



CHECK LIST FOR PLAN SUBMITTAL
(Florida Building Code 2017 6th Edition- Effective 12/31/2017)

- Permit Application completely filled out.
- Up front fee.
- Two sets of Signed & Sealed surveys.
- Two sets of Signed & Sealed plans (no longer than 30" x 42" long).
- Two sets of complete structural calculations signed & sealed by P.E.
- Two Special Inspector letters, signed & sealed by P.E.
- All sheets of plans shall contain all information shown in Section 8-10 of the Miami Dade/Building Code requirements attached.
- Two sets of Energy Calculations.
- Detailed cost estimate of the improvements or repairs from the licensed general contractor of record or a cost estimate prepared by a licensed architect or engineer using professional construction estimation software.
- Site plan, showing all lot dimensions, existing and proposed grades, proposed structures and setbacks, occupancy type, building area breakdown, lot coverage, total area under roof, FEMA FIRM ZONE, finished floor elevation, lowest garage finished floor elevation, water service and meter, sewer lines and electric power/meter overhead or underground, and crown of road elevation at corners of property.
- Existing tree survey (for New Construction) for 3" or greater caliper trunk.
- Driveway details and specification. Attach (2) sets of Town of Cutler Bay & Apron standards and Conditions.
- Covenants required: a) Construction in Right-of-Way. b) Maintenance of Landscaping and grass in R.O.W. c) Declaration of Use.

Note: Your project may be required to file a Notice of Intent (NOI) and/or Notice of Termination (NOT) under the Florida Department of Environmental Protection's (FDEP) Generic Permit for Stormwater Discharge from Large and Small Construction Activities. Please contact FDEP or visit the following website for more information: <http://www.dep.state.fl.us/water/stormwater/npdes/construction1.htm>. If you are required to file an NOI and NOT, please submit a copy of the NOI and a copy of your Storm Water Pollution Prevention Plan with your Town permit application.

I hereby attest that all items checked above have been incorporated in the plans, and to the best of my knowledge and belief, the plans comply with the current edition of the Florida Building Code.

Architect – of – Record

(Print Name & Lic. No.)

(Date)

(Signature)



TOWN OF CUTLER BAY
Department of Community Development
Building Division
(305) 234-4262

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.**

ORDINANCE NO. 21-06

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, CREATING SECTION 3-42, “RECENT PROPERTY SURVEY REQUIRED,” OF CHAPTER 3 OF THE TOWN CODE OF ORDINANCES RELATING TO THE SUBMISSION OF PROPERTY BOUNDARY SURVEYS AND TOPOGRAPHIC SURVEYS DURING PERMITTING; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Cutler Bay (the “Town”) is the local permitting authority for all improvements to land and property within its municipal boundaries; and

WHEREAS, the Town’s property survey records are often outdated and do not accurately reflect what currently exists on the subject properties; and

WHEREAS, the Town’s staff cannot properly perform their duties when evaluating permit applications because of the discrepancies within the property survey records; and

WHEREAS, the Town finds that such discrepancies may result in the approval of permits for improvements or alterations to land and property that encroach onto neighboring properties; and

WHEREAS, the Town also finds that such discrepancies may negatively impact the Town’s drainage systems or neighboring properties when the Town’s staff does not have current property surveys for permit applications pertaining to work that will alter stormwater drainage patterns; and

WHEREAS, the Town finds it necessary to require permit applicants to provide current property surveys in order to properly evaluate such permit applications; and

WHEREAS, the Town Council finds that this Ordinance will promote the health, safety, and welfare of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA: ¹

Section 1. Recitals Adopted. The recitals set forth above are true and correct and incorporated herein by this reference.

¹ Coding: ~~Strikethrough words~~ are deletions to the existing words. Underlined words are additions to the existing words. Changes between first and second reading are indicated with yellow highlighted double-strikethrough and double underline.

Section 2. Creating Section 3-42 of Chapter 3 of the Town Code. The Town Council hereby creates Section 3-42, “Recent Property Survey Required,” of Chapter 3, “Land Development Regulations,” of the Town Code of Ordinances to read as follows:

Chapter 3 – Land Development Regulations

Article III. – Application Review and Approval Requirements

Section 3-42. Recent Property Survey Required.

(a) *Pre-Construction Surveys.* Prior to the issuance of any permit for any exterior improvement to or alteration of a property within the Town, a property owner shall provide a survey of the subject property, drafted within six months prior to submitting the permit application to the Town. This survey shall be drafted by a licensed land surveyor and shall include the following information at minimum:

- (1) Property boundaries,
- (2) Existing easements and servitudes,
- (3) Existing paved areas and impermeable surfaces,
- (4) Existing structures, sheds, accessory buildings, swimming pools, screen enclosures, and the associated setbacks, and
- (5) Existing fencelines.

If a property owner possesses a survey of the property that was drafted within three years of the application for a permit, the property owner may submit the survey with an affidavit attesting that the survey accurately reflects the current conditions on the property in lieu of a survey drafted within the past six months.

(b) *Post-Construction Surveys.* At or near the completion of permitted construction requiring a pre-construction survey as provided above, a post-construction survey drafted by a licensed surveyor shall be submitted, documenting changes made to the property through the permitted improvements or alterations. All information contained on the pre-construction survey shall be updated to reflect new or altered dimensions.

(c) *Post-Construction Topographic Surveys.* Any permitted work undertaken which changes the existing drainage pattern of the property shall submit a topographic survey drafted by a licensed surveyor in addition to a post-construction survey.

Section 3. Severability. If any section, clause, sentence, or phrase of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, the holding shall not affect the validity of the remaining portions of this Ordinance.

Section 4. **Conflicts.** All ordinances or code provisions in conflict herewith are hereby repealed.

Section 5. **Codification.** That it is the intention of the Town Council, and hereby ordained, that the provisions of the Ordinance shall become and be made a part of the Code of the Town of Cutler Bay; that the sections of this Ordinance may be re-numbered and/or re- lettered to accomplish such intentions; and that the word, "Ordinance," shall be changed to "Section" or such other appropriate word.

Section 6. **Effective Date.** This Ordinance shall be effective immediately upon passage by the Town Council on second reading.

PASSED on first reading this 16th day of June, 2021.

PASSED AND ADOPTED on second reading this 21st day of July, 2021.



TIM MEERBOTT
Mayor

Attest:



MAURICIO MELINU
Town Clerk



APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE
SOLE USE OF THE TOWN OF CUTLER BAY:



WEISS SEROTA HELFMAN
COLE & BIERMAN, P.L.
Town Attorney

First Reading:

Moved By: Vice Mayor Callahan

Seconded By: Council Member Coriat

Second Reading:

Moved By: Vice Mayor Callahan

Seconded By: Council Member Duncan

FINAL VOTE AT ADOPTION:

Mayor Tim Meerbott	YES
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Vice Mayor Michael P. Callahan	YES
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Council Member Robert “BJ” Duncan	YES
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Council Member Suzy Lord	YES
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Council Member Roger Coriat	YES
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TOWN OF CUTLER BAY
Department of Community Development
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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.



PERMIT APPLICATION

Permit No.
Master Permit:

Job Address:

Unit No.

1. Owner Information

Owner Name: _____
Address: _____
City _____ ST _____ Zip _____
Phone No. _____

Owner Builder _____ Yes _____ No

2. Contractor Information

Company Name: _____
Qualifier Name: _____
Address: _____
City _____ ST _____ Zip _____
Phone No. _____
License No. _____

3. Permit Type: (Check One Only)

- ☐ BUILDING
☐ ELECTRICAL
☐ MECHANICAL
☐ PLUMBING/GAS
☐ PAVING/DRAINAGE
☐ ROOFING
☐ PUBLIC WORKS
- ☐ CHANGE CONTRACTOR
☐ EXTENSION
☐ RENEWAL
☐ SHOP DRAWING
☐ SIGN
☐ ZONING
☐ OTHER

4. Type of Improvement: (Check One Only)

- ☐ NEW CONSTRUCTION
☐ ADDITION DETACHED
☐ ALTERATION EXTERIOR
- ☐ ADDITION ATTACHED
☐ ALTERATION INTERIOR
☐ REPAIR/REPLACE

5. Architect/Engineer:

Name: _____
Address: _____
City _____ ST _____ Zip _____
License No. _____
Phone No. _____
Estimated Value: _____
Square Footage: _____

6. Legal/Use/Work:

Folio No: _____ No. of Units: _____
Lot: _____ Block: _____
Subdivision: _____ PB/PG: _____
Current Use of Property: _____
Description of Work: _____
Work Classification: _____
Residential _____ Multi-Family _____ Commercial _____

Application is hereby made to obtain a permit to do work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, MECHANICAL, PLUMBING, SIGNS, WELLS, POOLS, ROOFING, SHUTTERS, WINDOWS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc. I understand that in signing this application I am responsible for the supervision and completion of the construction including scheduling of inspections and obtaining final inspections in accordance with the plans and specification. **WARNING TO OWNER:** Your failure to record a notice of commencement may result in you paying twice for improvements to your property. If you intend to obtain financing, consult with your attorney or lender before recording your notice of commencement. **Owner/Contractor Affidavit:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

Signature of Owner or Authorized Agent

Print Name _____
State of Florida, Miami-Dade County
Sworn to and subscribed before me this _____ day of _____ 20 _____.

By _____ (Seal)
Personally known or ID _____

Signature of Qualifier

Print Name _____
State of Florida, Miami-Dade County
Sworn to and subscribed before me this _____ day of _____ 20 _____.

By _____ (Seal)
Personally known or ID _____

NOTICE: In addition to the requirements of this permit, there may be additional deed restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as Water Management Districts, state agencies or federal agencies.

DISCIPLINE	APPROVED		DATE	DISAPPROVED		DATE	ZONING/PW FEES	FEES \$	(√)
Zoning									
Building									
Fire									
Structural									
Electrical									
Mechanical									
Plumbing									
Roofing									
P/Works									
Flood									
							(#)Violation		
Plans out	Date	Clerk	Check -in	Date	Clerk		Base Permit		
							State Radon		
							Code Compliance		
							(% Concurrency)		
							Total		

Issuing Clerk:

Date:



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: _____



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: _____