



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

DRIVEWAY PERMIT CHECKLIST

- ☐ **Permit Application**
- ☐ **Owner-Builder Affidavit (if applicable)**
- ☐ **Driveway Detail and Material Type (2 copies)**
- ☐ **Property Boundary Survey 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)**
- ☐ **Topographical Survey required at final inspection (1 copy)**



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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 $(D \div A) \times 100 =$ _____ %

Completed by: _____

Signature: _____ Date: _____



TOWN OF CUTLER BAY
Department of Community Development
Planning and Zoning
(305) 234-4193

LOT COVERAGE CALCULATION WORKSHEET

Site Address: _____

Owner Name: _____

Permit Number: _____

Contractor Information: _____

Total Lot Square Footage:	A _____
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Existing Impervious Areas

Square Feet

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: _____



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

Permit No: _____

Address: _____

OWNER-BUILDER DISCLOSURE STATEMENT

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.

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: _____

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____.

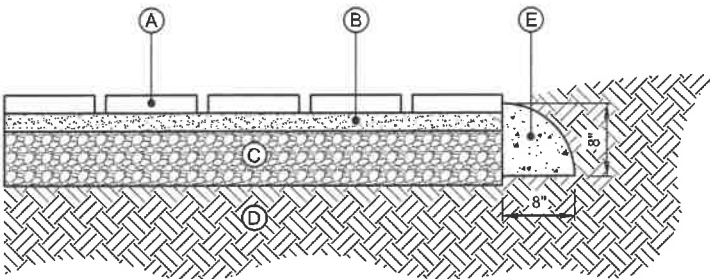
By: _____

☐ Personally Known or ID: _____

Town of Cutler Bay

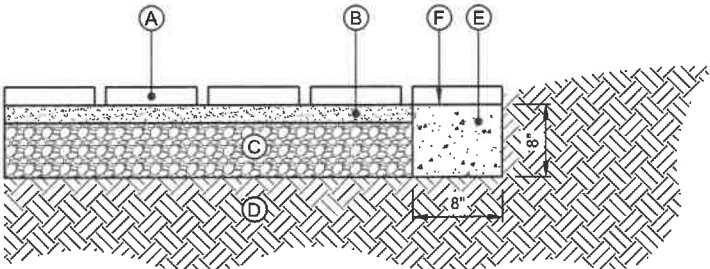
DRIVEWAY PAVER DETAIL OPTION 1

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



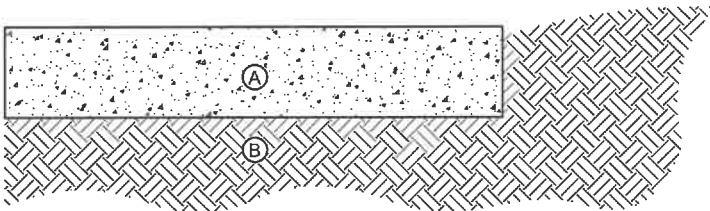
DRIVEWAY PAVER DETAIL OPTION 2

- (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



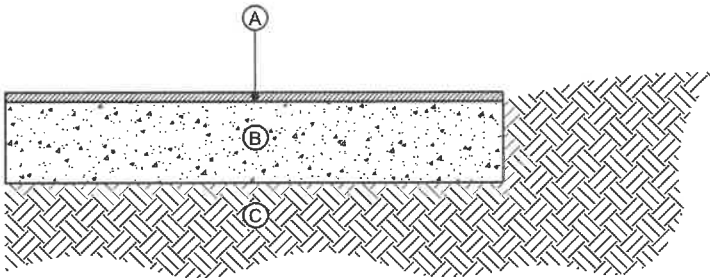
CONCRETE DRIVEWAY DETAIL

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



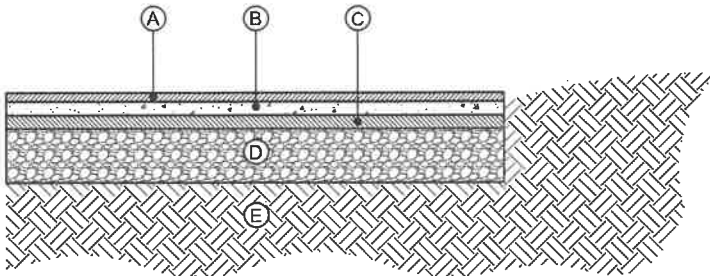
NEW ASPHALT DRIVEWAY DETAIL

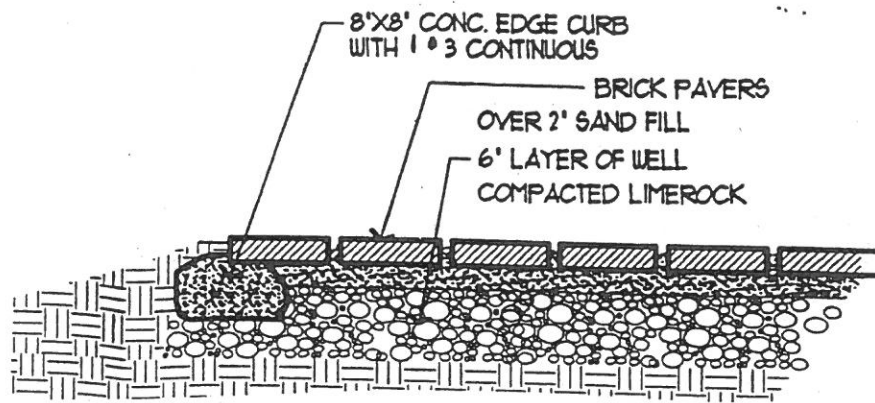
- (A) 1" MIN. ASPHALT
- (B) 6" MIN. LIMEROCK
- (C) COMPACTED BASE



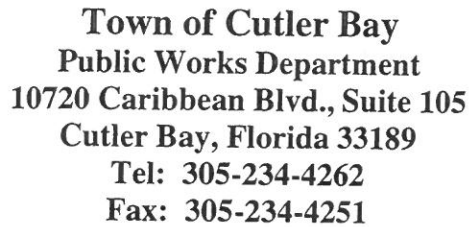
ASPHALT RESURFACE OVER EXISTING DRIVEWAY

- (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



WHEREAS, _____, _____
SIGNATURE

Within the public road right of way of _____

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

Signed, sealed executed and acknowledged on the ____day of ____20____, at Miami, Florida.

_____(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)

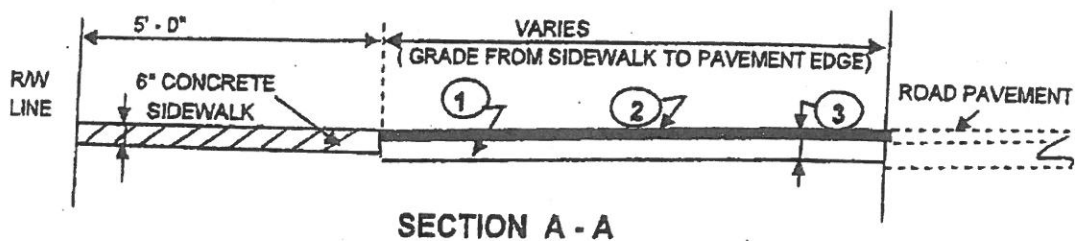
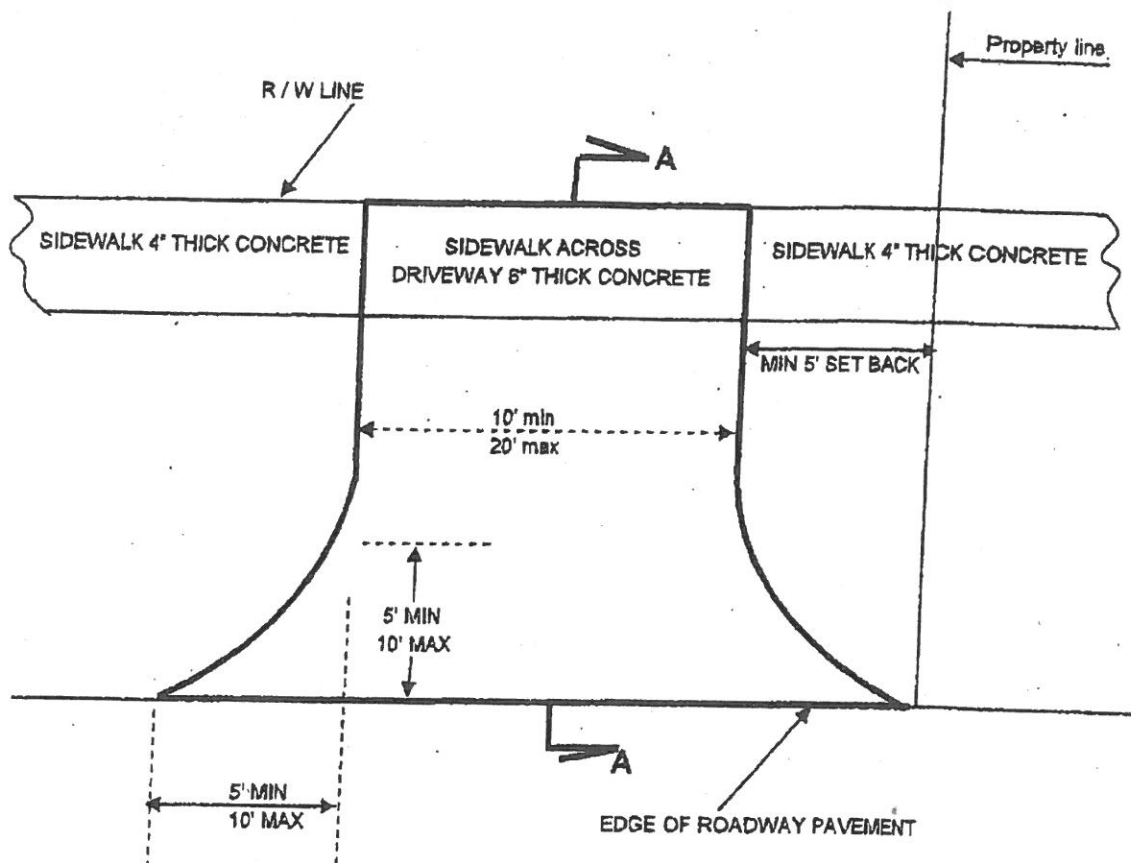
) SS.

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

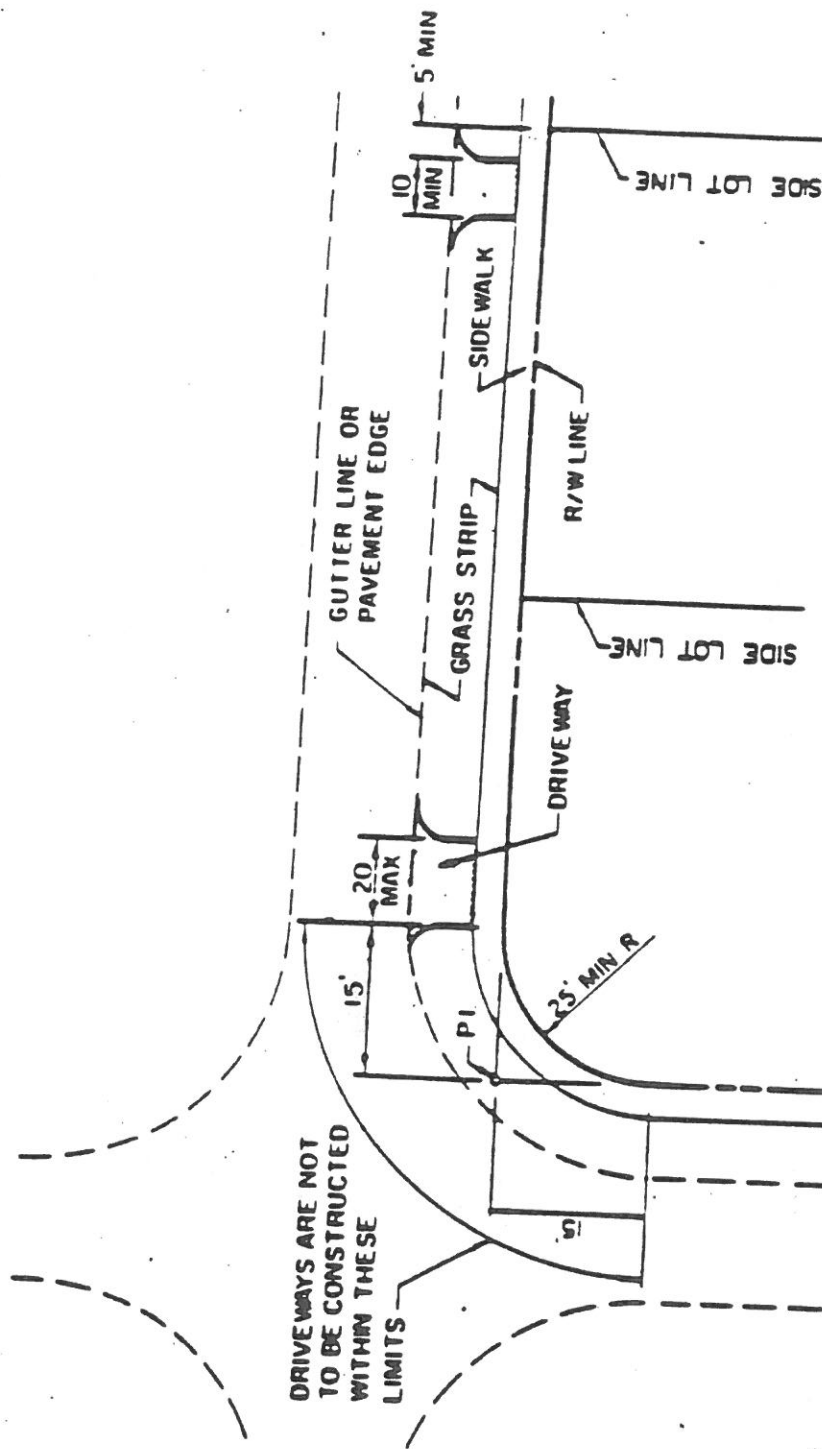
STANDARD APPROACH DETAIL

PUBLIC WORKS
DEPARTMENT

CONCRETE / ASPHALT
DRIVEWAY
RESIDENTIAL

REV 0

12/5/2005



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.

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

METROPOLITAN
DADE COUNTY
PUBLIC WORKS
DEPARTMENT

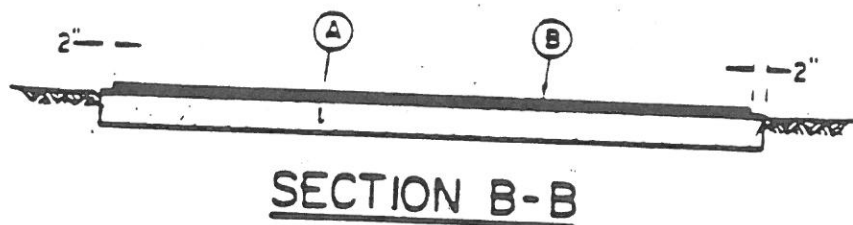
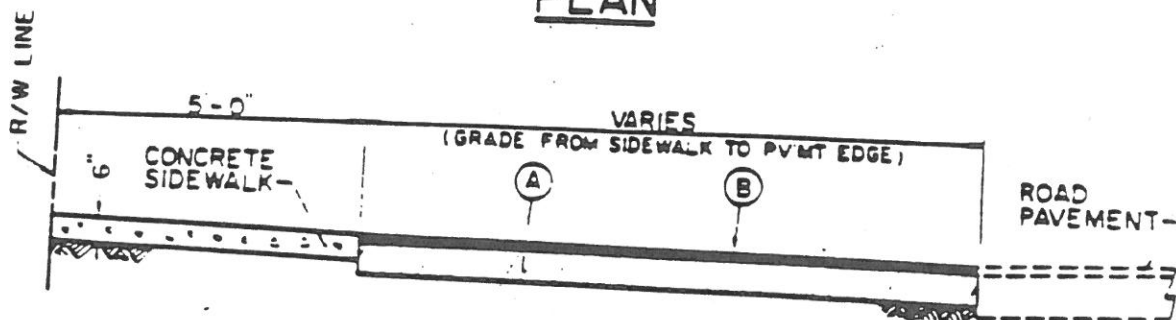
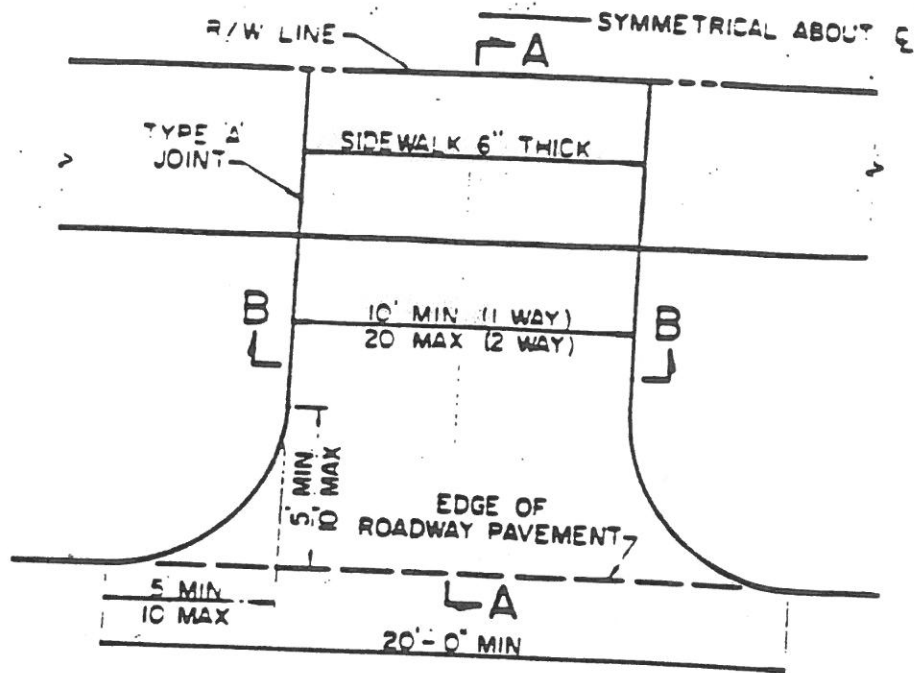
APPROVED
6/5/6

REVISED
5/17/72
6/4/DE

STANDARD ROAD DETAIL RESIDENTIAL DRIVEWAY SPACING

R
12.1

SHEET 1 OF 1



- (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 45
ASPHALTIC CONCRETE		SEC 133
BASE COURSE		SEC 5-54
ITEM	CROSS REF	SPEC REF

METROPOLITAN
DE COUNTY
PUBLIC WORKS
DEPARTMENT

APPROVED
6/5/61

REVISED
3-2-62
6/4/66

STANDARD ROAD DETAIL
ASPHALT DRIVEWAY
RESIDENTIAL

R
12.3
SHEET 1 OF 1