



**CITY OF HOMESTEAD  
DEVELOPMENT SERVICES  
PLANNING & ZONING DIVISION**

## FINAL PLAT CHECKLIST – RESIDENTIAL DEVELOPMENT

### FEES / PAYMENT\*Accepting Online Payment (6-Digit Account Number)

**Hearing (Nonrefundable):** \$500.00 + \$20.00 additional cost per lot above 20

**Cost Recovery:** \$8,000.00

### REVIEW PROCESS

Development Review Committee (DRC), and City Council (CC) hearings are required!

### REQUIRED DOCUMENTS

- ☒ Zoning Application
- ☒ Cost Recovery Affidavit (signed by property owner/notarized)
- ☒ Articles of Incorporation
- ☒ Legal Description on word format
- ☒ Lobbyist Registration filing & payment with City Clerk's Office
- ☒ Letter of Consent (to process Application on behalf of Applicant)
- ☒ Letter of Intent (signed/notarized)
- ☒ Opinion of Title \*City template
- ☒ Property Deed
- ☒ Schedule of Required Improvements on City template (Sec. 25-133)
- ☒ Certified Mailing Labels
- ☒ Miami Dade County Approvals / Tentative Plat Approval

- ☒ Previously Approved Entitlements & Conditions of Approval (Ordinances and/or Resolutions)

#### PRIOR TO PUBLIC HEARING:

- ☒ Property Posting – 10 days prior to Public Hearing
- ☒ Courtesy Notices – 500 feet
- ☒ Affidavit Letter with color photos certifying property posting & completion of mailed courtesy notices. City to provide template for each upon drafting newspaper advertisement

**\*\*Additional documents may be required. \*\***

### REQUIRED PLANS / SURVEYS / TECHNICAL REPORTS

- ☒ Boundary Survey (identifying net and gross acreages)
- ☒ Final Plat Survey (Chapter 25)
- ☒ Draft of Protective Covenants (Chapter 25, Code Section 25-55)
- ☒ Need surveyor CAD files for project geometry and lines
- ☒ Mylar\***To be submitted prior to City Council**

**\*GENERAL NOTES:** All required documents, technical plans, and technical reports shall be submitted electronically (PDF File). Refer to the *Planning and Zoning Application – Electronic Submittal Instructions* on our City's website. **Incomplete applications, supporting documents, technical plans, and technical reports will not be accepted nor will the application proceed past Completeness Review to DRC.** Additional documentation may be required during review. Please contact (305) 224-4523 or [planning@homesteadfl.gov](mailto:planning@homesteadfl.gov) to schedule an appointment for a complete application package submittal.