



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

**TENTATIVE PLAT CHECKLIST – COMMERCIAL 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**

<p>Zoning Application Cost Recovery Affidavit (signed by property owner/notarized)</p> <p>Articles of Incorporation Certified Mailing Labels, Cover Letter, &amp; Radius Map – 500 feet (signed/sealed) Joinder &amp; Consent Letter of Intent (signed/notarized) Letter of Consent to process Application on behalf of Applicant Legal Description on word format Lobbyist Registration filing &amp; payment with City Clerk's Office Opinion of Title Property Deed</p>	<p><u><b>PRIOR TO PUBLIC HEARING:</b></u> Property Posting – 10 days prior to Public Hearing Courtesy Notices – 500 feet Affidavit Letter with color photos certifying property posting &amp; completion of mailed courtesy notices. City to provide template for each upon drafting newspaper advertisement.</p> <p><i>**Additional documents may be required. **</i></p>
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**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](mailto:planning@homesteadfl.gov) to schedule an appointment for a complete application package submittal.