

**CITY OF HIALEAH**

**APPLICATION FOR PLAT OF SUBDIVISION DEVELOPMENT**

FOLIO# \_\_\_\_\_ SEC. \_\_\_\_\_ TWP. \_\_\_\_\_ RGE. \_\_\_\_\_

1. NAME OF PROPOSED SUBDIVISION: \_\_\_\_\_

2. LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. LOCATION: \_\_\_\_\_  
\_\_\_\_\_

4. NAME OF OWNER(S): \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

5. NAME OF DEVELOPER : \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

6. NAME OF SURVEYOR: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

7. LAND USE PLAN DESIGNATION: \_\_\_\_\_

8. ZONING CLASSIFICATION \_\_\_\_\_

9. PROPOSED USE OF THE PROPERTY: \_\_\_\_\_  
\_\_\_\_\_

RESIDENTIAL: SINGLE FAMILY  DUPLEX:  ZERO LOT LINE:   
MULTIPLE FAMILY (NO. OF UNITS) \_\_\_\_\_

COMMERCIAL: \_\_\_\_\_

INDUSTRIAL: \_\_\_\_\_

OTHER (SPECIFY): \_\_\_\_\_

REQUIREMENTS: APPLICATION COMPLETELY FILLED OUT  
40 COPIES OF TENTATIVE PLAT  
PLAT FEE AS DESCRIBED IN SEC. 98-347 HIALEAH CODE OF ORDINANCES  
DISCLOSURE OF ALL PARTIES IN INTEREST FROM COMPLETELY FILLED OUT  
NOTARIZED AUTHORIZATION LETTER (WHEN REQUIRED)

White - Planning & Zoning

Yellow - Streets Division

Pink - Water & Sewers

**CITY OF HIALEAH**

**APPLICATION FOR PLAT OF SUBDIVISION DEVELOPMENT**

FOLIO# \_\_\_\_\_ SEC. \_\_\_\_\_ TWP. \_\_\_\_\_ RGE. \_\_\_\_\_

1. NAME OF PROPOSED SUBDIVISION: \_\_\_\_\_

2. LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. LOCATION: \_\_\_\_\_  
\_\_\_\_\_

4. NAME OF OWNER(S): \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

5. NAME OF DEVELOPER : \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

6. NAME OF SURVEYOR: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

7. LAND USE PLAN DESIGNATION: \_\_\_\_\_

8. ZONING CLASSIFICATION \_\_\_\_\_

9. PROPOSED USE OF THE PROPERTY: \_\_\_\_\_  
\_\_\_\_\_

RESIDENTIAL: SINGLE FAMILY  DUPLEX:  ZERO LOT LINE:   
MULTIPLE FAMILY (NO. OF UNITS) \_\_\_\_\_

COMMERCIAL: \_\_\_\_\_

INDUSTRIAL: \_\_\_\_\_

OTHER (SPECIFY): \_\_\_\_\_

REQUIREMENTS: APPLICATION COMPLETELY FILLED OUT  
40 COPIES OF TENTATIVE PLAT  
PLAT FEE AS DESCRIBED IN SEC. 98-347 HIALEAH CODE OF ORDINANCES  
DISCLOSURE OF ALL PARTIES IN INTEREST FROM COMPLETELY FILLED OUT  
NOTARIZED AUTHORIZATION LETTER (WHEN REQUIRED)

White - Planning & Zoning

Yellow - Streets Division

Pink - Water & Sewers

**CITY OF HIALEAH**

**APPLICATION FOR PLAT OF SUBDIVISION DEVELOPMENT**

FOLIO# \_\_\_\_\_ SEC. \_\_\_\_\_ TWP. \_\_\_\_\_ RGE. \_\_\_\_\_

1. NAME OF PROPOSED SUBDIVISION: \_\_\_\_\_

2. LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. LOCATION: \_\_\_\_\_  
\_\_\_\_\_

4. NAME OF OWNER(S): \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

5. NAME OF DEVELOPER : \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

6. NAME OF SURVEYOR: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

7. LAND USE PLAN DESIGNATION: \_\_\_\_\_

8. ZONING CLASSIFICATION \_\_\_\_\_

9. PROPOSED USE OF THE PROPERTY: \_\_\_\_\_  
\_\_\_\_\_

RESIDENTIAL: SINGLE FAMILY  DUPLEX:  ZERO LOT LINE:   
MULTIPLE FAMILY (NO. OF UNITS) \_\_\_\_\_

COMMERCIAL: \_\_\_\_\_

INDUSTRIAL: \_\_\_\_\_

OTHER (SPECIFY): \_\_\_\_\_

REQUIREMENTS: APPLICATION COMPLETELY FILLED OUT  
40 COPIES OF TENTATIVE PLAT  
PLAT FEE AS DESCRIBED IN SEC. 98-347 HIALEAH CODE OF ORDINANCES  
DISCLOSURE OF ALL PARTIES IN INTEREST FROM COMPLETELY FILLED OUT  
NOTARIZED AUTHORIZATION LETTER (WHEN REQUIRED)

White - Planning & Zoning

Yellow - Streets Division

Pink - Water & Sewers

DISCLOSURE OF ALL PARTIES IN INTEREST

TYPE OF APPLICATION: \_\_\_\_\_

TYPES: (PLATTING, REZONING, VARIANCE, SPECIAL USE PERMIT, CONDITIONAL USE PERMIT, FINAL DECISION, LAND USE MAP AMENDMENT).

\* IF APPLICANT IS A CORPORATION OR PARTNERSHIP, ALL OFFICERS AND OR PARTNERS SHALL DISCLOSE THEIR NAME AND ADDRESSES.

NAME(S) AND ADDRESS(ES) OF ALL LEGAL AND/OR EQUITABLE OWNERS, EVEN IF SAID PROPERTY IS HELD IN TRUST FOR SAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME(S) AND ADDRESS(ES) OF THOSE HAVING ANY INTEREST IN A CONTRACT FOR SALE OF SAID PROPERTY, INCLUDING REAL ESTATE BROKERS AND SALES PERSONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MORTGAGEE(S) OF PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_

ALL THOSE HAVING ANY INTEREST IN A CONTRACT FOR SALE, SHALL DISCLOSE WHETHER THEY ARE ACTING IN TRUST AND/OR FOR AN UNDISCLOSED PRINCIPAL AND, IF SO, SHALL DISCLOSE THE NAME(S) AND ADDRESS(ES) OF THE BENEFICIARY(IES) OF THE TRUST OR THE PRINCIPAL(S) AND THEIR INTEREST IN THE CONTRACT:

\_\_\_\_\_  
\_\_\_\_\_

THE DISCLOSURE REQUIRED MUST BE MADE AND OR UPDATED WITHIN A REASONABLE TIME, AS MAY BE NECESSARY, IN ORDER TO ENSURE THAT THE INFORMATION DISCLOSED IS ACCURATE AT THE TIME OF FILING AND AT ALL TIMES THEREAFTER, SPECIFICALLY, AT DATES UPON WHICH ACTION IS DISCUSSED AND/OR TAKEN UPON SUCH PROPERTY.

AFFIDAVIT

THIS IS TO CERTIFY THAT THE UNDERSIGNED (HAS) (HAVE) PREPARED THE FOREGOING DISCLOSURE OF ALL PARTIES IN INTEREST ON PROPERTY LEGALLY DESCRIBED AS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOCATED ON/AT: \_\_\_\_\_

(I) (WE) FURTHER UNDERSTAND THAT ANY CHANGE(S) IN SAID DISCLOSURE SHALL BE UPDATED AND ACCURATE AT ALL TIMES, SPECIFICALLY A' DATES UPON WHICH ACTION IS DISCUSSED AND/OR TAKEN ON SAID PROPERTY.

(I) (WE) FURTHER CERTIFY THAT TO THE BEST OF (MY) (OUR) KNOWLEDGE IT IS A COMPLETE DISCLOSURE.

\_\_\_\_\_  
SIGNATURE

Affix  
Corporate  
Seal

\_\_\_\_\_  
SIGNATURE

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS \_\_\_\_\_ DAY OF

\_\_\_\_\_, \_\_\_\_\_ BY \_\_\_\_\_  
(Owner/Representative)

DID TAKE AN OATH [ ] OR DID NOT TAKE AN OATH [ ]

PERSONALLY KNOWN [ ] OR PRODUCED IDENTIFICATION [ ]

TYPE OF IDENTIFICATION PRODUCED \_\_\_\_\_

\_\_\_\_\_  
MY COMMISSION EXPIRES

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

\_\_\_\_\_  
NAME OF NOTARY TYPED, PRINTED, OR STAMPED

\* \* \*

**Sec. 98-347. Criteria for approval.**

No plat or replat required by this division shall be approved until the following requirements have been met:

\* \* \*

(7) *Filing fee.* The payment of a filing fee ~~in the amount of \$150.00~~ is required upon submission of an application for approval of a plat. The required base filing fee is \$750.00 for low density residential development with an additional fee of \$25.00 for each lot identified in the plat. The required base filing fee is \$750.00 for multifamily residential development with an additional fee of \$10.00 for each residential unit within the boundaries of the plat. The required base filing fee for commercial and industrial development is \$1,500 with an additional fee of \$100 for each acre or fraction thereof within the boundaries of the plat. The filing fee is intended to defray the cost of review and consideration of approval by the city of a tentative plat and final plat.

**Section 2: Repeal of Ordinances in Conflict.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**Section 3: Penalties.**

Every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a civil penalty not to exceed \$500.00 within the discretion of the court or administrative tribunal having jurisdiction. Each act of violation and each day upon which any such violation shall occur shall constitute a separate offense. In addition to the penalty prescribed above, the City may pursue other remedies such as abatement of nuisance, injunctive relief, administrative adjudication and revocation of licenses or permits.

**Section 4: Inclusion in Code.**



Procedures for Review of Final Plat by City's Surveyor  
As required by Chapter 177, Florida Statutes, as amended

Before adoption of any Final Plat, it must be reviewed by the City's Surveyor to assure that the plat meets the requirements of Chapter 177, Florida Statutes, as amended.

- The applicant's surveyor shall include on the mylar the text required by the statute, prior to submission of the Final Plat for adoption. (Refer to attached sheet for the correct wording.)
- A check payable to "City of Hialeah" must be submitted at the same time the plat is accepted for City Surveyor review. The amount of the check shall be as follows;

PLAT CLASSIFICATION	NO. OF LOTS PER CLASSIFICATION	OFFICE TOTAL COST	MONUMENT VERIFICATION FEE
Small Plat	1 to 4 Lots	\$955.00	\$300.00
Medium Plat	5 to 10 Lots	\$1,465.00	\$300.00
Large Plat	Greater than 10 Lots	\$2,320.00	\$300.00

- Check, Opinion of Title and 10 copies of the Final Plat shall be submitted to Planning & Zoning Division.
- Copies of the plat will be distributed to the Plat Committee for Final Plat review. A copy of the plat will be sent to the City Surveyor together with a copy of the Plat Application and the attached letter.
- After each committee member, including the City Surveyor reviews the plat, the applicant's surveyor is notified of any corrections or requirements.
- Once the committee has noted that the conditions have been met, and the City Surveyor determines that the plat meets the requirements of Chapter 177, Florida Statutes, the Mylar and Opinion of Title are forwarded for the City's Surveyor's signature
- The applicant's surveyor picks up the signed mylar and makes 20 copies, which are then distributed for hearing by the Planning & Zoning Board and City Council.
- Planning and Zoning board and City Council hold public hearing on the adoption of the proposed ordinance accepting the final plat.
- Once a Final Plat has been approved by the City Council and signed by the mayor, the mylar is picked up by the applicant's surveyor for recording by the county clerk.



**Text that must be placed in the Mylar of the Final Plat**

According to Section 177.091 (27), Florida Statutes:

“The plat shall include in a prominent place the following statement:”

**NOTICE: The plat, as recorded in its graphic form, is the official depiction of the subdivision lands described herein and will in no circumstances be supplanted in authority by any other graphic or digital form of the plat. There may be additional restrictions that are not recorded on this plat that may be found in the public records of this county.**

According to the requirements of section 177.081, Florida Statutes, the following statement shall be included on the “City of Hialeah Approvals” section of the plat:

**This Plat has been reviewed by the following professional surveyor and mapper under contract to the City of Hialeah, in accordance with Section 177.081(1), Florida Statutes. The lots, tracts, and other features, as shown on this plat conform to Chapter 177, Florida Statutes.**

Certified this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_.

---

**Professional Surveyor and Mapper**