



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

TENTATIVE PLAT CHECKLIST – INDUSTRIAL DEVELOPMENT

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

Hearing (Nonrefundable): \$750.00 + \$50.00 per additional lot and track of land

Cost Recovery: \$8,000.00

REVIEW PROCESS

Development Review Committee (DRC), and City Council (CC) hearings are required. Multiple zoning applications will need to be processed and run concurrently together through the public hearing process.

REQUIRED DOCUMENTS

Zoning Application
Cost Recovery Affidavit (signed by property owner/notarized)

Articles of Incorporation
Certified Mailing Labels, Cover Letter, & Radius Map – 500 feet (signed/sealed)
Joinder & Consent
Letter of Intent (signed/notarized)
Letter of Consent to process Application on behalf of Applicant
Legal Description on word format
Lobbyist Registration filing & payment with City Clerk's Office
Opinion of Title
Property Deed

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)
Tentative Plat (Chapter 25) – *identify net & gross acreages.*

***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.