



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

FINAL PLAT CHECKLIST – COMMERCIAL 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

<ul style="list-style-type: none"> 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 	<p>Previously Approved Entitlements & Conditions of Approval (Ordinances and/or Resolutions)</p> <p><i>PRIOR TO PUBLIC HEARING:</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Property Posting – 10 days prior to Public Hearing <input checked="" type="checkbox"/> Courtesy Notices – 500 feet <input checked="" type="checkbox"/> Affidavit Letter with color photos certifying property posting & completion of mailed courtesy notices. City to provide template for each upon drafting newspaper advertisement. <p><i>**Additional documents may be required. **</i></p>
---	--

REQUIRED PLANS / SURVEYS / TECHNICAL REPORTS

<ul style="list-style-type: none"> 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 <p><i>**Additional documents may be required. **</i></p>

***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.