.

### Topographic Survey Required

For any project which changes the drainage pattern of a property, including exterior alterations to buildings, installation of slabs, construction of pools or creations of berms, swales, or other drainage devices, a post-construction topographic survey must be provided to the town prior to the issuance of final approval or Certificate of Occupancy/Completion.

**REQUIREMENTS WILL BE FULLY ENFORCED BEGINNING ON  
MONDAY, AUGUST 23, 2021.**



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### SURVEY AFFIDAVIT

This form may be submitted in compliance with the provisions of Section 3-42 of the Land Development Regulations (Ordinance No. 21-06) for submittal of surveys older than 6-months but not exceeding 3-years.

**Affidavit:** To be executed by the owner.

If ownership is a corporation, Articles of Incorporation (full document filed with the Secretary of State) and a Board Resolution authorizing an individual or agent to sign on its behalf must be included. If ownership is an LLC (or similar), Articles of Organization (full document filed with the Secretary of State) and legal documentation authorizing an individual or agent to sign on its behalf must be included.

State of \_\_\_\_\_

County of \_\_\_\_\_

The undersigned Affiant, \_\_\_\_\_ (property owner), does hereby attest that the attached survey performed by \_\_\_\_\_ (surveyor's company), performed on \_\_\_\_\_ (date of survey), is an accurate representation of the existing conditions and locations of all structures and improvements on the property as of the date of this Affidavit.

The purpose of this Affidavit is to induce the Town of Cutler Bay to issue a building permit for the property without providing a survey less than six (6) months old. The Affiant, as property owner, further agrees to remove or obtain permits for any structures which now may exist on the property which are not permitted or which may violate zoning or building code regulations. The Affiant further understands that the existence of any such structures or improvements may affect final inspections as applicable to this or other permits.

\_\_\_\_\_  
 (Owner/Affiant Signature)

\_\_\_\_\_ being first duly sworn, deposes and says that: They are the

Owner  Partner  Officer  Agent of \_\_\_\_\_ and that they, in the capacity indicated above, are authorized execute this affidavit for the purpose of this application with the Town of Cutler Bay. Sworn to (or affirmed) and subscribed before me **by means of** \_\_\_ **physical presence** or \_\_\_ **online notarization** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. They were personally known \_\_\_\_\_ or produced \_\_\_\_\_ as a form of identification.

\_\_\_\_\_  
 Notary Public for the State of Florida

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
 Name typed printed, or stamped.



## FRONT YARD COVERAGE CALCULATION WORKSHEET

Site Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Contractor Information: \_\_\_\_\_

Total Front Yard Square Footage: A \_\_\_\_\_

Impervious Areas Existing Square Feet

Square Feet

Walkway \_\_\_\_\_

Entryway \_\_\_\_\_

Driveway \_\_\_\_\_

Other \_\_\_\_\_

Total All Existing Impervious Areas: B \_\_\_\_\_

New impervious area being added: C \_\_\_\_\_

Total Front Yard Covered Area B + C = \_\_\_\_\_ D

Total % Front Yard Coverage (D ÷ A) x 100 = \_\_\_\_\_ %

Completed by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## LOT COVERAGE CALCULATION WORKSHEET

Site Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Contractor Information: \_\_\_\_\_

Total Lot Square Footage:	A _____
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<u>Existing Impervious Areas</u>	<u>Square Feet</u>
House	_____
Walkway	_____
Entryway	_____
Driveway	_____
A/C / Generator Pad(s)	_____
Pool Equipment Pad	_____
Pool and/or Deck	_____
Patio/Screen Room	_____
Other	_____

Total All Existing Impervious Areas:	B _____
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New impervious area being added:	C _____
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Total Impervious Area	B + C = _____ D
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Total % Lot Coverage  $(D \div A) \times 100 =$  \_\_\_\_\_ %

Completed by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Permit No: _____
Address: _____

## OWNER-BUILDER DISCLOSURE STATEMENT

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You are applying for a building permit as an owner-builder. You should be advised of the following provisions and requirements that apply to owner-builders.

Proof of Ownership: Prior to a building permit being issued to you, you must submit proof of ownership of the land concerned in the application in the form of a recorded deed, showing you own the property, or a copy of mortgage or warranty deed of the land, or a Miami-Dade County tax receipt statement to contain legal description of property and indicate property is in your name. Legal description and name on document of proof must correspond to the name and legal description on the application.

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**Property Information: (If the property is unaddressed, address must be assigned prior to permitting.)**

Property Address: \_\_\_\_\_

Folio No.: \_\_\_\_\_

**Property Owner Information:**

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

Property Owner Telephone Number: \_\_\_\_\_

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**Owner's Certification:**

Furthermore, as an owner-builder, I hereby certify and state:

1. I understand that state law and County code requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the laws. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed by the state of Florida or Miami-Dade County and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build a one-story building or addition of not more than 500 square feet for commercial use or perform maintenance or repairs not to exceed \$5,000 on any building I own or lease. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased within 24-months of permit issuances, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption, and I will be subject to further enforcement action.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance. Anyone contracting, including labor, with me, verbally or in writing, who are not properly licensed may be subject to a fine of \$500 and or imprisonment for six months.

Permit No: \_\_\_\_\_

Address: \_\_\_\_\_

7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board for more information about licensed contractors.
11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: \_\_\_\_\_.
12. I agree to notify Town of Cutler Bay Building Division immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required before the permit is issued.

**I, the owner of property located at address \_\_\_\_\_ do hereby certify that I maintain the level of competency and the knowledge of the Florida Building Code necessary to assume the scope of work identified by the permit I have applied for.** I will not undertake any work for which I do not feel I have sufficient competent knowledge of, and I will supervise all hired laborers, or hire licensed contractors. I have read the foregoing instructions and I am aware of my responsibilities and liabilities under my application for a building permit for construction work on the above-described property.

**State of Florida, Miami-Dade County**

\_\_\_\_\_  
Property Owner Signature

Print Name: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

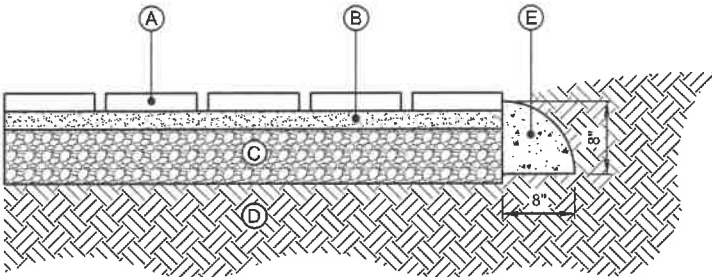
By: \_\_\_\_\_

Personally Known or ID: \_\_\_\_\_

# Town of Cutler Bay

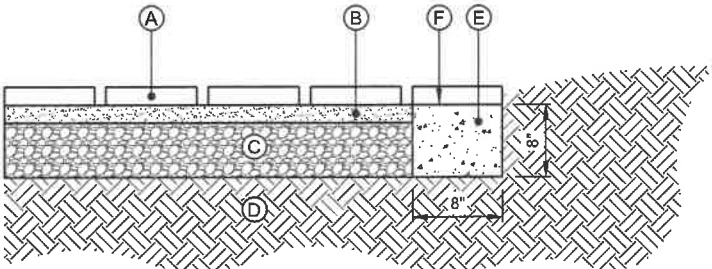
## DRIVEWAY PAVER DETAIL OPTION 1

- (A) 2" MIN. PAVER
- (B) 2" MAX. LEVELING SAND
- (C) 6" MIN. LIMEROCK
- (D) COMPACTED BASE
- (E) 1 #4 MIN. CONTINUOUS



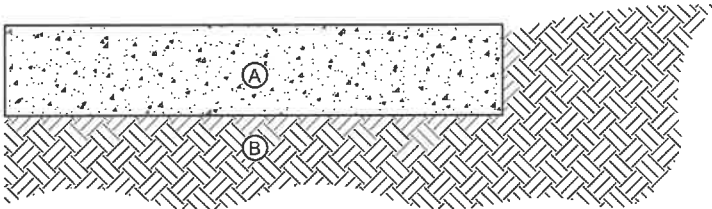
## DRIVEWAY PAVER DETAIL OPTION 2

- (A) 2" MIN. PAVER
- (B) 2" MAX. LEVELING SAND
- (C) 6" MIN. LIMEROCK
- (D) COMPACTED BASE
- (E) 1 #5 MIN. CONTINUOUS
- (F) MORTAR SET END PAVER



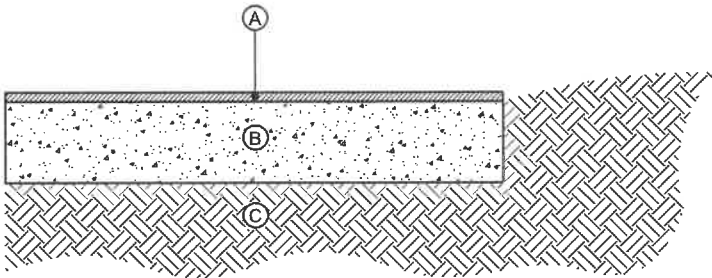
## CONCRETE DRIVEWAY DETAIL

- (A) 6" MIN. CONCRETE
- (B) COMPACTED BASE



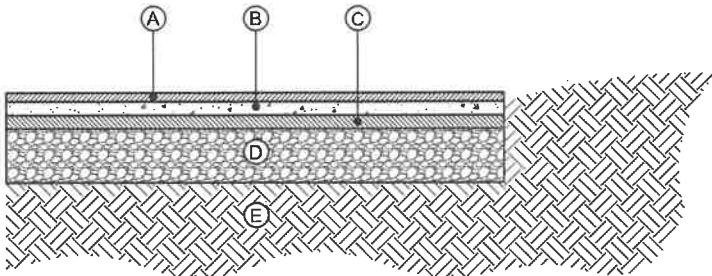
## NEW ASPHALT DRIVEWAY DETAIL

- (A) 1" MIN. ASPHALT
- (B) 6" MIN. LIMEROCK
- (C) COMPACTED BASE

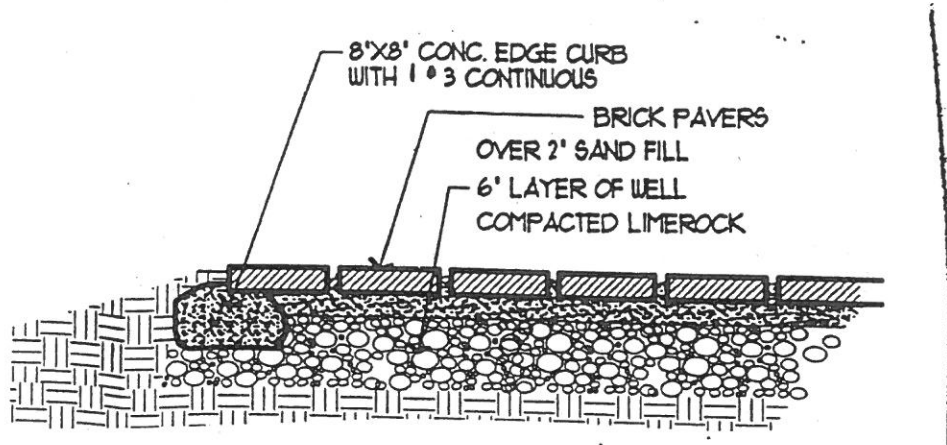


## ASPHALT RESURFACE OVER EXISTING DRIVEWAY

- (A) 1" MIN. ASPHALT
- (B) 1 LAYER HOT MOP
- (C) EXISTING ASPHALT - NO LOOSE MATERIAL
- (D) EXISTING LIMEROCK BASE
- (E) EXISTING COMPACTED BASE







BRICK PAYER DETAIL



**Town of Cutler Bay**  
**Public Works Department**  
 10720 Caribbean Blvd., Suite 105  
 Cutler Bay, Florida 33189  
 Tel: 305-234-4262  
 Fax: 305-234-4251

**COVENANT OF CONSTRUCTION WITHIN RIGHT OF WAY**

WHEREAS, \_\_\_\_\_, \_\_\_\_\_  
 \_\_\_\_\_ SIGNATURE

Hereinafter referred to as the OWNER of the following described property:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Requests permission to install: \_\_\_\_\_  
 \_\_\_\_\_

Within the public road right of way of \_\_\_\_\_

In CONSIDERATION of the approval of this permit by the TOWN OF CUTLER BAY Public Works Department, the Owner agrees as follows:

1. To maintain and repair, when necessary, the above mentioned item(s) installed within the dedicated right of way. If it becomes necessary for the Town and/or the Town of Cutler Bay to make repairs of maintain said item(s) within public right of way including restoration of streets by reason of the Owner's failure to do so, such expense shall be paid by the Owner or shall constitute a lien against the above described property until paid.
2. The Owner does hereby agree to indemnify and hold the Town of Cutler Bay harmless from any and shall liability which may arise by virtue of Town of Cutler Bay permitting the installation of these item(s) within the public right of way.
3. The Owner does hereby agree to remove or relocate their facilities at their own expense, within 60 days notice by the Public Works Department to do so. Failure to comply with this notice will result in the removal of items and a lien being placed on the property and/or assessed against the owner for all costs incurred in the removal and disposal of the item(s) by either Miami-Dade County or the Town of Cutler Bay.
4. The undersigned further agrees that these conditions shall be deemed a covenant running with the land and shall remain in full force and effect and be binding on

the undersigned, their heirs and assigns, until such time as this obligation has been cancelled by an affidavit filed in the Public Records of Dade County, Florida by the Director of the Public Works Department (or his full authorized representative).

Signed, sealed executed and acknowledged on the \_\_\_\_ day of \_\_\_\_ 20 \_\_\_\_, at Miami, Florida.

Signed, sealed and delivered in the presence of:

\_\_\_\_\_ (SEAL)

\_\_\_\_\_ (SEAL)



**Town of Cutler Bay**  
**Public Works Department**  
 10720 Caribbean Blvd., Suite 105  
 Cutler Bay, Florida 33189  
 Tel: 305-234-4262  
 Fax: 305-234-4251

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

I HEREBY CERTIFY, that on this \_\_\_day of \_\_\_\_\_, A.D. 20\_\_\_, before me personally appeared, \_\_\_\_\_  
 \_\_\_\_\_ to me known to be the person \_\_\_\_\_ described in and who  
 executed the foregoing covenant to the Town of Cutler Bay a body Corporate, and a political  
 subdivision of the State of Florida, and \_\_\_\_\_ acknowledged to me the execution thereof to be  
 \_\_\_\_\_ free act and deed for the uses and purposes therein mentioned.

WITNESS my signature and officials seal at \_\_\_\_\_, in the County and  
 State aforesaid, the day and year last aforesaid.

\_\_\_\_\_

Notary Public, State of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

(ACKNOWLEDGEMENT – CORPORATION)

STATE OF FLORIDA)

) SS.

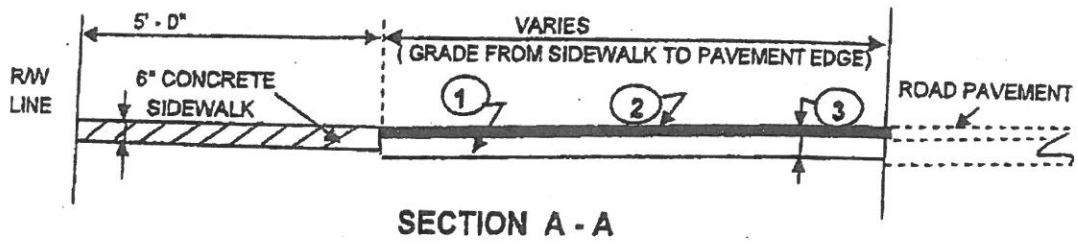
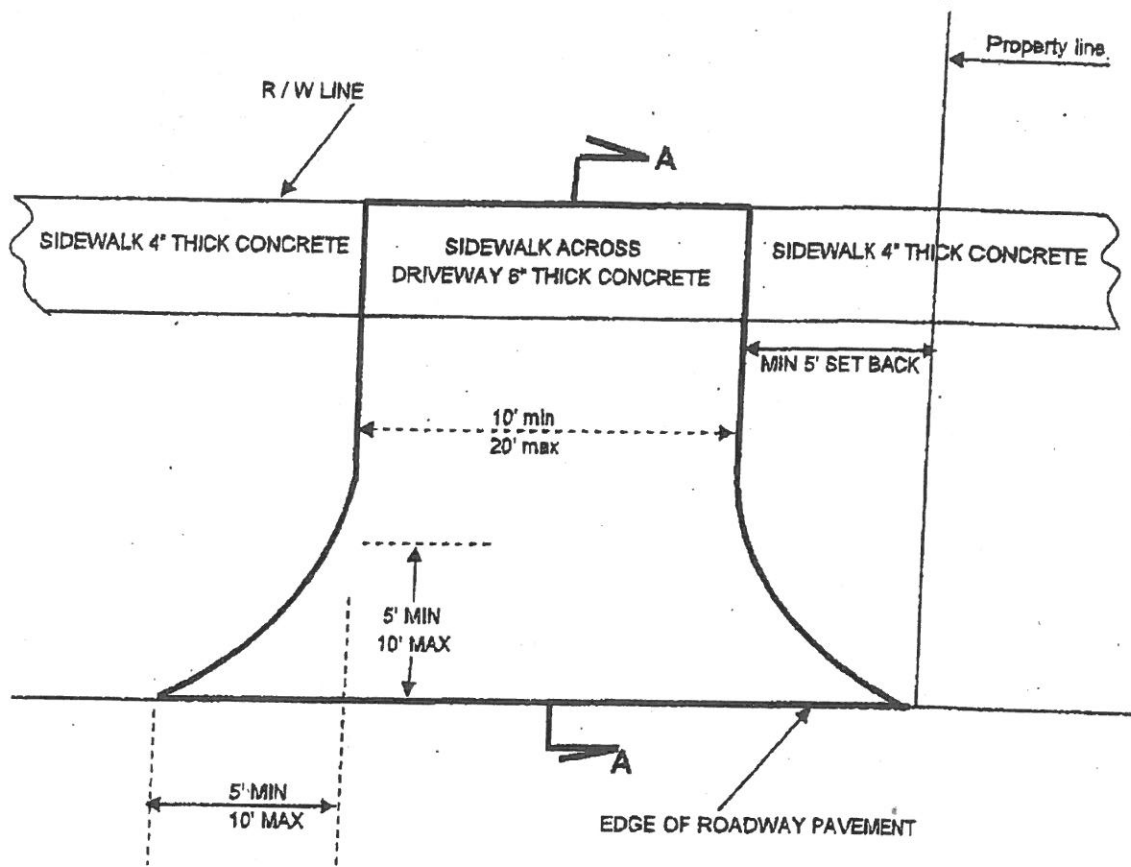
COUNTY OF MIAMI-DADE)

BEFORE ME, the undersigned authority, this day personally appeared  
 \_\_\_\_\_ and \_\_\_\_\_ both being to me well known and by me to  
 be the \_\_\_\_\_ President and \_\_\_\_\_ Secretary of the  
 \_\_\_\_\_ a Corporation under the laws of the State of  
 \_\_\_\_\_, and which said Corporation is known by me to be the person described in  
 and which executed the foregoing Covenant, the said officers of the said Corporation being likewise  
 known by me to be the officers thereof who, in their official capacities as such officers of said  
 Corporation executed, signed and delivered the said Covenant as the act and deed of said Corporation,  
 and the said officers of said Corporation then and there severally acknowledged to and before me that  
 they executed the said Covenant, acting in their said official capacities, for and as the act and deed of  
 the said Corporation and in its name, and impresses thereon in Corporate Seal, for the uses and the  
 purposes therein mentioned, and after being thereunto by the said Corporation duly authorized and  
 directed.

WITNESS my hand and official Seal at \_\_\_\_\_, in the County and State  
 aforesaid, on this, the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_.

\_\_\_\_\_  
 Notary Public, State of \_\_\_\_\_

My Commission expires: \_\_\_\_\_



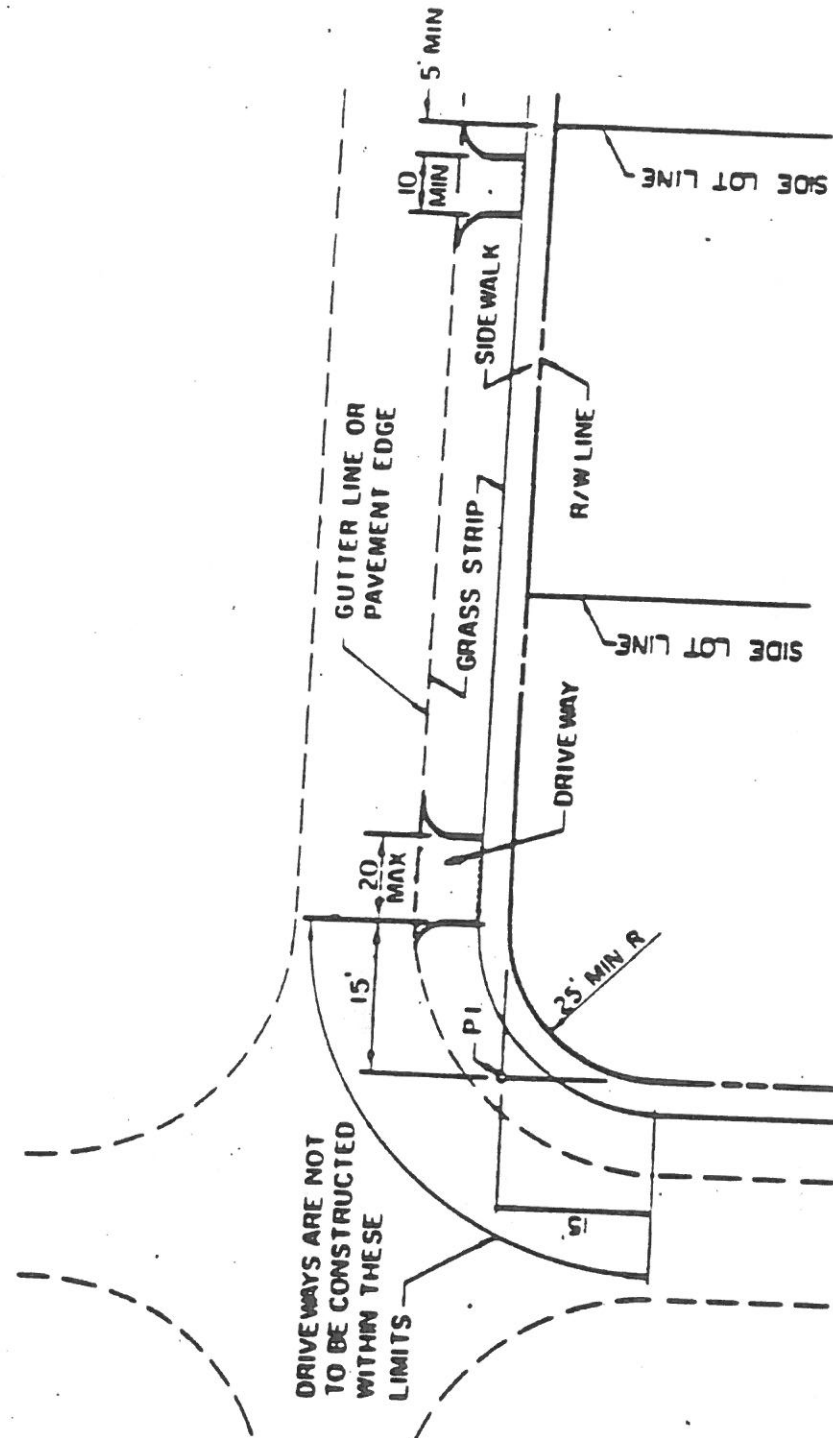
- ① BASE COURSE 6" THICK
- ② ASPHALTIC CONCRETE SURFACE COURSE 1 1/2" THICK
- ③ CONCRETE APRON 6" THICK

**STANDARD APPROACH DETAIL**

PUBLIC WORKS  
DEPARTMENT

CONCRETE / ASPHALT  
DRIVEWAY  
RESIDENTIAL

REV 0  
12/5/2005



DRIVEWAYS ARE NOT TO BE CONSTRUCTED WITHIN THESE LIMITS

**NOTES:**

1. THE LIMITS WITHIN WHICH DRIVEWAYS MAY NOT BE CONSTRUCTED ARE DETERMINED BY MEASURING FROM THE P I OF R/W LINES A DISTANCE OF 15' ALONG THE R/W LINE CURVE TANGENTS.
2. ALL DRIVEWAYS MUST BE CONSTRUCTED SO THAT NO PART OF THE DRIVEWAY (EXCLUDING THE TRANSITION) BETWEEN THE EDGE OF ROADWAY PAVEMENT AND THE R/W LINE IS CLOSER THAN 5' FROM A SIDE LOT LINE EXTENDED.

CONC DRIVEWAY	R-12.6		
ASPHALT DRIVEWAY	R-12.3		
ITEM	CROSS REF	SPEC REF	

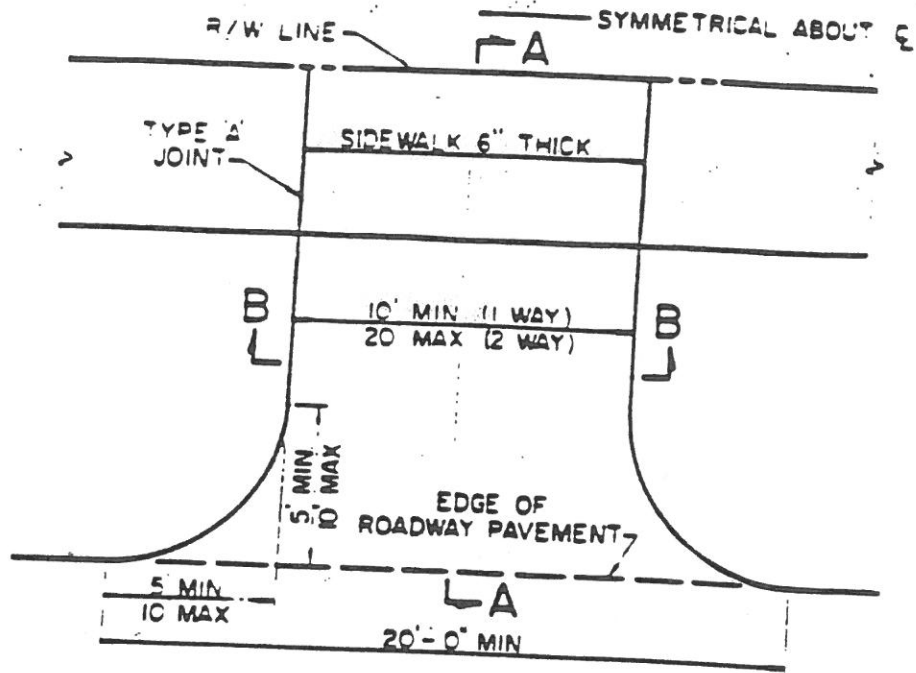
METROPOLITAN  
DADE COUNTY  
PUBLIC WORKS  
DEPARTMENT

APPROVED  
6/5/6

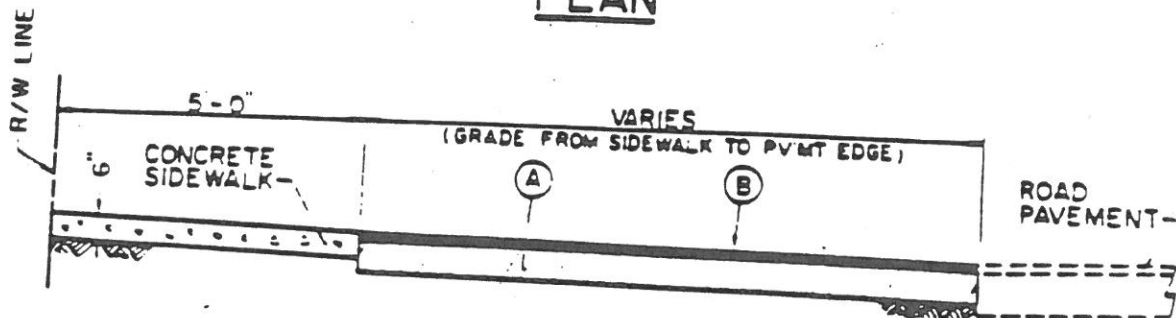
REVISED  
5/17/72  
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STANDARD ROAD DETAIL  
RESIDENTIAL DRIVEWAY  
SPACING

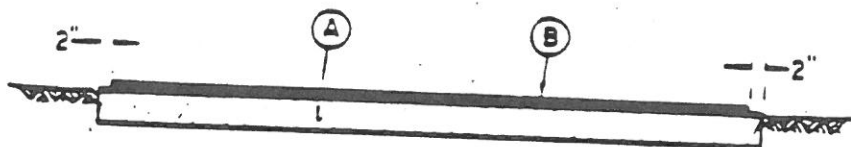
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12.1  
T 01 1238



**PLAN**



**SECTION A-A**



**SECTION B-B**

- (A) BASE COURSE 6" THICK
- (B) ASPHALTIC CONCRETE SURFACE COURSE 1" THICK

C BASIN LOCATION	SD 24	
WATER CONTROL		SEC D-4
DRIVEWAY SPACING	R-12 2	
CONCRETE SIDEWALK	R-13	SEC 49
ASPHALTIC CONCRETE		SEC 133
BASE COURSE		SEC 5-54
ITEM	CROSS REF	SPEC REF

METROPOLITAN  
DE COUNTY  
PUBLIC WORKS  
DEPARTMENT

APPROVED	REVISED
6/5/61	3 2 2
	6/4/66

STANDARD ROAD DETAIL  
ASPHALT DRIVEWAY  
RESIDENTIAL

**R**  
**12.3**  
SHEET 1 OF 1