



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

FINAL PLAT CHECKLIST – INDUSTRIAL 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**

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

***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 to schedule an appointment for a complete application package submittal.