



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

**FINAL PLAT CHECKLIST**

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

**Hearing (Nonrefundable):** \$650.00 + \$26.00 additional cost per lot over 10      **Cost Recovery:** \$8,000.00

**REVIEW PROCESS**

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

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

<ul style="list-style-type: none"> <li>Zoning Application</li> <li>Cost Recovery Affidavit (signed by property owner/notarized)</li> <li>Articles of Incorporation</li> <li>Legal Description on word format</li> <li>Lobbyist Registration filing &amp; payment with City Clerk's Office</li> <li>Letter of Consent (to process Application on behalf of Applicant)</li> <li>Letter of Intent (signed/notarized)</li> <li>Opinion of Title *City template</li> <li>Property Deed</li> <li>Schedule of Required Improvements on City template (Sec. 25-133)</li> <li>Certified Mailing Labels</li> <li>Miami Dade County Approvals / Tentative Plat Approval</li> <li>HOA documents *if applicable</li> </ul>	<p>Previously Approved Entitlements &amp; Conditions of Approval (Ordinances and/or Resolutions)</p> <p><b><u>PRIOR TO PUBLIC HEARING:</u></b>  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>
---	--

**REQUIRED PLANS / SURVEYS / TECHNICAL REPORTS\*** *Additional documents may be required.*

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.