



Received: _____
PLAN #: _____

PLAT APPLICATION

Application Date: _____

Proposed Subdivision Name: _____

Action Requested:

Tentative Plat Application Final Plat Application Waiver of Plat Application

Property Information:

Primary Address: _____
(If the property is unaddressed, please describe the location, such as "NE corner of ____.")

Folio No.: _____

Legal Description: Lot _____, Block _____, Section _____

Subdivision: _____

Bounding Streets: _____

Future Land Use Designation: _____ Zoning Designation: _____

Is contiguous property under the same ownership as the subject property? Yes No
(If yes, please include legal descriptions, property addresses, and folio numbers for all such properties.)

Property Owner Information:

(If multiple owners, use multiple sheets; if owned by a corporate entity, use the "[Disclosure of Interest](#)" form.)

Property Owner Name: _____

Property Owner Address: _____

Property Owner Email: _____

Property Owner Telephone Number: _____

Applicant Information: Check here if same as Property Owner

(Any applicant who is **not the property owner** must also [register as a Lobbyist](#) with the Town Clerk's Office.)
(Any applicant who is **a lessee of the property** is required to submit an executed "Owner's Sworn-To-Consent" and a copy of an active lease valid for a period of at least one (1) year.)

Applicant Name: _____

Applicant Address: _____

Applicant Email: _____

Applicant Telephone Number: _____



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Surveyor Information: Check here if same as Applicant

(Any person representing this application who is **not the property owner** must also [register as a Lobbyist](#) with the Town Clerk's Office.)

Surveyor Name: _____

Surveyor Business Name: _____

Surveyor Address: _____

Surveyor Email: _____

Surveyor Telephone Number: _____

Property Details:

Has this property been the subject of a land use application in the last 18-months? Yes No

If yes, please provide the nature of that application and the final disposition: _____

Is there an existing/established use on the property? Yes No

If yes, please provide the nature of the use and when the use was established:

Type/Nature of Established Use: _____

Year Established: _____ Certificate of Use No.: _____

Is there an option to purchase/lease the subject property? Yes No

(If yes, the party holding the option is required to complete a "[Disclosure of Interest](#)" form.)

Is the party holding the option the same as the applicant indicated above? Yes No

If no, please provide the name of the individual/entity holding the option:

Application Proposal:

What is the proposed use of the property? _____

Number of Lots to be created? _____

Is a new street being proposed? Yes No If yes: Public Private

Protective Covenants Proposed? Yes No

(If yes, a draft of protective covenants is required with this application)



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Required Attachments:

All items must be submitted digitally, with the exception of any notarized forms and the final mylar. All required forms are available on the Town's [website](#). (Colors correspond to [Planning and Zoning Fee Schedule](#).)

	Tentative Plat	Final Plat	Waiver of Plat
Proof of Ownership	X	X	X
Power of Attorney (If Applicable)	X	X	X
Letter of Intent	X	X	X
Current Property Survey	X	X	X
Current Topographic Survey (See Sec. 3-184(2) , and Sec. 3-189)	X		X
Utility Availability (See Sec. 3-188)	X		X
Surface or Subsurface Condition Information (See Sec. 3-190)	X		X
Site Plan of the entire lot(s) showing property lines and all buildings or structures, with distance from property line indicated. All off-street parking areas, driveways, interior streets, paving, mechanical equipment, or other surfaces should be shown and dimensioned.			
Existing and Proposed Street Grades (See Sec. 3-193)	X		X
Draft of Protective Covenants (If Applicable): The tentative or waiver of plat shall be accompanied by a draft of protective covenants, whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development. (See Sec. 3-194)	X		X
Mylar Printing for Recordation: The final plat shall be drawn in black permanent drawing ink on Mylar on sheets not to exceed 30 inches by 36 inches and shall be at a scale sufficient in size to show all necessary detail.		X	
Required Improvements: Cross sections and profiles of streets, showing grades approved by the town. Profiles shall be drawn to town standard scales and elevations and shall be based upon a datum plane approved by the town.		X	
Declaration of Protective Covenants (See Sec. 3-197(b))		X	
Tentative Approval of Miami-Dade County Plat Committee Prior to submitting an application for Final Plat Approval with the Town of Cutler Bay, the proposed plat must have been reviewed and approved by the Miami-Dade County Plat Committee. Please include documentation of such approval with the application package.		X	
Legal Description(s) of all lots to be created		X	X
Lobbyist Registration (Required for any person interacting with the town regarding a project who is not the property owner.) Form found here.	X	X	X
Cost Recovery Affidavit Form found here.	X	X	X



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Responsibilities of the Applicant:

By submitting this Plat Application, and signing below, I acknowledge the following responsibilities and further acknowledge that there is no express or implied guarantee of approval following submittal of this application and payment of associated fees.

1. Filing fees may not be the total cost of the review/approval process. Some requests require notices to be mailed to property owners up to a mile from the subject property. In addition to mailing costs, fees related to application changes, plan revisions, deferrals, re-advertising, etc., may be incurred. Application withdrawn within 30 days of the filing are eligible for a refund of 25% of the hearing fee but after that time hearings withdrawn or returned will be ineligible for a refund. I understand that fees must be paid promptly.
2. The South Florida Building Code requirements may affect the ability to obtain a building permit even if this application is approved; and that a building permit will probably be required. The applicant is responsible for obtaining permits and inspections for all structures and additions proposed or built without permits. And that a Certificate of Use and Occupancy must be obtained for the use of the property after it has been approved by the Town Council (if approval is granted), and that failure to obtain the required permits and/or Certificates of Completion or of Use and Occupancy will result in enforcement action against any occupant and owner. Submittal of a Land Use Application may not forestall enforcement action against the property.
3. The Department Environmental Resources Management (DERM), and other agencies will review zoning applications which may affect the scheduling of hearings and the outcome of the application process. These reviews may require additional public hearings before DERM's Environmental Quality Control Board (EQCB), or other boards, and /or the proffering of agreements to be recorded. The applicant also acknowledges that they must comply promptly with any DERM conditions and advise this office in writing if this Land Use Application will be withdrawn.
4. Any covenant to be proffered must be submitted to the Town of Cutler Bay Legal Counsel, on Town form, at least one (1) month prior to the anticipated hearing date. The covenant will be reviewed, and the applicant will be notified if changes or corrections are necessary. Once the covenant is acceptable, the applicant is responsible for submitting the executed covenant with a current 'Opinion of Title' within one (1) week of the hearing, and that Legal Counsel must carry a cover letter indicating subject matter, application number and hearing date.
5. The Town of Cutler Bay Department of Public Works reviews Plat Applications and may require corrections or conditions for approval.
6. Each party will be limited to a presentation of 20 minutes. This time limitation may be extended by the Chair of the meeting.
7. The applicant is responsible for tracking the status of the application and all hearings that may be associated with the application and review process.



TOWN OF CUTLER BAY
 Department of Community Development
 Planning and Zoning
 (305) 234-4262

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I (we) hereby affirm that ownership and property information presented on this application is current and accurate and, further, that the undersigned meet the requirements of the Land Development Regulations (Chapter 3 of the Town Code) to submit this application. I (we) acknowledge that inaccurate or incomplete ownership, improper authorization, or property identification will make this application and resulting actions null and void. I (we) the undersigned owner and authorized agent of the area of land described above, hereby submit for your approval the above stated request.

Further, I hereby certify that the owner indicated herein and whose signature is affixed below, is the owner of the parcel(s) described in this application and that the information contained herein is true and correct to the best of my knowledge and belief. Attached is a copy of the recorded deed showing my acquisition of this land. In addition, I agree to furnish additional items as may be requested and required, including, but not limited to, an abstract or opinion of title to determine and establish accurate ownership information.

I acknowledge that the use of a public water supply and/or public sewer system may be required for this development. If so required, I, as property owner, am responsible for all required improvements and connections. If so required, I recognize that engineering drawings for the extension of necessary utilities must be approved by the appropriate utility entity and Miami-Dade DERM prior to final approval.

 (Signature of Property Owner)

 Date

 (Signature of Applicant, etc.)

 Date

If ownership is joint, each owner must sign, use additional pages as necessary. If ownership is a partnership, the Partnership Agreement must be included. 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, 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. If necessary, submit proof of ownership documents, such as copies of the recorded act of sale, act of exchange, act of donation, cash sale or deed.

_____ 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.