

**INSTRUCTIONS FOR PREPARING APPLICATIONS
REQUESTING AMENDMENTS TO THE
MIAMI-DADE COUNTY
COMPREHENSIVE DEVELOPMENT MASTER PLAN (CDMP)**

May 2024

Miami-Dade County
Department of Regulatory and Economic Resources
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UPDATES AND REVISIONS TO THE INSTRUCTIONS REPORT

Miami-Dade County Regulatory and Economic Resources Department's Planning Division will only accept CDMP Amendment applications online through the [Citizen Self Service Portal \(CSS\)](#). In-person visits must be coordinated with Planning Division staff by calling 305-375-2835.

UPDATES AND REVISIONS	Page/s
Concurrent CDMP/Zoning Applications: The public hearings for the CDMP application will not be scheduled until the review of the zoning application is finalized. The scheduling of the final public hearing for both the CDMP and the Zoning applications must be coordinated with Planning and Zoning staff.	9
Covenant Legal Sufficiency: Covenants that are not deemed legally sufficient before the final hearing will be deferred until such time as the covenant is finalized.	12
Survey: Either a certified Boundary and Topographical Survey or an ALTA survey no older than one year is acceptable. The survey "Notes" must include the gross and net acreage, as shown in section No. 7 of the "Application Format and Contents" section of this report.	18
Location Map: If the survey includes a suitable location map that adheres to the criteria listed in No. 5 of the "Application Format and Contents" section, a separate location map is not required.	18
Covenant Modifications: Applications for covenant modifications must include: 1) a redline version of the covenant to be modified with the proposed text revisions; 2) a legal description and location sketch of the covenant area, certified by a licensed land surveyor; 3) and a document stating the status of each condition in the covenant being modified. See No. 9 of the "Application Format and Contents" section.	19
Traffic Study for Concurrent Applications: A CDMP traffic study must be submitted for all CDMP applications, including concurrent applications. The traffic study must follow the methodology as described in No. 10 of the "Application Format and Contents" section. (Note: For concurrent applications, Zoning may require a Level 2 or Level 3 Traffic Analysis).	19
Aviation Fee: If located within an aviation zone, the applicant will be charged a fee for the Aviation Department to conduct a review of the CDMP application.	27

APPLICATION CHECKLIST

This checklist is provided to assist applicants in compiling the documents needed to submit a complete application. The CDMP application documents must be submitted online through the Citizen Self Service Portal (CSS) at the link below.

https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home

For detailed guidelines on completing the online application and uploading documents in the CSS Portal, see Appendix D. The fee schedule is included on page 24.

✓	Required Items
<input type="checkbox"/>	Application (2 printed/hard copies and one PDF)
<input type="checkbox"/>	Disclosure of Interest (2 hard copies and one PDF)
<input type="checkbox"/>	Certified ALTA Survey or Boundary and Topographical Survey not more than one-year old, to include gross acres (subject to confirmation by staff) and net acres. Provide <u>standard size (24" x 36") survey and copy of the survey on 8 1/2" X 11" size page/s</u> (2 hard copies and one PDF of each).
<input type="checkbox"/>	Legal description (2 hard copies, 1 PDF)
<input type="checkbox"/>	Location Map showing the boundaries of the property and depicting portions of the application site owned by the Applicant and by non-participants in the application. Must show abutting and adjacent streets. May be included as part of the survey.
<input type="checkbox"/>	Traffic impact study signed and sealed by a Florida registered professional engineer - required for all applications (4 hard copies and one PDF for all applications)
<input type="checkbox"/>	CDMP Declaration of Restrictions, Draft Opinion of Title, and Draft Joinder, if any. Provide 2 hard copies, one PDF of each document. Modifications to an existing covenant shall include one Redline version of the proposed changes, and status of existing covenant conditions.
<input type="checkbox"/>	Additional Materials - Required reports and supporting documents, if any (e.g., Mobile homes displacement study, economic studies, etc.) 2 hard copies and one PDF.
<input type="checkbox"/>	<p>Application Fee: After the online application is submitted, Applicants will receive a "Notice of Receipt" with an invoice of fees due. Applicants have five business days from the close of the filing period or "Notice of Receipt", whichever occurs later, to submit payment.</p> <p>Checks must be made payable to Miami-Dade County and must include a local contact name, telephone number and address of the party making the payment. Payments will be accepted online or in person at the following location:</p> <p style="text-align: center;">601 NW 1st Ct 18th Floor, Cashier Window #3 Monday to Friday 8:00 am to 3:30 pm</p> <p>For online payments, visit the following link:</p> <p style="text-align: center;">https://w85exp.miamidade.gov/espWeb/permit/get_process_number.jsp</p>
<input type="checkbox"/>	Copy of written notification to property owners (other than Applicant) and proof of certified mail receipt (no later than 5 business days after the filing period).

<input type="checkbox"/>	<p>Concurrent Applications must provide the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Statement requesting for the application to be processed concurrently with a zoning application. Must include Zoning Pre-Application Meeting number and Zoning application number. <input type="checkbox"/> Concurrent CDMP and Zoning Applications for UDB expansion must: <ul style="list-style-type: none"> ○ Request designation as a “Special District” on the CDMP Land Use Plan map. ○ Provide a text amendment specifying the development program for the “Special District”. ○ Address consistency with Policies LU-8F, LU-8G, and LU-8H, as amended through October 21, 2020. ○ Comply with the UDB filing criterion (75% Rule) of Section 2-116.1(2)(a)(3) of the Miami-Dade County Code.
<input type="checkbox"/>	<p>Hard copies of Application. After an application is deemed complete, applicants are required to submit 2 hard copies of all the application documents and 4 hard copies of the traffic study to the address below. Applicants have five business days from the close of the filing period or “Notice of Receipt”, whichever occurs later, to cure all deficiencies with the application and pay the application fees.</p> <p style="text-align: center;"> Miami-Dade County Department of Regulatory and Economic Resources Planning Division, Metropolitan Planning Section Stephen P. Clark Center, 12th Floor 111 NW 1 Street, Miami, Florida 33128 Telephone: 305-375-2835 </p> <p>PDF copies of Application. All PDF copies must be 8 ½ x 11. If an oversized PDF document is submitted, a reduced copy of the same document must be provided in 8 ½ x 11 format.</p> <p>Hard copy documents are to be submitted on appointment scheduled by contacting the Department at the address and telephone number above.</p>

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APPLICATION AND FILING PERIODS

Amendments Inside the Urban Development Boundary (UDB) or Text Amendments

Applications to amend the Comprehensive Development Master Plan (CDMP) Adopted 2030 and 2040 Land Use Plan (LUP) map designation of parcels inside the 2030 Urban Development Boundary (UDB), or the text of the CDMP can be accepted during the applicable filing periods noted below:

- January Cycle filing period: January 1 to January 31
- May Cycle filing period: May 1 to May 31
- October Cycle filing period: October 1 to October 31
- Out-of-Cycle filing period: Anytime.

If the last day of the filing period falls on a weekend or a holiday, the filing period will extend to the next business day.

UDB Amendments

The next opportunity to file an application to amend the 2030 UDB, the 2040 Urban Expansion Area (UEA) and to change the designations of parcels outside the 2030 UDB is during the May 2025 Cycle, or “Out-of-Cycle” between January and May of 2025 subject to payment of an expedite fee. The CDMP amendment application filing periods are indicated in the “Filing Cycles and Eligible Applications” (Table 1) on page 3.

In order to file a UDB amendment application, an applicant must demonstrate that the application, if approved, would not result in land outside the UDB surrounded on 75% or more of its boundaries by land inside the UDB, pursuant to Section 2-116.1(2)(a)(3) of the Miami-Dade County Code.

PRE-APPLICATION CONFERENCE FOR APPLICATIONS

Prospective applicants are strongly encouraged to contact the Miami-Dade County Department of Regulatory and Economic Resources staff at the phone number listed below as early as possible to schedule a pre-application conference prior to filing any CDMP amendment application. The pre-application meetings are being held as teleconferences or virtual meetings. As part of the Pre-Application Conference, prospective applicants will receive the required forms and an assessment of the filing fees.

Those requesting that a CDMP application be processed concurrently with a zoning application, pursuant to section 2-116.1 of the Code of Miami-Dade County, shall be required to request a CDMP Pre-application Conference, as well as a Zoning Pre-Application meeting.

Miami-Dade County
Department of Regulatory and Economic Resources
Planning Division, Metropolitan Planning Section
111 NW 1 Street, Miami, Florida 33128
Telephone: (305) 375-2835

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PURPOSE

The CDMP/Plan was originally adopted by the Miami-Dade Board of County Commissioners (BCC) in 1975 as the official guide for managing growth and development in Miami-Dade County. The County substantially revised and updated the CDMP as adopted in 1988 and through subsequent state mandated (Section 163.3191: Evaluation and appraisal of comprehensive plan, Florida Statutes) septennial CDMP Evaluation and Appraisals pursuant to Section 2-116.1 of the Miami-Dade County Code, which provides the procedures for the Plan to be periodically re-evaluated and amended.

The plan review and amendment process provide a means for amending the Plan for many reasons, including the need to correct an error, to reflect changing circumstances or conditions in the community that justify adjustments to long range projections and to improve the ability of the Plan to fulfill its basic intent, purposes and goals.

Not all Plan components may be amended during every Plan amendment cycle. Components eligible for amendment during the various filing periods are summarized below.

Table 1. Filing Cycles and Eligible Applications

Application Filing Period (Month)	Even-Numbered Years	Odd-Numbered Years
January Filing Period	All Components Except UDB, UEA and Land Use Outside UDB*	All Components Except UDB, UEA and Land Use Outside UDB
May Filing Period	All Components Except UDB, UEA and Land Uses Outside UDB*	All Components including UDB and UEA
October Filing Period	All Components Except UDB, UEA and Land Use Outside UDB*	All Components Except UDB, UEA and Land Use Outside UDB
Out-of-Cycle	All Components Except UDB, UEA and Land Uses Outside UDB, subject to expedited process fee	<u>January through May:</u> All Components including UDB and UEA, subject to expedited process fee
		<u>June through December:</u> All Components Except UDB, UEA and Land Use Outside UDB, subject to expedited process fee
Concurrent DRI/CDMP	Can be filed at any time in conjunction with an Application for Development Approval or a Notice of Proposed Change to an existing DRI	
Notes: DRI = Development of Regional Impact UDB = Urban Development Boundary UEA = Urban Expansion Area *Land use changes outside the UDB for non-urban designations are permitted.		

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SEQUENCE OF ACTIVITIES

Applications requesting amendments to the CDMP may be filed with the Miami-Dade County Department of Regulatory and Economic Resources (Department) during the applicable (January, May, or October) Amendment Cycle filling period from the first business day of the month through the last business day of the month for each respective filing period (see page 8 for specific dates), or anytime under the Out-of-Cycle process. Prior to filing, applicants are strongly encouraged to request a pre-application conference with Department staff to examine their proposals for their intended applications, except the conference is required for concurrent applications. Applications must contain the information and conform to the format outlined in this document and any application that does not conform to these requirements will be deemed incomplete.

Online Filing Procedures

CDMP amendment applications are to be filed online through the [Citizen Self Service Portal \(CSS\)](#). The procedures for the virtual service model are outlined below:

- a. It is strongly recommended that Applicants schedule a Pre-Application Conference prior to filing in order to obtain the CDMP Amendment Application forms and an assessment of the filing fees. **A CDMP Pre-Application Conference and a Zoning Pre-Application Meeting will be required for Concurrent Applications, which may be held jointly.**
- b. Complete the on-line CDMP Amendment Application available in the **Citizen Self Service Portal (CSS)** - https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home. For detailed guidelines for completing the online application and uploading documents in the CSS Portal, see Appendix D on page 59 herein. The application filing fee schedule is included on page 24.
- c. After the online application is submitted, Applicants will receive a “Notice of Receipt” with information on any deficiencies in the application and information on fees to be paid. **Applicants have five business days from the close of the filing period or “Notice of Receipt”, whichever occurs later, to cure deficiencies, and submit the required hard copies of all the application and support documents.**
- d. For an application to be deemed complete, all required documents must be submitted, including printed copies, and the appropriate fee paid. Applications that remain deficient will be returned to the Applicant. **The traffic impact study required for all applications and any proposed CDMP Declaration of Restrictions (covenant) or modification to an existing CDMP covenant must be filed with the application during the filing period.**

Deadline to Withdraw an Application with a Full Refund

An application can be withdrawn at any time, but, in order to obtain a refund of the entire filing fee, notice of the withdrawal and the Applicant’s request for refund must be received by the Department in writing from the applicant(s) or their representative no later than **5:00 PM within 5 business days of the filing deadline of the applicable filing period (see page 8 for specific dates).**

Applications Report and Initial Recommendations Report

The Department will publish an Application report addressing each application no later than 30 days from the filing period deadline and its Initial Recommendation report addressing each

application no later than the date of the first notice advertising a public hearing for the application (see page 8 for specific dates). The Application report will include a schedule of proposed dates for public hearings.

Public Hearings and Transmittal to State Agencies for Review

A General Schedule of Activities for the Amendment Cycles is presented on page 8 in Table 2 below. The schedule for the Out-of-Cycle applications will be determined at the time the application is filed.

Community Council Hearing

Each directly affected Community Council, whose area is directly impacted by a proposed CDMP amendment, may at its option, hold a public hearing before the hearing of Miami-Dade County Planning Advisory Board (PAB) to address the application(s), and to formulate recommendation(s) to the PAB and the BCC regarding the request(s).

Planning Advisory Board (PAB) Hearing

The PAB, acting as Miami-Dade County's Local Planning Agency (LPA), pursuant to Chapter 163, Part 2, Florida Statutes (F.S.), will then hold one duly noticed public hearing to receive comments on the proposed amendments and the Department's initial recommendations and to formulate its recommendations to the BCC. The LPA's recommendations will address adoption, adoption with change, or denial of any requested "small-scale" amendments, the transmittal of any requested "standard" amendments to the State Land Planning Agency (SLPA) and other state and regional agencies (reviewing agencies) for review and comment, and subsequent final action by the BCC on the transmitted plan amendment request(s).

Board of County Commissioners Hearing and Action on Adoption on Small-Scale Amendments and on Transmittal of Standard Amendments

The BCC will conduct a duly noticed public hearing to address adoption of any requested "small-scale" amendments and transmittal of the requested "standard" amendments to the reviewing agencies. The BCC may opt to either adopt nor deny a requested "small-scale" amendment at its first public hearing, but, may instead decide to transmit the requested "small-scale" amendment for state and regional agency review and comment as a "standard" amendment request.

Transmittal to State Land Planning Agencies (SLPA)

After the first BCC public hearing, "standard" amendment applications are transmitted to the SLPA for review. Transmittal of standard applications to the reviewing agencies is to occur within 10 business days of the BCC's transmittal hearing. The reviewing agencies, including the SLPA, are each expected to issue their review comments in addressing all transmitted applications reviewed under the Expedited State Review process within 30 days after transmittal or within 60 days after transmittal for any applications reviewed under the State Coordinated Review process, pursuant to Chapter 163, Part 2, Florida Statutes.

The SLPA will not review adopted "small-scale" Land Use Plan map amendments for policy conformance or compliance with state law; pursuant to Section 163.3187(5)(c), F.S. Adopted "small-scale" amendments will become effective 31 days after adoption, unless an affected person or agency challenges the amendment's compliance with Chapter 163, Part 2, F.S. Transmittal of "standard" amendment applications to the reviewing agencies for review and comment does not constitute adoption of any requested amendments.

BCC Public Hearing and Final Action on Standard Applications

A second phase of the review addressing the "standard" applications begins after transmittal of the applications to the reviewing agencies. The BCC will conduct a final public hearing for the

transmitted standard application(s) and take final action no later than 45 days after receipt of comments from the reviewing agencies, unless a greater time is deemed necessary by the Department Director as provided Section 2-116.1 of the County Code. Final action by the BCC will be to adopt, adopt with change, adopt with acceptance of Declaration of Restrictions (covenant), adopt with change and with acceptance of covenant, or not adopt each transmitted application.

Transmittal to SLPA for Final Review

During the review period for the SLPA and other reviewing agencies, the Department will review comments received at the transmittal hearings and any additional material submitted and may issue a Final Recommendations report reflecting any new information prior to the final public hearing. The Final Recommendations report may also address any issues raised by the reviewing agencies in their respective review correspondence.

Table 2. Tentative Schedule of Activities for CDMP Amendment Cycles

Activity	May 2024 Cycle	October 2024 Cycle
Pre-application Conference	Prior to Filing Application	Prior to Filing Application
Application Filing Period (Virtual filing only through the Citizen Self Service Portal (CSS)).	May 1 to May 31, 2024	October 1 to October 31, 2024
Deadline to withdraw Application and obtain Return of Full Fee.	June 7, 2024	November 7, 2024
Deadline for resubmittal of unclear or incomplete Applications and for full payment of Fees. (5 business days after notice of deficiency.)	June 7, 2024	November 7, 2024
Application(s) Report published by Department	July 1, 2024	November 30, 2024
Deadline for submitting Technical Reports	July 1, 2024	November 30, 2024
Deadline for submitting new Declarations of Restrictions to be considered in the Initial Recommendations Report	July 1, 2024	November 30, 2024
County Agency Review (21 days)	July 2024	January 2025
Initial Recommendations Report released by Department	August 2024/ September 2024**	February 2025**
Community Council(s) Public Hearing(s)	September 2024**	February 2025/ March 2025**
Planning Advisory Board (PAB), acting as Local Planning Agency (LPA), Public Hearing to formulate Recommendations regarding Adoption of Small-Scale Amendments and Transmittal of Standard Amendment requests to State Land Planning Agency (SLPA)	September 16, 2024/ October 21, 2024**	March 2025/ April 2025**
Board of County Commissioners (Board) Hearing Action on Adoption of Small-Scale Amendments and Transmittal of Standard Amendment requests to SLPA	October 23, 2024 / November 21, 2024**	April 2025/ May 2025**
Transmittal to SLPA and other Reviewing Agencies (within 10 work days after Board Transmittal Hearing)	November 2024 / December 2024**	May 2025/ June 2025**
Deadline for Filing Supplementary Reports by the Public. Thirty (30) days after Board transmittal hearing	November 2024/ December 2024**	May 2025/ June 2025**
Receipt of Comments from Reviewing Agencies (Approximately 30 days after Board transmittal under the Expedited State Review process, or 60 days under the State Coordinated Review process)	December 2024/ January 2025**	June 2025/ July/2025**
Final Recommendations Report may be released by the Department	February 2025/ March 2025**	July 2025/ August 2025**
BCC Public Hearing and Final Action on Applications (No later than 45 days after receipt of comments from reviewing agencies)	March 2025/ April 2025**	September 2025/ October 2025**

Note: ** Estimated Date.

Hearing dates are subject to change. All hearings will be noticed by newspaper advertisement.

CDMP Amendments to Adopted 2030-2040 Land Use Plan Map, Related Zoning Actions, and Concurrent CDMP and Zoning Applications

Both the CDMP amendment and zoning approval processes need to occur before a particular development can be built. The CDMP amendment review process examines the need, impacts and compatibility of a certain land use at a particular location. The zoning process examines the site issues related to a particular development typically addressed in a zoning approval and related site plans.

The filing of zoning applications related to proposed CDMP amendments to the Adopted 2030-2040 Land Use Plan map can occur at any time during the CDMP amendment process or prior to the filing period for the CDMP application, or may be filed for concurrent processing with the related CDMP amendment application, as described below. However, zoning approvals contingent upon a CDMP amendment cannot become effective until and unless the CDMP amendment is finalized or is in effect. To be final and become effective, a CDMP amendment application must be adopted by the Board of County Commissioners and the 30-day challenge period expire without a petition being filed to challenge the adopted amendment. If timely challenged, an amendment does not become effective until the SLPA or Administrative Commission issues a Final Order determining the adopted amendment to be in compliance with state law, pursuant to Section 163.3184, F.S.

Development Impact Committee (DIC)

The DIC reviews certain zoning applications that require a public hearing, and which also could have a substantial impact on the health, safety, and welfare of County residents because of their magnitude, location or character. The types of projects that could require a DIC review include: residential developments; business uses; recreational, cultural, or entertainment facilities; office buildings or complexes; industrial uses; hotel or motel developments; planned area developments; and mixed-use developments. The threshold requirements for developments requiring a DIC review are identified in Section 33-303.1(E)(2)(a) 1 through 8 of the County Code.

To reduce the timeline for getting all the required approvals needed for a project, applicants may file the zoning application concurrently with the CDMP application, as described below. Alternatively, zoning applications that require DIC review and that have a related CDMP application may be filed after the Initial Recommendations report is published. The report would identify the Department's concerns with the CDMP application that the applicant could utilize in preparing the DIC application. Filing the DIC application during the early stages of the CDMP Amendment process could be beneficial to any applicant seeking to reduce the total review timeline for a project. However, the potential drawback to filing a DIC, or any zoning application prior to the conclusion of the CDMP Amendment process, is that the zoning fees would not be refunded if the related CDMP application is denied.

Concurrent CDMP and Zoning Applications

Section 2-116.1 of the code of Miami-Dade County allows for a zoning application to be processed concurrently with a CDMP amendment application, and for the Board of County Commissioners to take final action on both applications at a single public hearing. Both small-scale and standard CDMP amendment applications are eligible for the concurrent process, as well as applications to change the land use of property outside the UDB, subject to specific requirements. However, all applications to expand the UDB are required to undergo the concurrent process, pursuant to CDMP Land Use Element Policy LU-8H. To be processed concurrently, applicants must comply with the following:

1. Prior to filing concurrent CDMP and Zoning applications, the applicant will be required to schedule both a CDMP Pre-Application Conference and a Zoning Pre-Application

Meeting, which may be convened in a single joint meeting.

2. The CDMP application must include a request for the application to be processed concurrently with a zoning application and include both the Zoning Pre-Application number and Zoning number.
3. To undergo the concurrent CDMP/Zoning review process, **applicants must have filed complete zoning and CDMP applications within the applicable CDMP filing period.**
4. The public hearing for final action on the CDMP application may not be scheduled until the review of the zoning application is finalized. Accordingly, the scheduling of the final public hearing for both applications must be coordinated with Planning and Zoning staff.
5. Approval of the concurrent zoning application shall be contingent upon the CDMP amendment application being adopted by the BCC and becoming effective.

Concurrent CDMP and Zoning Applications for UDB Expansions: Applicants requesting expansion of the UDB must file a concurrent zoning application following the procedures outlined above. In addition, the concurrent CDMP amendment application must meet the following criteria:

1. Request designation of the application site as a "Special District" on the CDMP Land Use Plan map.
2. Request amendment to the "Special District" CDMP Land Use Element text to specify the allowable uses, maximum density, maximum floor area ratio, and development program for the application site. The analysis of projected impacts resulting from the application will be based on the proposed development program and allowances.
3. Demonstrate compliance with CDMP Land Use Element Policies LU-8F, LU-8G, and LU-8H.
4. **The application cannot be filed if its approval would result in land located outside the UDB being surrounded on 75% or more of its boundaries by land inside the UDB (75% Rule), pursuant to Section 2-116.1(2)(a)(3) of the Miami-Dade County Code.**

Deadlines for Submittal of Technical Reports for Consideration in the Initial Recommendations and Final Recommendations Reports

Applicants are reminded that Section 2-116.1(7) of the Miami-Dade County Code stipulates that "No economic reports or studies, real estate appraisals or reports, and/or written reports of consultants or other experts shall be considered as evidence by either the PAB/LPA, the Department, or the BCC during their consideration of final action on the amendments, unless filed with the Director of Department no later than 30 days after the BCC's Transmittal Action. This provision may be waived by a vote of the BCC upon a demonstration by any interested party that an injustice will occur." Exceptions are usually approved by the BCC for reports addressing issues first raised after the deadline, such as issues that are raised by the SLPA or the other reviewing agencies in their respective review comments.

The deadline for all Applicant(s) and/or their representative(s) to submit technical reports, such as Economic Studies and real estate appraisals or reports in support of their application(s) and for consideration in the Initial Recommendation report, is no later than 30 days after the end of the application filing period. This deadline will allow staff adequate time to review and consider in the Initial Recommendations report all the additional data and analysis submitted by the applicant. If the Department is to consider a technical report in its written recommendation on an application in the Final Recommendations report, it must be received by the Department at least four (4) weeks prior to the final hearing of the BCC.

Please note that each time a document is submitted, County agencies will be given 21 days to review the submittal. Failure to comply with the above noted deadlines may affect the ability of an application to remain within schedule. Submittals of revised documents must include a list of the changes made.

Prohibition on Argument or Representation Regarding Proposed Specific Future Uses Without Proffering a Declaration of Restrictions

Miami-Dade County Ordinance No. 03-40 pertaining to CDMP procedures, states that no applicant or applicant's representative seeking approval of an amendment to the Land Use Plan map shall be permitted to argue or represent to the BCC or other recommending County board a specific future use or uses for an application site without such representation being proffered in a Declaration of Restrictions (covenant). The representation cannot include a specific use or uses or exclude a use or uses authorized by the proposed land use designation, unless the applicant has submitted a covenant committing to such representation for the subject property, which has been submitted to the Director in the prescribed format included herein as Appendix B on page 43.

The proffered covenant must be submitted along with the CDMP application and other supporting documents to the Metropolitan Planning Section of the Department and may be done online through the Citizen Self Service Portal at:

https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home.

Declaration of Restrictions Submittal and Deadlines

The Department has a specific template for a CDMP Declaration of Restrictions, Opinion of Title and Joinder for applicants to follow, copies of which are included herein as Appendix B on page 43. Applicants must use the Department’s templates; otherwise, the documents may not be accepted for review. Should an applicant need to modify the language in any of the templates, the request must be submitted in writing and for review and approval by the County Attorney’s Office. The covenant and associated opinion of title and any necessary joinders must be submitted to the Metropolitan Planning Section of the Department along with the CDMP application and other supporting documents and may be done online through the Citizen Self Service Portal at: https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home.

Declaration of Restrictions (covenant) referenced in a CDMP application and modifications to an existing CDMP covenant must be submitted at the time the application is filed. Furthermore, if it is determined that a covenant is required after an application is filed, then the required covenant and associated documents must be submitted within 30 days after the applicable filing period in order to be included and appropriately addressed in the Initial Recommendation report.

Covenants submitted after the above deadlines will be included, as applicable, in the public hearing agenda package of the relevant Community Council, the Planning Advisory Board and the BCC for their consideration. In such cases, the covenant must be received a minimum of 2 weeks prior to the Community Council or PAB public hearing date or 6 weeks prior to the date of the first BCC hearing on the application (transmittal hearing) to be included in the respective hearing agenda packages. However, it must be noted that covenants submitted within these timeframes may not be included or addressed in the Initial Recommendation report.

For transmitted applications, proffered covenants are to be submitted to the Department within 30 days after the BCC’s transmittal hearing to be included and addressed in the Final Recommendation report. A copy of the fully executed covenant, Opinion of Title, and necessary Joinder(s) are to be submitted to the Department’s Metropolitan Planning Section in advance of the appropriate adoption hearing deadline indicated in Table 3 below. Additionally, the title search date on Opinions of Title cannot be older than 29 days from the date of the final action by the BCC. All documents must comply with the State Notary Requirements for indicating physical presence or online notarization.

It must be noted that applications with proffered covenants may not be scheduled for a public hearing until the covenant is deemed complete and legally sufficient, or if scheduled for hearing, any approval by the BCC will be contingent upon the Applicant’s submittal of the legally sufficient and fully executed covenant with the Opinion of Title and any necessary Joinders within a specifically prescribed timeframe, otherwise the application will be deemed withdrawn.

Table 3. Declaration of Restrictions Deadlines

Declaration of Restrictions Submittal Description	Deadline
Modification to an existing covenant or a new covenant addressed in the application with a draft Opinion of Title and a draft Joinder (if needed).	30 days after application is deemed complete
New Declaration of Restrictions to be included and addressed in the Initial Recommendation report if, after an application is filed, it is determined that a covenant is required.	60 days after application is deemed complete
New or revised Declaration of Restrictions to be included in the hearing Agenda Package for a Community Council (CC), Planning Advisory Board PAB, or Board of County Commissioners (BCC) hearing.	6 weeks prior to BCC hearing and 2 weeks prior to CC or PAB hearing

Declaration of Restrictions Submittal Description	Deadline
Declaration of Restrictions to be considered in the Final Recommendation report.	30 days after BCC transmittal hearing
Fully executed Declaration of Restrictions with Opinion of Title and any necessary Joinders (original documents).	3 weeks prior to BCC Final Hearing

Pursuant to Section 2-116.1 of the Miami-Dade County Code any decision to make amendments, modifications, additions, or changes to a declaration of restrictive covenants that was accepted in connection with a prior application to amend the CDMP shall require a vote of two-thirds (2/3) of the BCC members present, but not less than seven affirmative votes .

Submittal of Documents to the Department, Community Councils, PAB, or BCC

In addition to the requirements for the preparation and submittal of plan amendment applications, explained in the “Instructions for Requesting Amendments” section herein (page 14), applicants are hereby notified of the following: written materials, which the applicant would like to be considered by the Department, the Community Council, the PAB, and/or the BCC at transmittal or final public hearings, should be submitted as follows:

1. To be included in the Initial Recommendation Report:
 - (a) Applicants must submit two copies to the Department (four copies of supplemental traffic studies) a minimum of six (6) weeks prior to the publication of the report.
 - (b) Documents submitted will be distributed to County agencies to review and the agencies will be given 21 days to submit their comments.

2. Documents submitted after the 6-week deadline described above may not be included in the Initial Recommendation report. Such documents will also be subject to the 21-day County Agency Review period; therefore, applicants should time their submittal to ensure agency review prior to the applicable hearing. Documents not considered in the Initial Recommendation report will be included in the files and electronic repository and made publicly available.

For documents submitted after the deadline for inclusion in the Initial Recommendation report and later than two weeks prior to a hearing, applicants shall be responsible for providing adequate copies of the documents to be considered at the hearing.

- (a) Community Council Hearing: 12 copies of documents submitted at the public hearing.
- (b) PAB Hearing: 22 copies of documents submitted at the public hearing.
- (c) BCC Hearing: 25 copies of documents submitted at the BCC public hearing.

All hard copies should be 8-1/2 x 11 inch, 3-hole punch, if possible.

INSTRUCTIONS FOR REQUESTING AMENDMENTS

Any individual, organization, group or firm may apply to Miami-Dade County for a Plan amendment. For each requested amendment, a separate application must be submitted. Each applicant is responsible for preparing his or her own application in conformance with these instructions. Two sets of signed original documents must be filed for each application along with the appropriate fees and four (4) copies of the required traffic study for standard applications and small-scale applications.

Applications may be filed out-of-cycle at any time or in the January, May, or October cycle filing periods with the Department, Metropolitan Planning Section, online at the Citizen Self Service Portal (CSS) at the following link:

https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home

After the relevant application filing deadline, indicated in Table 2 above, filed applications may not be expanded and no additional applications may be filed in the respective cycle. Upon review, if an application is found to be unclear or contain errors, staff will notify the applicant of the deficiencies and the applicant must resubmit the application with the required clarification or additional information. Resubmitted applications are due within five (5) business days after notice by the Department that the application is deficient. To enable better service, applicants seeking to file an application in one of the January, May, or October cycles are encouraged to file before the deadline for the relevant cycle, which is the last day of the cycle month or the next business day if the last day falls on a weekend or holiday.

Application Procedures

Prior to filing a Plan amendment application, prospective applicants are strongly encouraged to request a pre-application conference with staff at which time all necessary technical assistance, except for formal CDMP interpretations, will be offered to help applicants prepare their proposals and associated documents or supporting data and analysis. The pre-application conference will assist the applicants to evaluate their requests carefully with staff and determine whether a CDMP amendment is necessary to achieve their objective. For example, many different land uses can occur within a specific land use category of the Land Use Plan map without being in conflict with the CDMP. All prospective applicants should become familiar with all Elements of the CDMP, in order to be certain that their anticipated Plan amendment is necessary. If you have questions, contact the CDMP Administration Unit of the Metropolitan Planning Section of the Department. If the applicant makes an appointment, the Planning Division staff will hold a pre-application conference to discuss the need for the application and any additional information that the applicant may be required to produce, such as traffic study/analysis report. **For concurrent CDMP and zoning applications, pursuant to section 2-116.1 of the Code of Miami-Dade County, Applicants shall be required to request a CDMP Pre-application Conference, as well as a Zoning Pre-Application Meeting prior to filing.**

If a written interpretation of the CDMP or a written response to a question regarding the necessity for a Plan amendment is sought from the Department such requests should be directed in writing to Ms. Lourdes Gomez, Director, or Jerry Bell, Assistant Director for Planning, Department of Regulatory and Economic Resources, 111 NW 1 Street, 12th Floor, Miami, Florida 33128. These written requests shall be submitted no later than six weeks before the end of the filing period and may be submitted online through the Citizen Self Service Portal (see above noted link). Department fees for such a request can be found in County Implementing Order 4-111, which requires that a fee will be charged for the issuance of a written opinion (see also Appendix C, Schedule of Fees for Letters of CDMP Interpretation, page 55).

Small-Scale Amendments

A procedure is provided for the expedited processing of "Small-scale" amendments to the Land Use Plan map as defined in Section 163.3187, F.S. This procedure authorizes the BCC to take final action on small-scale requests to amend the Land Use Plan map at the transmittal public hearing addressing the CDMP amendment applications. An amendment application is eligible for expedited processing as a "Small-scale" amendment under the following conditions:

1. The proposed amendment involves a land use change of 50 acres or less.
2. The proposed amendment does not involve a text change to the goals, policies, and objectives of the local government's comprehensive plan, but only proposes a land use change to the future land use map for a site-specific small scale development activity. However, text changes that relate directly to, and are adopted simultaneously with the small-scale future land use map amendment shall be permissible under this section.

Any applicant who wants their eligible application processed under the "Small-scale" amendment procedure must explicitly make such a request in the application. "Small-scale" amendments are not generally reviewed by the SLPA and will take effect 31 days after adoption by the BCC unless a challenge is timely filed against the amendment.

Online Application Process

Miami-Dade's Department of Regulatory and Economic Resources' Planning Division has established a virtual service model and will be accepting CDMP Amendment applications online through the [Citizen Self Service Portal \(CSS\)](#). Applicants must complete an on-line CDMP Amendment Application available in the **Citizen Self Service Portal (CSS) at the following link:**

- https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home.

For detailed guidelines for completing the online application and uploading documents in the CSS Portal, see Appendix D. The fee schedule is included on page 24. Applicants are strongly encouraged to request a Pre-Application meeting prior to filing in order to obtain an Assessment of the application fees and the required forms.

After the online application is submitted, Applicants will receive a "Notice of Receipt" with information on any deficiencies in the application and an Invoice on fees to be paid. **Applicants have five business days from the close of the filing period or "Notice of Receipt", whichever occurs later, to cure deficiencies and mail hard copies of all the application documents.**

For an application to be deemed complete, all required documents must be submitted, including printed copies, and the invoiced application filing fee paid. Applications that remain deficient will be returned to the Applicant.

Application Format and Contents

Two signed originals and a PDF copy of each application and all supporting documents are required, except that an electronic copy and four (4) hard copies of the traffic study shall be provided. All parts of the application must be typed or printed legibly on 8-1/2 x 11-inch paper. Please use the format outlined below and do not exceed ten pages in length, excluding graphics. Applicants may submit supplemental information with the application or at a later date but within the timeframes outlined herein. (See item 6, Additional Material Submitted, below).

Provided in Appendix A of this report is a hypothetical application that presents the appropriate format for applications seeking to amend the Land Use Plan map. The following information must appear in each application in the order listed below. Use the headings shown in capital letters for each item.

1. Applicant

Names, addresses, telephone numbers and emails of all the applicants and an **email contact must be given.**

2. Applicant's Representative

Any individual(s) responsible for filing the application and communicating for the applicant(s) must be indicated as the Applicant's Representative. This may be the applicant, one member of a group of applicants, the applicant's attorney, or another representative designated by the applicant(s). The name, address (including ZIP code), email address and telephone number of the representative must be given (include fax number if available), and the representative must sign and date the application. If the application requests expedited processing as a small-scale amendment, this signature shall also constitute certification by the Applicant(s) that the application conforms to the statutory eligibility criteria referenced above.

3. Description of Requested Change

Make clear reference to the Comprehensive Development Master Plan (CDMP) Element or Subelement for which a change is being requested and the type of change being requested. Refer to the changes identified in the Fees for CDMP Amendment section herein on page 24.

A. If the requested change is to text of the CDMP, the Element name and page numbers of the Adopted Components Comprehensive Development Master Plan for Miami-Dade County (October 2020 Edition as amended) must be given. Please check for the specific CDMP version that is on the Department's website. Any additions or deletions to the existing text must be shown in "underline" or "strike-through" format. For amendments to graphics, tables, or maps other than the Land Use Plan map, indicate the Element and the page number and title of the map, graphic, or table. Be as specific and clear as possible in describing the requested change. It must be stated in the description of the request if the application is a repeat of a previous CDMP amendment application, including the amendment cycle in which it was previously filed and the assigned application number.

B. If the requested change is to the CDMP Adopted 2030-2040 Land Use Plan map, the following information must be submitted:

1. A clear and concise written description of the application area boundaries.
2. The total number of gross acres in the application area, which includes roadway rights-of-way, the "net acres" excluding the dedicated roadway rights-of-way, and the number of these acres which are owned by the applicant(s).
3. The present CDMP Land Use Plan map designation(s) of the application area and the land use designation(s) being requested. Please refer to the 2030-2040 Land Use Plan map for a listing of the applicable land use categories. If more than one land use category is being requested, precise boundaries and acreages of each requested use designation must be accurately described under items 3 B (1) and (2) above, and

the land areas subject to the requested changes must be depicted on both maps required by the following paragraph.

4. If the application is eligible for expedited processing as a "Small-scale" amendment, the applicant must explicitly include a request for the application to be processed under the expedited procedure as a small-scale amendment.
5. If the application is being filed for concurrent processing with a Zoning application, include a request to process the application concurrently with a Zoning application and include the Zoning application number and/or Zoning Pre-Application Number.
6. If the Applicant is proffering a Declaration of Restrictions (covenant), modifying an existing covenant or requesting a full or partial release of a covenant, specify the request as follows:
 - a. Add the proffered Declaration of Restrictions in the Restrictions Table in Appendix A of the CDMP Land Use Element, if accepted by the Board of County Commissioners; or
 - b. Modify the Declaration of Restrictions recorded in Official Records Book _____ at Pages _____ of the Public Records of Miami-Dade County, Florida, as it applies to the subject property; or
 - c. Full/Partial release of the Declaration of Restrictions recorded in Official Records Book _____ at Pages _____ of the Public Records of Miami-Dade County, Florida, as it applies to the subject property.

4. Reasons for Amendment

This section should include reasons why the change to the CDMP/Plan is requested and why it should be approved. Reasons offered may address any relevant issues, including the following: (A) the need to correct an error; (B) the need to reflect changing circumstances or conditions in the community that justify adjustments; (C) the need to improve the ability of the Plan to fulfill the basic intent and purposes as set forth in Section 2-113 of the Miami-Dade County Code or in the Goals, Objectives and Policies of the Plan Elements; and (D) the need to assure internal consistency within the Plan.

Applicants requesting changes to the Land Use Plan map may wish to comment on any factors, such as the following items, which are considered by the Department in evaluating and formulating initial recommendations on proposed amendments.

- Land Use Plan map designation of the subject property and abutting properties.
- Relation of the property to the surrounding road network.
- Size of the subject property.
- Availability and demand on the public facilities for sanitary sewer, solid waste, drainage, potable water, traffic circulation, mass transit, recreation, schools, and fire and rescue services.
- Consistency of the proposed land use amendments with the objectives and policies of the Land Use Element and other affected Plan Elements.

- Consistency with environmental objectives and policies.
- Availability of, and demand for, additional sites for the type of land use requested. Because amendment requests will be evaluated, in part, on the extent to which they would be in the public interest, the applicant may address this consideration as well.

5. Location Map

All applications that address a specific property must include a location map of reproducible quality depicting the location and boundaries of the application area on an 8 1/2" X 11" size page (See the location map in the hypothetical application included in Appendix A of this report). The map shall:

- Label abutting and adjacent roadways
- Depict on the map the portions of the application area owned by the applicant(s) and portions owned by nonparticipants to the application. If the applicant does not own any portion of the land, include such a statement.
- Include a legend depicting the ownership information.
- Include the North Arrow.

If the certified survey described in No. 7 below includes a location map that includes the above listed criteria, a separate location map is not required.

6. Additional Materials Submitted

Copies of additional supporting materials should be submitted with the application and titles to any such initial submittals should be listed in the application under this heading. These materials will be evaluated by staff and will be made available for public inspection but may not be reproduced as part of the application. If copies are available to the public from any other source, the applicant should indicate this and list in this section of the application all information necessary for the public to obtain copies, including the address of the source and any costs associated with obtaining copies. If there is no additional material submitted with the application, please print or type the word "none" under this heading.

If any applicant intends for additional materials submitted to the Department be distributed to the Community Councils, the PAB, the BCC, or to be transmitted/submitted to the SLPA and other reviewing agencies, the instructions included in "Submittal of Documents to Community Councils, PAB, Department or BCC" section herein on page 13 must be followed.

7. Legal Description and Certified Survey

All private sector Applicants requesting a Land Use Plan (LUP) map amendment must submit a clearly legible written Legal Description and a Certified Boundary and Topographic Survey or a Certified ALTA Survey not more than one-year old clearly and accurately depicting the entire application site and with all property boundaries distinctly shown. Survey notes should include a table showing gross and net acreage as shown in the example below. Gross acreage is subject to confirmation by Department staff. Net acreage needs to account for right-of-way dedication(s).

Gross Acres	100,000 sq. ft
Less Roadway Previous Dedication	10,000 sq. ft.
<u>Less Existing Canal Dedication</u>	<u>10,000 sq. ft</u>
Net Acres	80,000 sq. ft

Applicants shall provide a standard size survey (24" x 36") and a copy of the survey on 8 1/2" X 11" size page/s. Both must also be submitted as PDF documents.

8. Disclosure of Interest

Section 2-116.1(1)(b) of the County Code requires applicants having an ownership interest in any real property covered by an application requesting Land Use Plan map amendments to fully disclose those parties with an interest in the subject property. **Property subject to disclosure includes all the land within the application area for which an applicant has ownership interest. Disclosure must include all owners, lessees, or contractors for purchase, and the percentage of interest held by each party.**

A completed disclosure report must be attached to each of the two original applications and will be made a part of the application. A blank disclosure form is attached to the hypothetical application included in Appendix A of this report.

Non-profit organizations must also complete the Disclosure of Interest if the entity is the applicant or has ownership interest. The Disclosure must list the members of the Board of Directors or governing body and their titles.

9. Proposed Modification to or Release of an Existing CDMP Declaration of Restrictions

Applications proposing to release, modify, or amend an existing CDMP Declaration of Restrictions (covenant) must include:

- a) A copy of the recorded covenant to be released, modified, or amended
- b) A legal description and location sketch certified by a licensed land surveyor for the entire property encumbered by the covenant to be modified or amended
- c) Proposed modifications or amendments to the existing recorded covenant identified in strikethrough and underline format
- d) A document providing the status of each covenant condition subject to release, modification, or amendment. If a condition has been satisfied, proof of its satisfaction must be provided.

10. Traffic Impact Study – **Required for All Applications**

For Standard and Small-Scale Applications to amend the Land Use Plan (LUP) map or to modify a covenant to the effect of increasing the number or scope of uses allowed, the applicant(s) shall submit a traffic impact study signed and sealed by a Florida registered professional engineer by the deadline for filing applications. The traffic impact study shall be conducted using a professional methodology accepted by the Department.

The applicant is strongly encouraged to schedule a pre-Application meeting to discuss the traffic impact study and to ensure agreement with the development impact assumptions. The applicant or their transportation consultant should, at a minimum, address the following methodology requirements as part of the traffic impact analysis:

- a) **Study Area.** The traffic impact area (area of influence) for the traffic impact analysis is dependent on the land use requested and the acreage covered by the application. The application shall be evaluated for impact on 1) the roadways adjacent to and/or in the vicinity of the application site; and 2) on the roadway network where traffic distributed from the proposed application site is equivalent to 5 percent or more of the maximum service volume of the adopted LOS standard for the facility. The Study Area shall include all significantly impacted State and County roadways on the roadway network.
- b) **Analysis Years.** The analysis years should be: 1) Existing conditions (Year 2024 or the most recent count data available); 2) Short-term analysis (Year 2026) for roadways

adjacent to and/or in the vicinity of the application site; and 3) Long-term analysis (Year 2030 - the CDMP's planning horizon or Year 2045 – the Long Range Transportation Plan's.

- c) **Existing Conditions.** Identify the physical characteristics of the roadway network adjacent to and within the study area and determine the traffic operating conditions of the roadway network using the County's adopted level of service standards and the most recent available traffic counts data.
- d) **Background Traffic.** The expected increase in non-development traffic and traffic from other developments that have been approved but not yet built should be accounted for in the short-term and long-term analyses.
- e) **Roadway improvements.** Consider only the programmed roadway capacity improvements listed in the Miami-Dade Transportation Planning Organization's (TPO) most recently adopted Transportation Improvement Program (TIP) for the short-term analysis, and planned roadway capacity improvements listed in the Priorities I, II, III, and IV of the Cost Feasible Plan in the adopted 2045 Long Range Transportation Plan for the long-term analysis.
- f) **Trip Generation.** Use the ITE's Trip Generation 10th edition manual or later to estimate the average daily, AM and PM Peak Hour trip generation associated with the current and requested CDMP Land Use Plan map designations. Trip generation for vacant parcels should be estimated for the maximum development potential that could occur under the current and requested CDMP land use designation, or for the proposed development scenario as limited in a proffered Declaration of Restrictions (covenant). For improved parcels having a built structure that is not being demolished in the proposed amendment, the trip generation should be estimated for the existing use of the built structure, as the existing development potential, and for the maximum development potential that could occur under the requested CDMP land use designation and/or as limited in a proffered Declaration of Restrictions (covenant).
- g) **Trip Distribution.** Allocate the trips to origin and destination land uses and areas external to the application site. Trip distribution can be performed concurrent with assignment if a manual process is used. Computerized travel demand forecasting model, SERPM (Southeast Florida Regional Planning Model) can also be used for trip distribution. The cardinal distribution for each Traffic Analysis Zone (TAZ) has been published and is available on the Miami-Dade TPO's website. Use the 2015 Traffic Analysis Zones to identify the TAZ number in which the project is located; and provide a diagram showing the percentage trip distributions/assignments on the surrounding impacted roadway network
- h) **All trips deductions for internal capture, transit and pass-by,** must be substantiated in accordance with ITE and FDOT standards.
- i) **Short-term Traffic Level-of-Service Analysis.** The short-term traffic impact analysis may be performed utilizing the roadway concurrency management analysis procedure, with and without the impact of the requested amendment application, and indicate which roadways segments meet or violate the County's adopted LOS standards. The short-term analysis should be conducted by projecting traffic volumes and roadway conditions for the next three years, including background traffic, reserved trips from approved developments not yet constructed, programmed roadway capacity improvements and the PM peak hour trips estimated to be generated by the proposed development. The short-term LOS analysis should be based on the average traffic count of the two highest consecutive hours. This analysis must be performed using the most current State and County traffic count stations data maintained by the Miami-Dade County Regulatory Resources Department, or the most recently available traffic counts. The most current database to be

used for projects in each CDMP amendment cycle will be posted on the Traffic Concurrency website (<https://www.miamidade.gov/planning/concurrency.asp>), but applicants are to consult with the Department if the most current table posted is more than 2 months old.

- j) **Future Conditions Long-Term Analysis.** The assessment of the impacts of proposed land use change on the transportation system must include the future (20 to 30 year forecasts) LOS conditions on the roadway network without the impact of the proposed land use change and with the impact of the land use change. Impacts should be based on the net trip increase which is the difference in trip generation between the existing development potential and proposed development potential. If the proposed use trips are less than the maximum potential trips, a Declaration of Restrictions (covenant) is required. Identify which roadway segments will violate the adopted minimum LOS standards. Prior to performing the Traffic Impact Analysis, the Long-Term Analysis should be done using 2045 traffic volumes obtained from the latest adopted SERPM travel demand model.

The applicant should obtain the 2045 traffic volume projections for the impacted roadway segments from the Miami-Dade TPO by contacting Maria Vilches, at (305) 375-2069 or tpo@mdtpo.org. The applicant should consider the most traffic intensive development potential for the land use requested and add the distributed project trips to the 2045 traffic volumes on the roadway network as projected in the model, to identify impacts on the surrounding roadways.

- k) **Mitigation Analysis.** This analysis is to determine the impact of the project on the surrounding roadway network and identify the mitigation measures necessary to meet the adopted minimum LOS standards for the short term and long-term temporal scenarios. This analysis should address the need for new facilities, expansion of existing facilities, or any mobility improvement necessary to provide a safe and efficient transportation network, enhance mobility, and maintain the adopted level of service standards through the short-term (concurrency) and long-term time frames. Any new roadways or widening of existing roadways required for mitigation to meet the County's adopted LOS standards are to be included as a component of the CDMP amendment application.
- l) **The mitigation plans** should consider phasing of the proposed development, funding requirements, and potential improvements projects.
- m) **Include an 'Executive Summary'** in the beginning of the traffic impact study to provide a brief summary of the entire study.
- n) **Maps or exhibits** must be drawn at an appropriate scale.
- o) Where **unique or special conditions** exist, staff may require additional detailed traffic analysis to identify the impacts, such as the Level 2 or Level 3 Traffic Studies described in Item "q" below.
- p) **Development Impact Assumptions.** The following assumptions should be used to determine the development impact potential for the proposed application.

i. Inside the UDB

Non-Residential Development:

- Non-residential impacts are calculated using the net acreage of the property.
- The following Floor Area Ratio (FAR) are used to determine the non-residential development impacts:

Retail Uses: 0.4 FAR
Office Uses: 0.5 FAR

Industrial Uses: 0.5 FAR

- Square footage calculations should not be rounded up.

Residential Development:

- Residential impacts are calculated using the gross acreage of the property. The gross acreage is subject to confirmation by staff, so it is highly recommended that the Applicant meet with staff to confirm the gross acreage.
- Do not round residential units
- The following definitions should be used in determining residential type:
 - Single Family Detached (SF D) - 1 to 6 dwelling units per acre
 - Single Family Attached (SF A) - 6 to 13 dwelling units per acre
 - Multifamily (MF) – 13 and over dwelling units per acre

ii. UDB Expansion Applications

The maximum development program for the required Special District designation must be analyzed to determine the maximum development impact potential.

iii. DRIs and Other Special Applications

The proposed DRI or special application's development program is to be analyzed, except where different than proposed in the CDMP application, which in such cases, require discussion with staff to determine the appropriate development program to be analyzed.

q) Concurrent CDMP/Zoning Applications:

- Concurrent CDMP/Zoning applications will be required to submit a traffic study for both the CDMP and Zoning applications, either separately or combined into a single document. A Level 2 or Level 3 Traffic Analysis, as described below, may also be required. Applicants should consult the Department before filing to confirm the methodology that should be utilized and the content of the traffic report, and to allow sufficient time for preparation and submittal of necessary supplemental studies.
- Applications seeking to expand the UDB, at a minimum, must identify the section, half-section, and quarter-section line roadways (including number of lanes) necessary to serve the development proposed on the application site and to maintain adopted LOS standards. Any required new roadways or widening of existing roadways shall be included as a component of the CDMP Application.
- Applications for sites greater than 10 acres in size are subject to a traffic impact review by the Department of Transportation and Public Works (DTPW) and will be required to submit either a Level 2 or a Level 3 Traffic Analysis, pursuant to the "Traffic Impact Study Standard Methodology" of the Traffic Engineering Division (TED) of DTPW. Such studies are also required when DTPW deems there is roadway network problem that affects operations and/or intersections.
 - Level 2 – Project generates 100 to 300 trips per hour (peak hour adjacent street), or as determined necessary by DTPW
 - Level 3 – Project generates over 300 trips per hour (peak hour adjacent street)

Applications that require a Level 2 or Level 3 review will be subject to the “CDMP Traffic Impact Study Review” fee (see page 27 for the fee schedule). The initial fee to DTPW allows for two reviews. If more than two reviews are needed, the applicant will be charged for each additional review.

It is important to note that each review period is 30 days. The applicant is cautioned that if multiple reviews are needed the application may not be able to proceed to public hearing as scheduled.

- r) It is highly recommended that the applicant or the transportation consultant contact the Department with any questions or concerns regarding the requirements of the traffic impact study.

11. Notification to Property Owners Other Than the Applicant, Whose Properties Are Included Within an Application Area Boundary

If an application requesting a Land Use Plan (LUP) map amendment includes real property, which is not owned by the applicant, the applicant shall provide written notification to the property owner(s) by certified letter that the subject property is included in the amendment application. **The applicant must provide the Department with a copy of the notification and a copy of the receipt showing that the notice was sent by certified mail. These documents must be submitted no later than the fifth business day after the filing period.** The notification shall include a clear and concise description of the application area boundaries and the current and requested land use designations.

FEES FOR CDMP AMENDMENT APPLICATIONS

Applications requesting Plan amendments will not be deemed complete for processing unless the appropriate fees listed below are paid in full within 5 business days of the: close of the filing period or “Notice of Receipt”, whichever occurs later.

- Applicable Planning Division Fees, as outlined below, based on application request(s) Implementing Order 4-111 as amended;
- An 7.5% surcharge on Planning Division fees per Implementing Order 4-111 as amended;
- A \$920 fee for the Division of Environmental Resources Management review of application per Implementing Order 4-42 (see page 27 herein); and
- CDMP Traffic Impact Study Review fee for Department of Transportation and Public Works review of applications for site greater than 10 acres, per Implementing Order 4-41 (see “Transportation and Public Works Fees” on page 27).

All checks are to be made payable to Miami-Dade County and must include the local contact name, telephone number and address of the party making the payment.

In addition to the fees listed above, applications that could result in residential development are subject to a Public Schools Planning Level Review for which a fee will be assessed by Miami-Dade County Public Schools pursuant to the Procedures Manual for Implementing the Interlocal Agreement for Public School Facility Planning. See details regarding this fee on page 27 herein.

Department of Regulatory and Economic Resources Fees

The Department shall charge and collect fees in accordance with the following Planning Division Fees schedule:

Planning Division Fees

As outlined in the Application Format and Contents section, item 3--Description of Requested Change, each application must reference the CDMP Element or Subelement for which a change is being requested. Possible changes to each CDMP element and their associated fees are detailed below:

<u>A. Land Use Element</u>	Fee
1. LUP map (except for Roadway and Transit changes which are covered in Subsection B Traffic Circulation and Mass Transit Subelements), Agricultural Subarea 1 Map, Open Land Subareas Map, and Environmental Protection Subareas Map, which applications are requested for processing during regular semi-annual CDMP amendment cycles.	
a) Regional Urban Center	\$109,440
b) Metropolitan Urban Center	85,500
c) Community Urban Center	54,720
d) Other	

Size of Area (gross acres) Subject to Application

Up to 5.0 acres	11,400
5.1 - 10.0	21,660
10.1 - 20.0	42,750
20.1 - 40.0	64,410
40.1 - 80.0	85,500
80.1 - 160.0	102,600
160.1 - 320.0	119,700
320.1 - 480.0	136,800
480.1 - 640.0	153,900
640.1 - 800.0	171,000
800.1 - 960.0	188,100
960.1 - 1120.0	205,200
1120.1 - 1280.0	222,300

The fee for any application requesting amendments to the LUP map which includes a request to expand the Urban Development Boundary (UDB) or to redesignate land outside the UDB to an urban land use shall be increased by 1) twenty-five (25%) percent of the amount indicated above in 1(d) above for all applications up to eighty (80) acres in size, or 2) fifteen (15%) percent of the amount indicated above in 1(d) for all applications larger than eighty (80) acres.

Applications requesting amendments to the LUP map to increase the currently planned residential density on land inside the UDB shall receive a reduction of the amount of 1) twenty-five (25%) percent of the amount indicated above in 1(d) for each application up to eighty (80) acres in size, or 2) fifteen (15%) percent of the amount indicated in 1(d) if the application is larger than eighty (80) acres.

Applications requesting amendments to the Urban Expansion Area (UEA) boundary without an amendment to the underlying future land use shall be charged 30 percent of the rate established in section 1(d) above but not less than \$10,000.

Application requesting an amendment to the LUP map for processing concurrently with an application to approve or amend a Development of Regional Impact (DRI) development order pursuant to Sec. 2-116.1(5)(a), Code of Miami-Dade County, Florida, shall be charged \$91,200 if 640 acres or smaller, or if a request for Urban Center; if 640.1 acres or larger, such applications shall be charged 65 percent of the fee amount for the applicable parcel size listed in the forgoing section A.1.(a) through (g).

- | | |
|---|----------------------------------|
| 2. Revision of the LUP map Text
Each issue proposal (per paragraph) | \$ 17,100 |
| 3. Environmental/Historical or other
Map Each issue/item including
associated text | \$ 17,100 |
| 4. Covenant revisions and other changes amending land
uses relating to specific land parcels | Two-thirds rate of 1(d)
above |

B. Traffic Circulation Sub-Element

- | | |
|--|----------|
| 1. Planned Future Roadway Network
Map Per road lane-mile | \$17,100 |
| 2. Roadway Functional Classification Map
Per road-mile (Existing or Future) | \$17,100 |

3. Limited Access Facilities Map Per road-mile or interchange	\$17,100
4. Other Map Per Mile	\$11,400
C. <u>Mass Transit Sub-Element</u>	
1. Future Mass Transit System Maps Per linear mile of service area, corridor, or alignment	\$17,100
2. Major traffic Generators and Attractors Each major traffic generator	\$17,100
D. <u>Port, Aviation, and Port of Miami Sub-Element</u>	
1. Major Aviation Facilities-Future Improvements Map Each facility	\$17,100
2. Aviation Facility Improvements Each improvement project line item	\$17,100
3. Port of Miami River- Future	Same as LUP Map Land Use Map II.A.1 above
4. Port of Miami 5 year or 10-year Plan map	\$17,100
E. <u>Capital Improvements Element</u>	
1. Each proposed project line-item	\$17,100
2. Urban Infill or Concurrency Exception Area Maps	\$51,300
F. <u>All Elements (including A-E above)</u>	
1. Each Level of Service (LOS) Standard or DRI Threshold (F. S. 380) addressing goal, objective, policy or map	\$51,300
2. Each Non LOS Standard-addressing goal, objective or policy	\$17,100
3. Each monitoring measures item	\$10,260
4. Each other text change proposal item (up to five sentences)	\$17,100
5. Each other map change proposal or item	\$17,100
6. One or more non-LUP map amendment proposals requested for processing concurrently with an application to approve or amend a DRI Development Order pursuant to Sec. 2-116.1 (5) (a), Code of Miami-Dade County, Florida. This fee shall be charged only when a LUP map amendment is not requested, and a fee is not charged, pursuant to section A.1, above	\$34,200

All above fees include any corresponding changes to other Plan Elements, or components thereof, required for internal consistency.

County proprietary departments shall pay required fees at the time of application except that: (a) fees shall not be charged to such departments for a major Element update to implement recommendations from an Evaluation and Appraisal (EA) of the CDMP/Plan; and (c) the fee for a major update or revision to a Plan Element required by a proprietary department at the time other than during an EAR-based CDMP amendment cycle shall be \$57,000 paid at the time of application filing, with any costs incurred by the Department in excess of the initial filing fee to be paid by the applicable department.

Division of Environmental Resources Management Fees

A review fee of \$920.00 per application will be charged by the Division of Environmental Resources Management (DERM) as per Implementing Order 4-42 with an effective date of October 1, 2018 to review and evaluate applications to amend the Comprehensive Development Master Plan. The DERM fee applies to applications for changes to the Land Use Plan map, certain adopted figures (Agricultural Subarea 1, Open Land Subareas, Environmental Protection Subareas, and the adopted Figures involving environmental resources) and the goals, objectives and policies addressing environmental concerns. This fee is in addition to the filing fee, which is charged by the Department as discussed on the preceding pages. In addition, the Department will collect DERM, Planning Division and the Department of Transportation and Public Works filing fees, when an applicant files to amend the Land Use Plan map or text of the CDMP. These fees can be accommodated by a single check made payable to Miami-Dade County.

Department of Transportation and Public Works fees

Implementing Order 4-41, effective October 1, 2015, establishes fees for the review of traffic studies associated with Comprehensive Development Master Plan (CDMP/Plan) amendment applications by Department of Transportation and Public Works. The fees are based on the size of an application and will be assessed as part of the application filing fee and are as noted below.

CDMP Traffic Impact Study Review

500 gross acres or more	\$4,900.00
250 to 499 gross acres	\$3,300.00
100 to 249 gross acres	\$2,200.00
10.1 to 99 gross acres	\$1,100.00

Source: Miami-Dade County Implementing Order 4-41, October 2015

The initial fee allows for two reviews. If more than two reviews are needed, the applicant will be charged a fee of \$230 for each additional review.

Aviation Department Fee

The Department shall charge and collect a fee of \$360 for review of CDMP applications that are within an aviation zone. The aviation zones are areas that may be vulnerable to the impact of aircraft landings and take offs, as well as related aircraft operations. Specific regulations apply in these zones to protect the public and property on the ground. The aviation zones include among others, the Runway Protection Zone (RPZ), 65 Decibel Noise Zone, 75 Decibel Noise Zone, Airspace Review Area, Outer Safety Zone (OSZ), and Critical Approach Zone (CAZ). Maps of the aviation zones may be viewed at <https://gisweb.miamidade.gov/landmanagement/>.

Miami-Dade County Public Schools Planning Level Review Fee

Pursuant to the Interlocal Agreement for Public School Facility Planning between Miami-Dade County and Miami-Dade County Public Schools (ILA), a Public Schools Planning Level Review is required on all proposed CDMP applications that could result in residential development. After submittal of the application, the Department will forward the application electronically to the Miami-Dade County Public Schools' Concurrency Management System (CMS). The CMS will acknowledge receipt of the application to the Department and the applicant will be assessed a Public Schools Planning Level Review fee of \$362.00 pursuant to Procedures Manual for Implementing the ILA, as amended. A notification from CMS will be emailed to the applicant to pay the review fee online. The review fee must be paid prior to the CMS conducting the Public Schools Planning Level Review. Applicants must pay the fee within 5 days of receiving the CMS notification. (Note: Public School Concurrency Fees will be adjusted annually in October based

on the Consumer Price Index (CPI). For questions or comments on this process please contact Noel Stillings, Department of Regulatory and Economic Resources, Miami-Dade County, at 305-375-2807 or Noel.Stillings@miamidade.gov or Nathaly Simon, Miami-Dade County Public Schools, 305-995- 7287 or NSimon1@dadeschools.net.

The applicants of all CDMP applications that could result in residential development will be required to pay the applicable public school planning level review fees unless a Declaration of Restrictions is proffered that prohibits residential development on the subject property.

Refund of Fees

Department Application fees shall be refunded in full only if the request for application withdrawal is received by the Department in writing either from, a) the Applicants' Representative, or b) all of the applicants, on or before 5:00 PM of the date established by the Department upon initial review of the application as the deadline for completing and/or curing deficiencies in the application (Completion Deadline). Checks will be returned to the entity providing original payment to the Department unless the written request specifies that another party is to receive the returned check(s). After the Completion Deadline, no fees shall be returned to any applicant withdrawing their application, except for standard applications as outlined below.

In the event that the BCC fails to approve transmittal of a standard amendment application to the State Land Planning Agency per Sec. 2-116.1(3)(h) of the Code of Miami-Dade County, or the applicant withdraws the standard application after the full refund deadline, the Completion Deadline, but prior to the transmittal hearing of the BCC, twenty-five (25) percent of the Department's CDMP Amendment fees will be refundable. In order to receive the eligible refund, the applicant must request and receive the express approval of the BCC for the refund at its transmittal hearing. The applicant shall not be authorized subsequent to the "transmittal" hearing held by the BCC to receive any refund of application fees. After the eligible 25% refund is approved by the BCC, the Applicant/Representative is to contact the Department for the form that must be completed and signed in order to receive the refund.

When requesting the eligible 25% refund of the Planning Fees, please indicate to whom the check should be made payable with a name and address provided by the client. In addition, please include an original signed W-9 form for tax purposes.

ADDITIONAL INFORMATION

Anyone having questions regarding any aspect of the Plan review and amendment process or seeking help in the preparation of an application to amend the Comprehensive Development Master Plan should visit or call Noel Stillings, Principal Planner or Rosa Davis, Section Supervisor, CDMP Administration Unit, Miami-Dade County Department of Regulatory and Economic Resources, Stephen P. Clark Center, 111 N.W. 1st Street, 12th Floor, Miami, Florida 33128-1972, Telephone (305) 375-2835.

APPENDIX A

Example of a Hypothetical Application Requesting an Amendment to the Land Use Plan Map

The following hypothetical application is provided to illustrate the format of the application and the kind of information that should be provided under each heading. Statements and maps regarding the location and characteristics of the hypothetical property and the Plan's contents are fictional. Any direct similarity to actual conditions or to the contents of the Adopted Components of the Comprehensive Development Master Plan are purely coincidental.

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**HYPOTHETICAL
APPLICATION TO AMEND THE
COMPREHENSIVE DEVELOPMENT MASTER PLAN**

1. APPLICANTS

Susan Leathers
2881 SW 194 Street
Miami, Florida 33021
(305) 233-1234
susanl@acme.com

William Clay
55 East 5 Avenue
New York , New York 10011
(121) 377-8805
williamc@acme.com

J. B. Gee (Trustee)
10125 NE 16 Street
Miami, Florida 33177
(305) 321-6066
jbgee@acme.com

2. APPLICANTS' REPRESENTATIVE

John Brown
Henry and Brown
2515 Biscayne Boulevard, Suite 900
Miami, Florida 33143
(305) 438-1921
John.Brown@Sample.com

By: _____ :
(Signature of Applicant's Representative) Date

3. DESCRIPTION OF REQUESTED CHANGE

- A. A change to the Land Use Element, Land Use Plan map (item A.1 in the fee schedule) is requested.

(This is a repeat of APRIL 1989 Application No. 75)

- B. Description of the Subject Property

Subject property consists of 2.3 acres located in Section 16, Township 87, Range 37. The property is more accurately described as lots 214 through 220 of Block 1 of Lawrence Subdivision (PB 300-12). Property is located on the west side of SW 227 Avenue between SW 328 Street and SW 329 Street. The applicant owns lot numbers 214, 215, 218, and 220 as shown on the map provided on page 33.

- C. Gross and Net Acreage

Application area:	2.3 gross acres (2.0 net acres)
Acreage Owned by Applicant:	1.7 gross acres (1.2 net acres)

D. Requested Change

1. It is requested that the application area be redesignated on the Land Use Plan map from LOW-MEDIUM DENSITY RESIDENTIAL (5-13 DU/AC.) TO BUSINESS AND OFFICE.
2. It is requested that this application be processed as a Small-Scale Amendment under the expedited procedures
3. It is requested that this application be processed concurrently with Zoning Application No. Z2022000000, pursuant to section 2-116.1 of the Code of Miami-Dade County.

4. REASONS FOR AMENDMENT

The whole property contains commercial and office uses, and is zoned for Business (BU-1) and Semi-Professional Office (RU-5A). The property fronts on a major roadway. While the site is small, it is contiguous to the Business and Office designated land to the north, the south, and east.

5. LOCATION MAP FOR APPLICATION

See example on page 33.

6. ADDITIONAL MATERIALS SUBMITTED

A list of all supporting materials submitted with the application must be provided

For Applications requesting to modify a recorded CDMP Declaration of Restrictions, the proposed modification(s) must be shown in strike through and underlined text format, and a complete copy of the recorded covenant(s) must be attached.

7. LEGAL DESCRIPTION

Legal description with Certified Survey (not more than 1-year old) must be provided (no example included herein).

8. COMPLETE DISCLOSURE OF INTEREST FORM

See sample form on page 35.

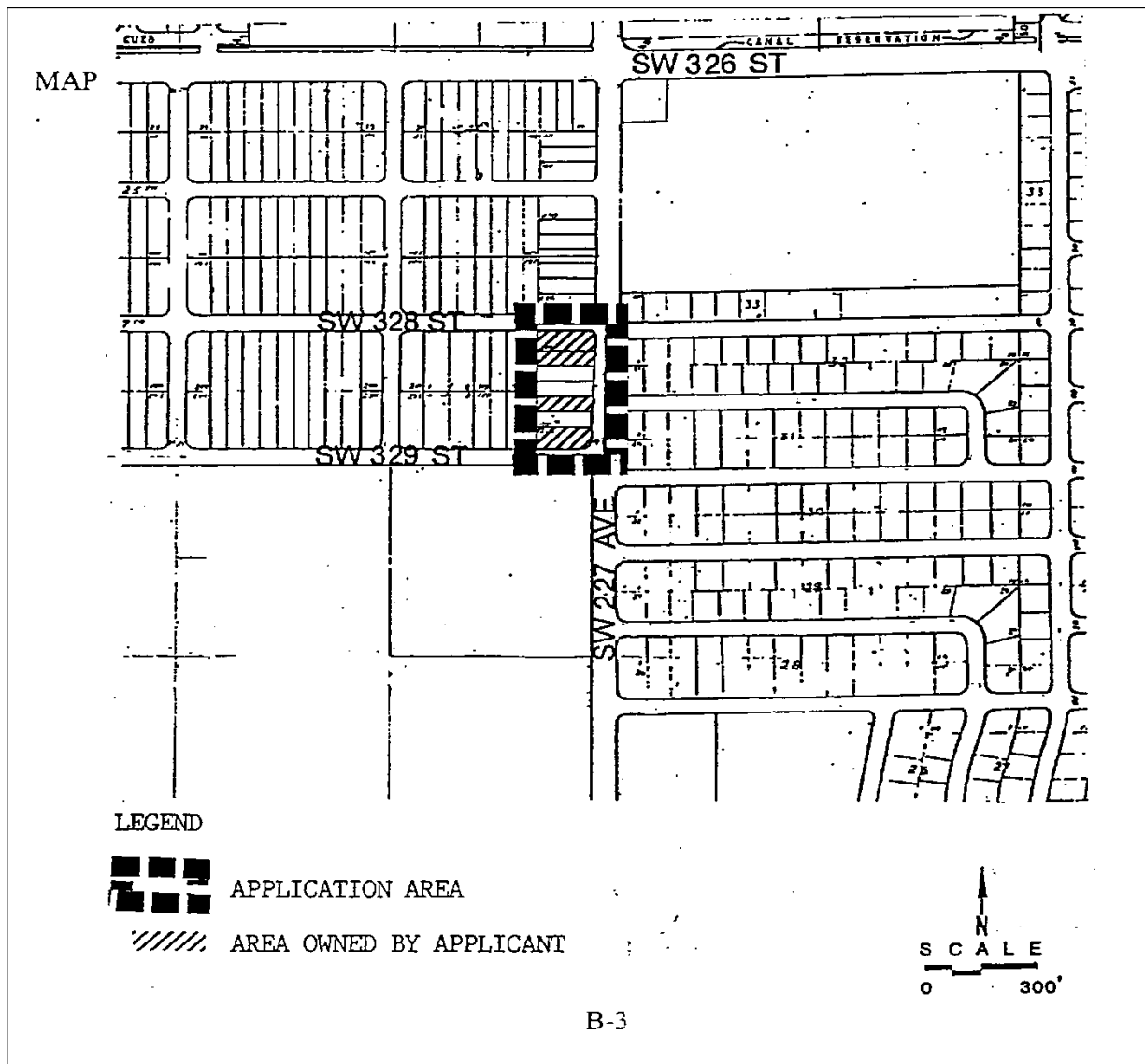
Location Map for Application to Amend the Comprehensive Development Master Plan

APPLICANT / REPRESENTATIVE

Leather, Clay, Gee/ John Brown

DESCRIPTION OF SUBJECT AREA

Subject Property consists of 2.3 acres located in Section 16, Township 87, Range 37. The property is more accurately described as lots 214 thru 220 of Block 1 of Lawrence Subdivision (300-12). Site is located on the west side of SW 227 Avenue in between SW 328-329 Streets. The applicant owns lot numbers 214, 215, 218 and 220.



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Disclosure of Interest

This form or a facsimile must be filed by all applicants having an ownership interest in any real property covered by an application to amend the Land Use Plan map. Submit this form with your application. Attach additional sheets where necessary.

1. APPLICANT (S) NAME AND ADDRESS:

APPLICANT A: _____

APPLICANT B: _____

APPLICANT C: _____

APPLICANT D: _____

APPLICANT E: _____

APPLICANT F: _____

APPLICANT G: _____

Use the above alphabetical designation for applicants in completing Sections 2 and 3, below.

2. PROPERTY DESCRIPTION:

Provide the following information for all properties in the application area and indicate those properties in which the applicant has an interest. Complete information must be provided for each parcel.

APPLICANT	OWNER OF RECORD	FOLIO NUMBER	SIZE IN ACRES
A			

3. For each applicant, check the appropriate column to indicate the NATURE OF THE APPLICANT'S INTEREST in the property identified in Section 2 above.

APPLICANT	OWNER	LESSEE	CONTRACTOR FOR PURCHASE	OTHER (Attach Explanation)
A				

4. DISCLOSURE OF APPLICANT'S INTEREST: Complete all appropriate sections and indicate N/A for each section that is not applicable.

- a. If the applicant is an **INDIVIDUAL** (natural person) list the applicant and all other individual owners below and the percentage of interest held by each.

<u>INDIVIDUAL'S NAME AND ADDRESS</u>	<u>PERCENTAGE OF INTEREST</u>

- b. If the applicant is a **CORPORATION**, list the corporation's name, the name and address of the principal stockholders and the percentage of stock owned by each. [Note: where the principal officers or stockholders, consist of another corporation (s), trustee(s), partnership(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity.]

CORPORATION NAME: _____

<u>NAME, ADDRESS, AND OFFICE (if applicable)</u>	<u>PERCENTAGE OF STOCK</u>

- c. If the applicant is a **TRUSTEE**, list the trustee's name, the name and address of the beneficiaries of the trust, and the percentage of interest held by each. [Note: where the beneficiary/beneficiaries consist of corporation(s), partnership(s), or other similar entities, further disclosure shall be required which discloses the identity of the individual (s) (natural persons) having the ultimate ownership interest in the aforementioned entity].

TRUSTEES NAME: _____

<u>BENEFICIARY'S NAME AND ADDRESS</u>	<u>PERCENTAGE OF INTEREST</u>
_____	_____
_____	_____
_____	_____

- d. If the applicant is a **PARTNERSHIP or LIMITED PARTNERSHIP**, list the name of the partnership, the name and address of the principals of the partnership, including general and limited partners and the percentage of interest held by each partner. [Note: where the partner (s) consist of another partnership(s), corporation (s) trust (s) or other similar entities, further disclosure shall be required which discloses the identity of the individual (s) (natural persons) having the ultimate ownership interest in the aforementioned entity.]

PARTNERSHIP NAME: _____

<u>NAME AND ADDRESS OF PARTNERS</u>	<u>PERCENTAGE OF INTEREST</u>
_____	_____
_____	_____
_____	_____

- e. If the applicant is party to a **CONTRACT FOR PURCHASE**, whether contingent on this application or not, and whether a Corporation, Trustee, or Partnership, list the names of the contract purchasers below, including the principal officers, stockholders, beneficiaries, or partners. [Note: where the principal officers, stockholders, beneficiaries, or partners consist of another corporation, trust, partnership, or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity.]

<u>NAME AND ADDRESS</u>	<u>PERCENTAGE OF INTEREST</u>
-------------------------	-------------------------------

Date of Contract: _____

If any contingency clause or contract terms involve additional parties, list all individuals or officers if a corporation, partnership, or trust.

5. **DISCLOSURE OF OWNER'S INTEREST:** Complete only if an entity other than the applicant is the owner of record as shown on 2.a., above.

- f. If the owner is an **INDIVIDUAL** (natural person) list the applicant and all other individual owners below and the percentage of interest held by each.

<u>INDIVIDUAL'S NAME AND ADDRESS</u>	<u>PERCENTAGE OF INTEREST</u>
--------------------------------------	-------------------------------

- g.** If the owner is a **CORPORATION**, list the corporation's name, the name and address of the principal stockholders and the percentage of stock owned by each. [Note: where the principal officers or stockholders consist of another corporation(s), trustee(s) partnership(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity.]

CORPORATION NAME:

<u>NAME, ADDRESS, AND OFFICE (if applicable)</u>	<u>PERCENTAGE OF STOCK</u>
--	----------------------------

- h.** If the owner is a **TRUSTEE**, and list the trustee's name, the name and address of the beneficiaries of the trust and the percentage of interest held by each. [Note: where the beneficiary/beneficiaries consist of corporation(s), another trust(s), partnership(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity.]

TRUSTEE'S NAME:

<u>BENEFICIARY'S NAME AND ADDRESS</u>	<u>PERCENTAGE OF INTEREST</u>
---------------------------------------	-------------------------------

- i.** If the owner is a **PARTNERSHIP or LIMITED PARTNERSHIP**, list the name of the partnership, the name and address of the principals of the partnership, including general and limited partners, and the percentage of interest held by each. [Note: where the partner(s) consist of another partnership(s), corporation(s) trust(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity.]

PARTNERSHIP NAME:

NAME AND ADDRESS OF PARTNERS PERCENTAGE OF OWNERSHIP

- j. If the owner is party to a **CONTRACT FOR PURCHASE**, whether contingent on this application or not, and whether a Corporation, Trustee, or Partnership, list the names of the contract purchasers below, including the principal officers, stockholders, beneficiaries, or partners. [Note: where the principal officers, stockholders, beneficiaries, or partners consist of another corporation, trust, partnership, or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity.]

NAME, ADDRESS, AND OFFICE (if applicable) PERCENTAGE OF INTEREST

Date of Contract: _____

If any contingency clause or contract terms involve additional parties, list all individuals or officers, if a corporation, partnership, or trust.

For any changes of ownership or changes in contracts for purchase subsequent to the date of the application, but prior to the date of the final public hearing, a supplemental disclosure of interest shall be filed.

ENTITIES REGULARLY TRADED ON AN ESTABLISHED SECURITIES, PENSION FUNDS OR PENSION TRUSTS OF MORE THAN FIVE THOUSAND (5,000) OWNERSHIP INTERESTS

Disclosure shall not be required of any entity, the equity interest in which are regularly traded on an established securities market in the United States or other country; or pension funds or pension trusts of more than five thousand (5,000) ownership interests; any entity where ownership interests are held in a partnership, corporation or trust consisting of more than five thousand (5,000) separate interests including all interests at each level of ownership, and no one pension or entity holds more than a total of five (5) percent of the ownership interest in the partnership, corporation or trust; or of any entity, the ownership interest of which are held in a partnership, corporation or trust consisting of more than 5,000 separate interests and where no one person or entity holds more than a total of 5% of the ownership interest in the partnership, corporation or trust. Entities whose ownership interests are held in partnership, corporation, or trust consisting of more than five thousand (5,000) separate interests, including all interests at every level of ownership, shall only be required to disclose those ownership interest which exceed five (5) percent of the ownership interest in the partnership, corporation or trust.

The above is a full disclosure of all parties of interest in this application to the best of my knowledge and behalf.

Applicant's Signature and Printed Name
(Complete one signature page per applicant)

Signature _____

Printed Name _____

State of Florida County of Miami-Dade

Sworn to (or affirmed) and subscribed before me by means of (*how the individual appeared check one*): (*how the individual appeared check one*):

physical presence online notarization this _____ day of _____, 20_____.
(date) (month)(year)

by _____
(name of individual swearing or affirming)

as _____ for _____
(type of authority, e.g., Officer, Attorney-in Fact) (Name of party on behalf of whom executed)

Individual identified by: personal knowledge satisfactory evidence _____
(type)

<p>(affix Florida Notary Seal above)</p>	<p>_____ (Signature of Notary Public)</p>
	<p>_____ (typed, printed, or stamped name of Notary Public)</p>

My Commission Expires:

APPENDIX B

Declaration of Restrictions and Opinion of Title Templates

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This instrument was prepared by:

Name:

Address:

(Space reserved for Clerk)

DECLARATION OF RESTRICTIONS

WHEREAS, the undersigned _____ (hereinafter referred to as the "Owner") holds the fee simple title to the land in Miami-Dade County, Florida, described in Exhibit "A," attached hereto, and hereinafter called the "Property", which is supported by the Opinion of Title; and

WHEREAS, the Owner has applied for an amendment to the Miami-Dade County Comprehensive Development Master Plan (the "CDMP") in the _____ Cycle and said amendment is identified as Application No. _____ (the "Application"); and

WHEREAS, the Application seeks to re-designate the Property from " _____ " to " _____ " on the Miami-Dade County Comprehensive Development Master Plan adopted Land Use Plan ("LUP") map.

NOW, THEREFORE, in order to assure the Miami-Dade County that the representations made by the owner during consideration of the Application will be abided by, the Owner freely, voluntarily and without duress makes the following Declaration of Restrictions covering and running with the Property:

(1)

(2)

(3)

MISCELLANEOUS

Covenant Running with the Land. This Declaration on the part of the Owner shall constitute a covenant running with the land and may be recorded, at Owner's expense, in the public records of Miami-Dade County, Florida and shall remain in full force and effect and be binding upon the undersigned Owner, and their heirs, successors and assigns until such time as the same is modified or released. These restrictions during their lifetime shall be for the benefit of, and limitation upon, all present and future owners of the real property and for the benefit of Miami-Dade County and the public welfare. The Owner, and their heirs, successors and assigns, acknowledge that acceptance of this Declaration does not in any way obligate or provide a limitation on the County.

Term. This Declaration is to run with the land and shall be binding on all parties and all persons claiming under it for a period of thirty (30) years from the date this Declaration is recorded after which time it shall be extended automatically for successive periods of ten (10) years each, unless an instrument signed by the, then, owner(s) of the Property has been recorded agreeing to change the covenant in whole, or in part, provided that the Declaration has first been modified or released by Miami-Dade County.

Modification, Amendment, Release. This Declaration of Restrictions may be modified, amended or released as to the Property, or any portion thereof, by a written instrument executed by the then owner(s) of the property, including joinders of all mortgagees, provided that the same is also approved by the Board of County Commissioners of Miami-Dade County, Florida. Any such modification, amendment or release shall be subject to the provisions governing amendments to Comprehensive Plans, as set forth in Chapter 163, Part II, Florida Statutes or successor legislation that may, from time to time, govern amendments to Comprehensive Plans (hereinafter "Chapter 163"). Such modification, amendment or release shall also be subject to the provisions governing amendments to the CDMP as set forth in Section 2-116.1 of the Code of Miami-Dade County, or successor regulations governing modifications to the CDMP. In the event that the property is incorporated within a new municipality or annexed into an existing municipality, and the successor municipality amends, modifies, or declines to adopt the provisions of Section 2-116.1 of the Miami-Dade County Code, then modifications, amendments or releases of this Declaration shall be subject to Chapter 163 and the provisions of such ordinances as may be adopted by such successor municipality for the adoption of amendments to its comprehensive plan; or, in the event that the successor municipality does not adopt such ordinances, subject to Chapter 163 and by the provisions for the adoption of zoning district boundary changes. It is provided, however, that in the event that the successor municipality approves a modification or deletion of this Declaration of Restrictions, such modification or deletion shall not be effective until approved by the Board of County Commissioners, in accordance with applicable procedures. Should this Declaration be so modified, amended, or released, the Director of the Department of Regulatory and Economic Resources or the executive officer of a successor department, or, in the absence of such

Director or executive officer, by his or her assistant in charge of the office in his/her absence, shall execute a written instrument effectuating and acknowledging such modification, amendment, or release.

Enforcement. Enforcement shall be by action against any parties or person violating, or attempting to violate, any covenants. The prevailing party in any action or suit pertaining to or arising out of this declaration shall be entitled to recover, in addition to costs and disbursements allowed by law, such sum as the Court may adjudge to be reasonable for the services of his attorney. This enforcement provision shall be in addition to any other remedies available at law, in equity or both.

County Inspections. As further part of this Declaration, it is hereby understood and agreed that any official inspector of Miami-Dade County, or its agents duly authorized, may have the privilege at any time during normal working hours of entering and inspecting the use of the premises to determine whether or not the requirements of the building and zoning regulations and the conditions herein agreed to are being complied with.

Authorization for Miami-Dade County (or successor municipality) to Withhold Permits and Inspections. In the event the terms of this Declaration are not being complied with, in addition to any other remedies available, the County (or successor municipality) is hereby authorized to withhold any further permits, and refuse to make any inspections or grant any approvals, until such time as this declaration is complied with.

Election of Remedies. All rights, remedies and privileges granted herein shall be deemed to be cumulative and the exercise of any one or more shall neither be deemed to constitute an election of remedies, nor shall it preclude the party exercising the same from exercising such other additional rights, remedies or privileges.

Presumption of Compliance. Where construction has occurred on the Property or any portion thereof, pursuant to a lawful permit issued by the County (or successor municipality), and inspections made and approval of occupancy given by the County (or successor municipality), then such construction, inspection and approval shall create a rebuttable presumption that the buildings or structures thus constructed comply with the intent and spirit of this Declaration.

Severability. Invalidation of any one of these covenants, by judgment of Court, shall not affect any of the other provisions which shall remain in full force and effect. However, if any material portion is invalidated, the County shall be entitled to revoke any approval predicated upon the invalidated portion

Recordation and Effective Date. This Declaration shall be filed of record in the public records of Miami-Dade County, Florida at the cost of the Owner following the approval of the Application by the Board of County Commissioners. This Declaration shall become effective immediately upon recordation. Notwithstanding the previous sentence, if any appeal is filed, and the disposition of such appeal results in the denial of the Application, in its entirety, then this Declaration shall be null and void and of no further

effect. Upon the disposition of an appeal that results in the denial of the Application, in its entirety, and upon written request, the Director of the Department of Regulatory and Economic Resources or the executive officer of the successor of said department, or in the absence of such director or executive officer by his/her assistant in charge of the office in his/her absence, shall forthwith execute a written instrument, in recordable form, acknowledging that this Declaration is null and void and of no further effect.

Acceptance of Declaration. The Owner acknowledges that acceptance of this Declaration does not obligate the County in any manner, nor does it entitle the Owner to a favorable recommendation or approval of any application, zoning or otherwise, and the Board of County Commissioners retains its full power and authority to deny each such application in whole or in part and decline to accept any conveyance.

Owner. The term Owner shall include all heirs, assigns, and successors in interest.

[Execution Pages Follow]

FOLLOW THE LINK BELOW FOR APPROPRIATE EXECUTION PAGE BASED ON OWNERSHIP TYPE
<http://www.miamidade.gov/zoning/forms-legal.asp>

CONTACT YOUR APPLICATION MANAGER TO OBTAIN THE MOST CURRENT WORD TEMPLATES OF THE DECLARATION OF RESTRICTIONS, ACKNOWLEDGMENT PAGES, OPINION OF TITLE, AND JOINDERS.

Opinion of Title

To: Miami-Dade County

With the understanding that this Opinion of Title is furnished to Miami-Dade County, as inducement for acceptance of Declaration of Restrictions pursuant to a CDMP Public Hearing No. _____, it is hereby certified that I have examined [***Please write in one of the following: a complete Abstract of Title or Title Insurance Policy (identified by company name and policy number)***] covering the period from the beginning to the _____ day of _____, _____, at the hour of _____, inclusive, of the property described on **Exhibit A** hereto. [***if examining Title Insurance Policy, please also include:***] All title instruments, policies, and documents referenced above are collectively referred to as the "Title Evidence". I know of no reason that this Title Evidence is inaccurate or incomplete.

I am of the opinion, based on my review of the Title Evidence that on the last mentioned date, the fee simple title to the above-described real property was vested in:

Note: For Limited Partnership, Limited Liability Company or Joint Venture indicate parties comprising the Limited Partnership, Limited Liability Company or Joint Venture and identify who is authorized to execute.

Subject to the following encumbrances, liens and other exceptions (If "none" please indicate):

1. **RECORDED MORTGAGES:**

2. **RECORDED CONSTRUCTION LIENS, CONTRACT LIENS AND JUDGMENTS:**

3. **GENERAL EXCEPTIONS:**

4. **SPECIAL EXCEPTIONS:**

I **HEREBY CERTIFY** that I have reviewed all the aforementioned encumbrances and exceptions and that none of them hinder or affect the recording or enforcement of the

_____ **[Please write in the type of instrument to be recorded.]**

Therefore, it is my opinion that the following party(ies) must join in the agreement in order to make the _____ a valid and binding covenant on the lands described herein.

<u>Name</u>	<u>Interest</u>	<u>Special Exception Number</u>
-------------	-----------------	---------------------------------

The following is a description of the aforementioned abstract and its continuations:

<u>Number</u>	<u>Company Certifying</u>	<u>No. of Entries</u>	<u>Period Covered</u>
---------------	---------------------------	-----------------------	-----------------------

I **HEREBY CERTIFY** that the legal description contained in this Opinion of Title coincides with, and is the same as, the legal description in the proffered, recordable agreement.

I, the undersigned, further certify that I am an attorney-at-law duly admitted to practice in the State of Florida and a member in good standing of the Florida Bar.

Respectfully submitted this _____ day of _____, _____.

Name

Print Name

Florida Bar No. _____

Address:

STATE OF FLORIDA COUNTY OF MIAMI-DADE

The foregoing instrument was acknowledged before me by means of *(how the individual appeared check one)*:

physical presence online notarization this _____ day of _____, 20_____
(date) (month)(year)

by _____
(name of individual acknowledging)

as _____ for _____
(type of authority, e.g., Officer, Attorney-in Fact)(Name of party on behalf of whom executed)

Individual identified by: personal knowledge satisfactory evidence _____.
(type)

<p>(affix Florida Notary Seal above)</p>	<p>_____ (Signature of Notary Public)</p> <p>_____ (typed, printed, or stamped name of Notary Public)</p>
--	---

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Joinder by Mortgagee Corporation

The undersigned _____, a _____ (state) corporation and Mortgagee under that certain mortgage from _____ dated the day of _____, 20__, and recorded in Official Records Book _____, Page _____, of the Public Records of Miami-Dade County, Florida, covering all/or a portion of the property described in the foregoing agreement, does hereby acknowledge that the terms of this agreement are and shall be binding upon the undersigned and its successors in title.

IN WITNESS WHEREOF, these presents have been executed this _____ day of _____, 20__.

Witnesses:

Signature

Print Name

Signature

Print Name

Name of Corporation

Address:

By _____
(President, Vice-President or CEO*)

Print Name: _____

[*Note: All others require attachment of original corporate resolution of authorization]

**STATE OF FLORIDA
COUNTY OF MIAMI-
DADE**

The foregoing instrument was acknowledged before me by means of *(how the individual appeared check one)*:

physical presence online notarization this _____ day of _____, 20____.
(date) (month) (year)

by _____
(name of individual acknowledging)

as _____ for _____
(type of authority, e.g., Officer, Attorney-in Fact) (Name of party on behalf of whom executed)

Individual identified by: personal knowledge satisfactory evidence _____.
(type)

<p>(affix Florida Notary Seal above)</p>	<p>_____</p>
	<p>(Signature of Notary Public)</p>
	<p>_____</p> <p>(typed, printed, or stamped name of Notary Public)</p>

 DO NOT WRITE BELOW THIS LINE - GOVERNMENT USE ONLY

_____ [insert name of County employee]
 (Date) [insert title of County employee]

_____ (Witness Name) (Witness Name)

APPENDIX C

Schedule of Fees for Letters of CDMP Interpretation

- I. Requests for Written Advisories of Comprehensive Development Master Plan Consistency (other than for development/services concurrency determination).

Planning fees are found in the County's Implementing Order No. 4-111.

For special written advisory letters/memoranda regarding the relationship of a particular property parcel or the consistency of a proposed development action to the provisions of the Comprehensive Development Master Plan that are requested pursuant to Section 2-113 of the Code of Miami-Dade County and apart from regular development order approval processes, the requesting party shall pay the following charges:

All requests for a Land Use Plan (LUP) interpretation will be required to pay an additional processing fee as required by Miami-Dade County Implementing Order 4-111 as amended. The Miami-Dade County Department shall charge and collect fees in accordance with the following schedule. The fee is a 7.5% Surcharge (effective October 9, 2017) required on any CDMP fees collected and must be figured into the total for all Interpretations when requested. All checks must be made payable to Miami-Dade County and please provide a local phone number for the party making payment.

- A. Meeting Fee:

A fee of \$51.00 per 30 minutes will be assessed for meetings with Planning staff for a particular topic. (Meetings regarding a CDMP amendment application and/or a Letter of Interpretation for which fees have been assessed and paid, will not be subject to this fee).

Fee	Fee with 7.5%
\$51.00	\$54.82

- B. Interpretation/Explanation of Comprehensive Development Master Plan Provisions, including Adopted Land Use Plan Map and Interpretation of Land Use Plan Map Text Consistency Determinations Relative to a Specific Location (30 – 60 days).

Size of Parcel of Proposed Development (gross ac res)

	Fee	Fee with 7.5%
Under 1.0 acre	\$440	\$473
1.0 acre - 5.0 acres	\$880	\$946
5.1 acres - 20.0 acres	\$1,320	\$1,419
20.1 acres and over	\$1,760	\$1,892

C. Interpretation/Explanation of Adopted Components Goals, Policies, Objectives and other Text not related to a Specific Location.

	Fee	Fee with 7.5%
Each issue/question not related to Level of Service (LOS) Standards	\$440	\$473
Each issue/question related to LOS Standards	\$440	\$473

The Director of the Department or his or her designee may condition such advisories on the information made available by the requesting party or defer to more complete development order review procedures. The conditional nature of all special advisories shall be addressed in the document.

D. Expedited Interpretation/Explanation of Comprehensive Development Master Plan Provisions, including Adopted Land Use Plan Map and Interpretation of Land Use Plan Map Text Consistency Determinations Relative to a Specific Location (within 15 days).

Size of Parcel of Proposed Development (gross acres)

	Fee	Fee with 7.5%
Under 1.0 acre	\$880	\$946
1.0 acre - 5.0 acres	\$1,760	\$1,892
5.1 acres - 20.0 acres	\$2,640	\$2,838
20.1 acres and over	\$3,520	\$3,784

E. Expedited Interpretation/Explanation of Adopted Components Goals, Policies, Objectives and other Text not related to a Specific Location (within 15 days).

	Fee	Fee with 7.5%
Each issue/question not related to Level of Service (LOS) Standards	\$880	\$946
Each issue/question related to LOS Standards	\$880	\$946

The Director of the Department or his or her designee may condition such advisories on the information made available by the requesting party or defer to more complete development order review procedures. The conditional nature of all special advisories shall be addressed in the document.

Instructions on Filing a Request for a CDMP Letter of Interpretation

CDMP Letter of Interpretation Requests will be accepted online through the Citizen Self Service Portal (CSS) at the link below.

https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home

Fees for location specific letters are dependent on the size of the property. Non-location specific CDMP Letters of Interpretation may be requested to address issues or questions related to the goals, policies, objectives, interpretive text, and Level of Service (LOS) standards in the CDMP. Depending on the complexity of the questions, a CDMP Letter of Interpretation will take 30 to 60 days to process. Certain Letter of Interpretation requests may be processed on an expedited basis, within 15-days of the filing of a complete request, but at a greater cost than the regular letter of interpretation requests. Note that Complex requests requiring significant research will not be eligible for the expedited process. A separate application must be submitted for each address or subject property. Refer to the Fee Schedule above for the appropriate fee.

To submit a request, complete the online form. For an application to be deemed complete, the appropriate fee must be paid and a letter of request detailing the CDMP question/s to be addressed must be submitted. Please refer to the detailed instructions below on how to request a Letter of Interpretation (LOI) of the Comprehensive Development Master Plan (CDMP) in CSS (also referred to as EnerGov).

- Follow the link below to apply online.
https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home
- On the Welcome page, click on Apply.
- On the “Application Assistant” page, select the “All” tab to see all the options. Scroll down to “CDMP Interpretation Letter” and click on Apply.
- You will need to log in or register if you do not have an account.
- Fill out all requested information and upload the Request for the Letter of Interpretation. Please include the following information in the letter of request:
 - Address the letter to Jerry Bell, Assistant Director for Planning
 - The property’s **folio number and location** in the subject line
 - The letter should specify the question(s) to be answered. The question(s) must be specific, and related to the interpretation and/or consistency of the County’s Comprehensive Development Master Plan
 - Please sign your letter
- We will send you an invoice and a link for you to pay the invoice online.
- A separate application must be submitted for each address or subject property.

Note: If requesting a saturation analysis, the analysis will be performed by staff in accordance with the “Mixed Use Development” provisions of the CDMP.

If you have any questions or need additional information, please call 305-375-2835.

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APPENDIX D

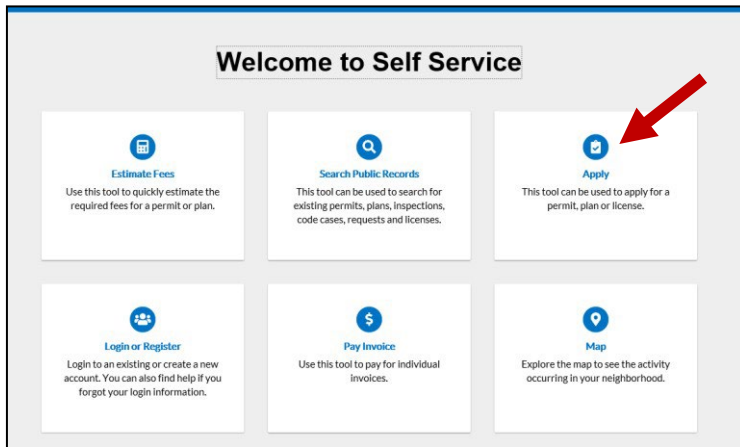
Guidelines for Submitting CDMP Amendment Applications Online

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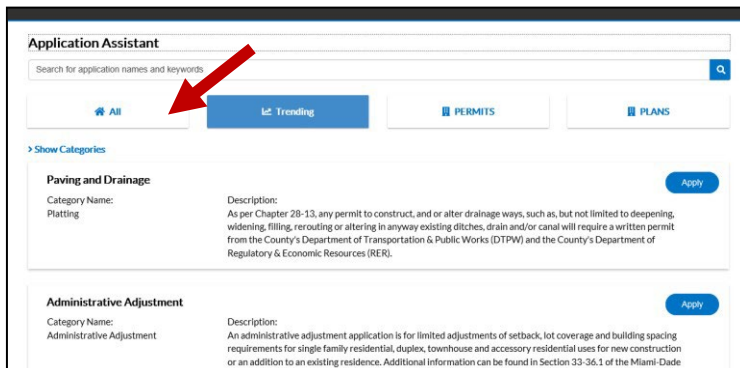
Guidelines for Submitting CDMP Amendment Applications Online

1. Go the Citizen Self Service (CSS) Portal:
https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home

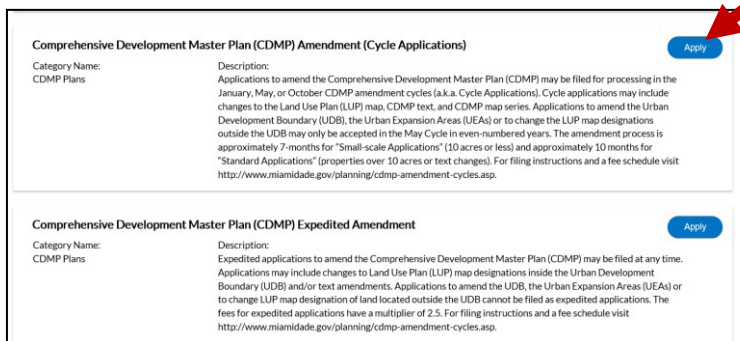
2. Click on “Apply”



3. Click on “All” to view all the application options.

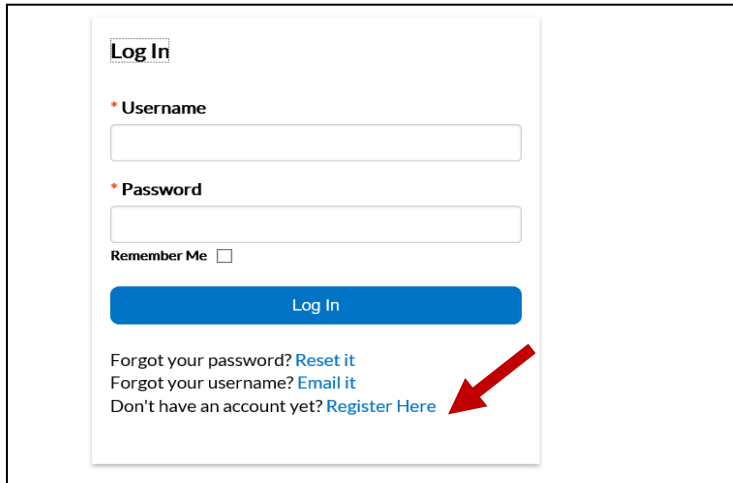


4. Select “Comprehensive Development Master Plan (CDMP) Amendment Cycle Application” or “Comprehensive Development Master Plan (CDMP) Expedited Amendment”



5. **Registration:**

Please “Register” if this is your first time applying. The system will prompt you to set up a username and password. If you are already registered, enter your information.

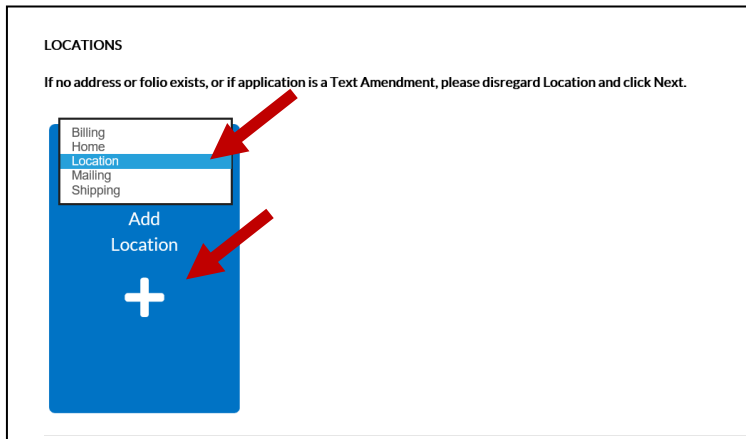


The screenshot shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- * Username** (Text input field)
- * Password** (Text input field)
- Remember Me**
- Log In** (Blue button)
- Forgot your password? [Reset it](#)
- Forgot your username? [Email it](#)
- Don't have an account yet? [Register Here](#) (Red arrow points to this link)

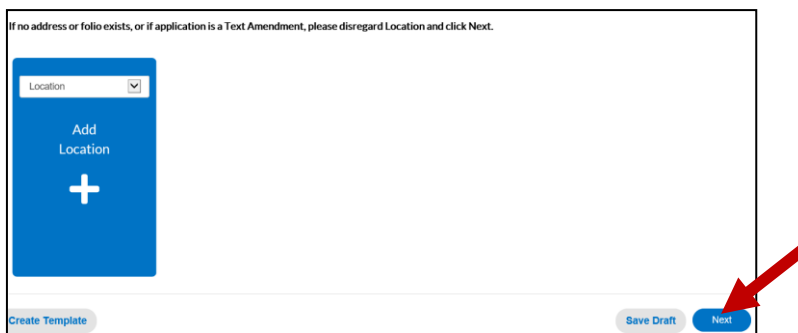
6. **Locations:**

To add the location of the subject property, click the dropdown menu on the blue tile, and select “location”, then click the “+” sign and press “Next”.



The screenshot shows the 'LOCATIONS' section with the following elements:

- LOCATIONS** (Section Header)
- If no address or folio exists, or if application is a Text Amendment, please disregard Location and click Next.
- Dropdown menu with options: Billing, Home, **Location** (highlighted), Mailing, Shipping
- Add Location** (Text)
- +** (Red arrow points to this sign)



The screenshot shows the 'LOCATIONS' section with the following elements:

- If no address or folio exists, or if application is a Text Amendment, please disregard Location and click Next.
- Dropdown menu with **Location** selected
- Add Location** (Text)
- +** (Sign)
- Next** (Blue button, highlighted with a red arrow)
- Create Template** (Link)
- Save Draft** (Link)

You may search for the subject property by **Address** or **Parcel** (folio number).

OR

If the subject property does not have an address or folio number, or if you are filing a text amendment, click “Next”.

To search by Address, select “Address”. Enter the information in the “Search” field. A list of options will appear. Select the one that corresponds to your property, press “Add”.

The screenshot shows a search interface with two tabs: "Address" (selected) and "Parcel". Below the tabs is a dropdown menu labeled "Add Address As" with "Location" selected. There are "Search" and "Enter Manually" buttons. A search field contains "5680 SW 87 AVE" with a magnifying glass icon. Below the search field is a table with one row: "Address" | "5680 SW 87 AVE Unincorporated County, FL 33173-1618" | "Action" | "Add". At the bottom, there is a pagination control showing "Results per page 10" and "1 - 1 of 1". Red arrows point to the "Address" tab, the search field, and the "Add" button.

A tile will appear with the location information selected. Click “Next” to continue, or repeat the process to add more addresses. Indicate which is the main address.

The screenshot shows a "LOCATIONS" section with a message: "If no address or folio exists, or if application is a Text Amendment, please disregard Location and click Next." Below this is a card for a location: "Type: Location" (with a dropdown menu), "5680 SW 87 AVE", "Unincorporated County, FL", "33173-1618", "Main Address" (checked), "Parcel Number", "3040280000040", "Main Parcel" (checked), and a "Remove" button. To the right is a blue "Add Location" button with a plus sign. At the bottom, there are "Create Template", "Save Draft", and "Next" buttons. Red arrows point to the "Type: Location" dropdown, the "Add Location" button, and the "Next" button.

To search by Parcel/Folio Number, select “Parcel”. Enter the information in the “Search” field. Click on the checkbox next to the correct folio number and press “Search Associated Addresses”.

The screenshot shows a web interface with two tabs: "Address" and "Parcel". The "Parcel" tab is selected. Below the tabs is a "Parcel Information" section with a search field containing "304028000040". Below the search field is a table with the following columns: "Parcel Number", "Section", "Township", "Range", and "Action". The table contains one row with the parcel number "304028000040" and an unchecked checkbox in the "Action" column. Below the table is a "Results per page" dropdown set to "10" and "1 - 1 of 1". At the bottom right is a "Search Associated Addresses" button. Red arrows point to the "Parcel" tab, the search field, the checkbox, and the "Search Associated Addresses" button.

Click on the checkbox next to the correct Address and press “Add Selected”.

The screenshot shows the "Associated Addresses" section. It has a header "Associated Addresses for Parcel - #304028000040" with a plus sign. Below is a table with columns "Address" and "Action". The table contains one row with the address "5680 SW 87 AVE Unincorporated County, FL 33173-1618" and a checked checkbox in the "Action" column. Below the table is a "Results per page" dropdown set to "10" and "1 - 1 of 1". At the bottom right are "Add Selected" and "Cancel" buttons. Red arrows point to the checked checkbox and the "Add Selected" button.

A tile will appear with the location information selected. Repeat the process to add all applicable parcels then click “Next” to continue. Indicate which is the main folio.

The screenshot shows a location tile. On the left is a card with the following information: "Type: Location", "5680 SW 87 AVE", "Unincorporated County, FL", "33173-1618", "Main Address" with a checked checkbox, "Parcel Number" with the value "304028000040", and "Main Parcel" with a checked checkbox. There is a "Remove" button at the bottom of the card. On the right is a blue card with a "Location" dropdown menu, "Add Location" text, and a plus sign. At the bottom of the screen are "Create Template", "Save Draft", and "Next" buttons. Red arrows point to the "Parcel Number" field and the "Next" button.

If you cannot find your property using the “Search” option, you may enter the folio or address information by clicking on “Enter Manually”.

The screenshot shows a form titled "Enter Manually" with the following fields: "Country Type" (dropdown menu with "US" selected), "Enter Address" (text input field with "Search Addresses" placeholder), "* Full Address" (text input field), "Unit Or Suite" (text input field), "City" (text input field), "State" (dropdown menu), "Postal Code" (text input field), and "Parcel Number" (text input field). A red arrow points to the "Enter Manually" button at the top left, and another red arrow points to the "Enter Address" field.

7. Plan Details:

Under the “Description” field, enter the name of the Applicant/Project, and click “Next”.

The “Plan Type” must be “Comprehensive Development Master Plan (CDMP) Amendment (Cycle Applications)”

The screenshot shows a form titled "PLAN DETAILS" with the following fields: "* Plan Type" (dropdown menu with "Comprehensive Develop" selected), "Description" (text area), "Back" (button), "Create Template" (button), "Save Draft" (button), and "Next" (button). Red arrows point to the "Plan Type" dropdown, the "Description" text area, and the "Next" button.

8. **Contacts:**

Click on the “+” to enter the contact information for the “Applicant” and the “Applicant’s Representative”. Additional contacts may be added by clicking on “Add Contact” and selecting the contact type in the dropdown menu.

If the Applicant does not have a representative, the applicant’s contact information may be used.

CONTACTS

Applicant
Add Contact
+

Applicant's Representative
Add Contact
+

Applicant
Add Contact
+

REQUIRED

REQUIRED

Back Create Template Save Draft Next

To enter the contact information, select “Enter Manually”.

Search Enter Manually My Favorites

Enter Manually

* First Name

* Last Name

Company Name

Email

* Home Phone

* Mobile Phone

* Business Phone

Submit

If the contact information is already in the system, select "Search" and enter the name, email or company to find the contact.

Add Contact As : Applicant

Search Enter Manually My Favorites

Search [Name, E-mail, or Company] 🔍

9. Project Info:

Under "CDMP Application Type", identify if you are seeking a "Small-Scale" or Standard" amendment.

Project Info

*CDMP Application Type

Small Scale
Standard

CDMP Application Type is required.

Under "CDMP Cycle", identify the Amendment Cycle that you are applying for.

CDMP Cycle

January
May
October

Under "Description of Requested Change", enter the proposed amendment/s.

*Description of Requested Change

Redesignate the application site:
From: "Office/Residential"
To: "Business and Office"

Enter the "Location Description" and the gross and net acreage in the appropriate fields. If you are applying for a text amendment, enter the number 0 for the acreage.

Location Description	<input style="width: 100%; height: 40px;" type="text"/>
*Acreage of Property (gross)	<input style="width: 100%; height: 25px;" type="text"/>
<i>Acreage of Property (gross) is required.</i>	
*Acreage of Property (net)	<input style="width: 100%; height: 25px;" type="text"/>
<i>Acreage of Property (net) is required.</i>	

Identify the CDMP Element and/or Sub-Element to be amended. Select all that apply.

Select CDMP Element to be amended (Check all that apply)																									
Element	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"><input type="checkbox"/></td><td>Land Use</td></tr> <tr><td><input type="checkbox"/></td><td>Transportation</td></tr> <tr><td><input type="checkbox"/></td><td>Housing</td></tr> <tr><td><input type="checkbox"/></td><td>Conservation, Aquifer Recharge and Drainage</td></tr> <tr><td><input type="checkbox"/></td><td>Recreation and Open Space</td></tr> <tr><td><input type="checkbox"/></td><td>Coastal Management</td></tr> <tr><td><input type="checkbox"/></td><td>Intergovernmental Coordination</td></tr> <tr><td><input type="checkbox"/></td><td>Capital Improvements</td></tr> <tr><td><input type="checkbox"/></td><td>Educational</td></tr> <tr><td><input type="checkbox"/></td><td>Economic</td></tr> <tr><td><input type="checkbox"/></td><td>Community Health and Design</td></tr> <tr><td><input type="checkbox"/></td><td>Water, Sewer and Solid Waste</td></tr> </table>	<input type="checkbox"/>	Land Use	<input type="checkbox"/>	Transportation	<input type="checkbox"/>	Housing	<input type="checkbox"/>	Conservation, Aquifer Recharge and Drainage	<input type="checkbox"/>	Recreation and Open Space	<input type="checkbox"/>	Coastal Management	<input type="checkbox"/>	Intergovernmental Coordination	<input type="checkbox"/>	Capital Improvements	<input type="checkbox"/>	Educational	<input type="checkbox"/>	Economic	<input type="checkbox"/>	Community Health and Design	<input type="checkbox"/>	Water, Sewer and Solid Waste
<input type="checkbox"/>	Land Use																								
<input type="checkbox"/>	Transportation																								
<input type="checkbox"/>	Housing																								
<input type="checkbox"/>	Conservation, Aquifer Recharge and Drainage																								
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<input type="checkbox"/>	Educational																								
<input type="checkbox"/>	Economic																								
<input type="checkbox"/>	Community Health and Design																								
<input type="checkbox"/>	Water, Sewer and Solid Waste																								
Select CDMP Sub-Element to be amended (Check all that apply)																									
Sub-Element	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"><input type="checkbox"/></td><td>Traffic Circulation</td></tr> <tr><td><input type="checkbox"/></td><td>Mass Transit</td></tr> <tr><td><input type="checkbox"/></td><td>Aviation</td></tr> <tr><td><input type="checkbox"/></td><td>Port of Miami River</td></tr> <tr><td><input type="checkbox"/></td><td>PortMiami</td></tr> <tr><td><input type="checkbox"/></td><td>Water and Sewer</td></tr> <tr><td><input type="checkbox"/></td><td>Solid Waste</td></tr> </table>	<input type="checkbox"/>	Traffic Circulation	<input type="checkbox"/>	Mass Transit	<input type="checkbox"/>	Aviation	<input type="checkbox"/>	Port of Miami River	<input type="checkbox"/>	PortMiami	<input type="checkbox"/>	Water and Sewer	<input type="checkbox"/>	Solid Waste										
<input type="checkbox"/>	Traffic Circulation																								
<input type="checkbox"/>	Mass Transit																								
<input type="checkbox"/>	Aviation																								
<input type="checkbox"/>	Port of Miami River																								
<input type="checkbox"/>	PortMiami																								
<input type="checkbox"/>	Water and Sewer																								
<input type="checkbox"/>	Solid Waste																								

Identify the type of amendment requested. Select all that apply. Click next to continue.

Type of Amendment requested (Check all that apply)	
Land Use Map	<input type="checkbox"/>
Other Map Changes	<input type="checkbox"/>
UDB/UEA Amendment	<input type="checkbox"/>
Text Changes	<input type="checkbox"/>
Covenant Modification/Release	<input type="checkbox"/>
New Covenant	<input type="checkbox"/>
DRI	<input type="checkbox"/>
EAR	<input type="checkbox"/>

10. Attachments:

All required documents must be uploaded for the online application to be accepted. Click the “+” symbol to upload the required documents as attachments. Only PDF documents are accepted.

A Traffic Study is required for all Land Use Plan Amendments. However, Text Amendments do not require a traffic analysis. To upload the Traffic Study and other supplements, click on “Add Attachments” and select the document type on the dropdown menu.

Attachments			
Disclosure of Interest Add Attachment + Supported: pdf REQUIRED	Electronic Copy of Application (signed) Add Attachment + Supported: pdf REQUIRED	Legal Description Add Attachment + Supported: pdf REQUIRED	Survey Add Attachment + Supported: pdf REQUIRED
Applicant's Proof of No[...] Add Attachment + Supported: pdf			
Back	Create Template	Save Draft	Next

11. **Review and Submit:** After uploading all the documents, you will have the opportunity to review a summary of the application. Click submit to complete the application. A process number (application number) will be generated. This will be the number used to identify the application.

Plan Number: CDMP20200007

Plan Details | Tab Elements | Main Menu

Type: Comprehensive Development Master Plan (CDMP) Amendment (Cycle Applications)	Status: Under Review	Project Name:
IVR Number: 109021	Applied Date: 04/30/2020	Expiration Date:
District:	Assigned To: Davis, Rosa	Completion Date:
Description: ACME, INC.		

Summary | Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

Progress 0% Completed

Workflow

- Application Acceptance - Started - Scheduled for 05/07/2020
- Upload Application and Supporting Documents

Available Actions

12. **Completeness Check:**

Staff will review the application for completeness and send a “Notice of Receipt”. The notice will contain an invoice of fees to be paid and a list of any deficiencies within the application.

Applicants have five business days from the close of the filing period or “Notice of Receipt”, whichever occurs later, to cure deficiencies and submit hard copies of all the application documents. Applications that remain deficient will be returned.

Hard copies of the application are to be submitted to the Department at the following address:

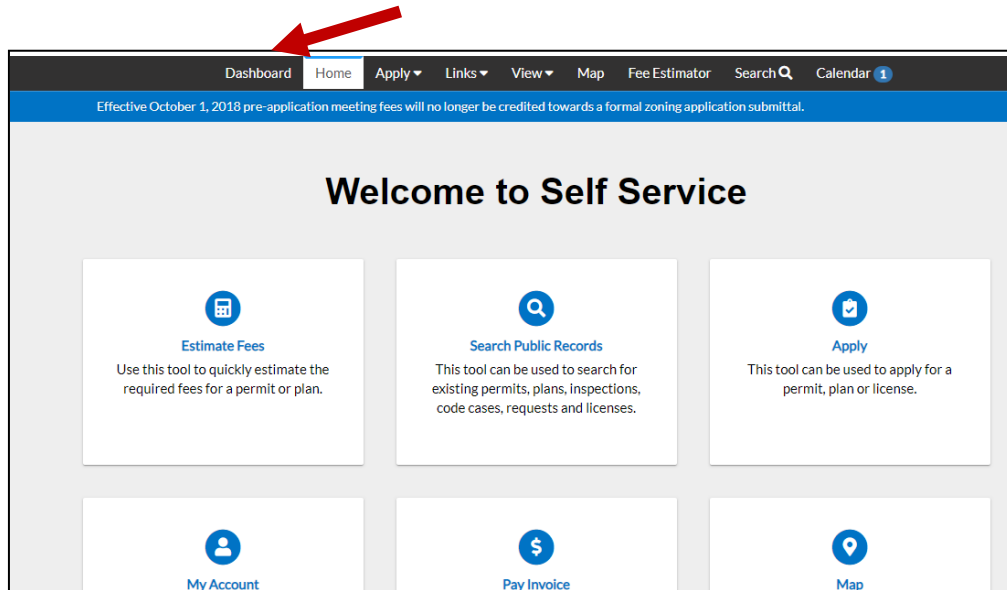
Miami-Dade County
 Department of Regulatory and Economic Resources
 Planning Division, Metropolitan Planning Section
 Stephen P. Clark Center, 12th Floor
 111 NW 1 Street
 Miami, Florida 33128
 Telephone: 305-375-2835

It is required that hard copy document submittals be coordinated with the Department staff by contacting the Department at the telephone number above.

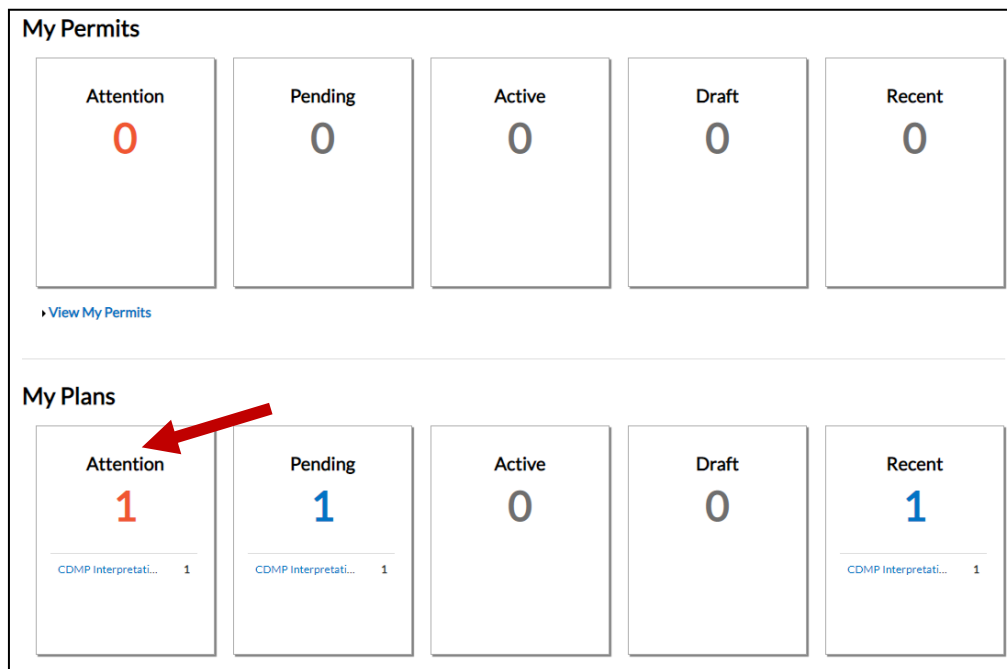
13. Resubmit Documents and Monitor Application:

You can re-submit documents and monitor the application through the “dashboard”.

Go to the home page and log in. Select “Dashboard” on the top of the page.



The Dashboard will display any active applications that you have in the system and let you know the status. Select the application that you are interested in viewing.



Information about the application will appear. Click on the Plan Number to see more options.

My Plans Search for plan number, project, or address
Exact Match

Display: Select Case Type: Sort:

Plan Number	Project	Address	Plan Type	Status	Attention Reason
CL2020000075		111 1 RIVO ALTO TER Miami Beach, FL 33139- -120	CDMP Interpretation Letter	Attention, Recent	Fail Failed Reviews

Results per page: 1 - 1 of 1 << < 1 > >>

A series of tabs will appear. Click the one you are interested in viewing.

- Summary – provides an overview of the application and its status.
- Fees – provides information on the application fees and payment status.
- Inspections – Not applicable
- Attachments – allow you to view documents or submit additional documents
- Contacts – provides contact information on the applicant and applicant’s representative
- Sub-Records – Not applicable
- Holds – provides information on holds placed on the application
- Meetings – Not applicable
- More Info – provides general information on the application site, including land use designation and zoning.

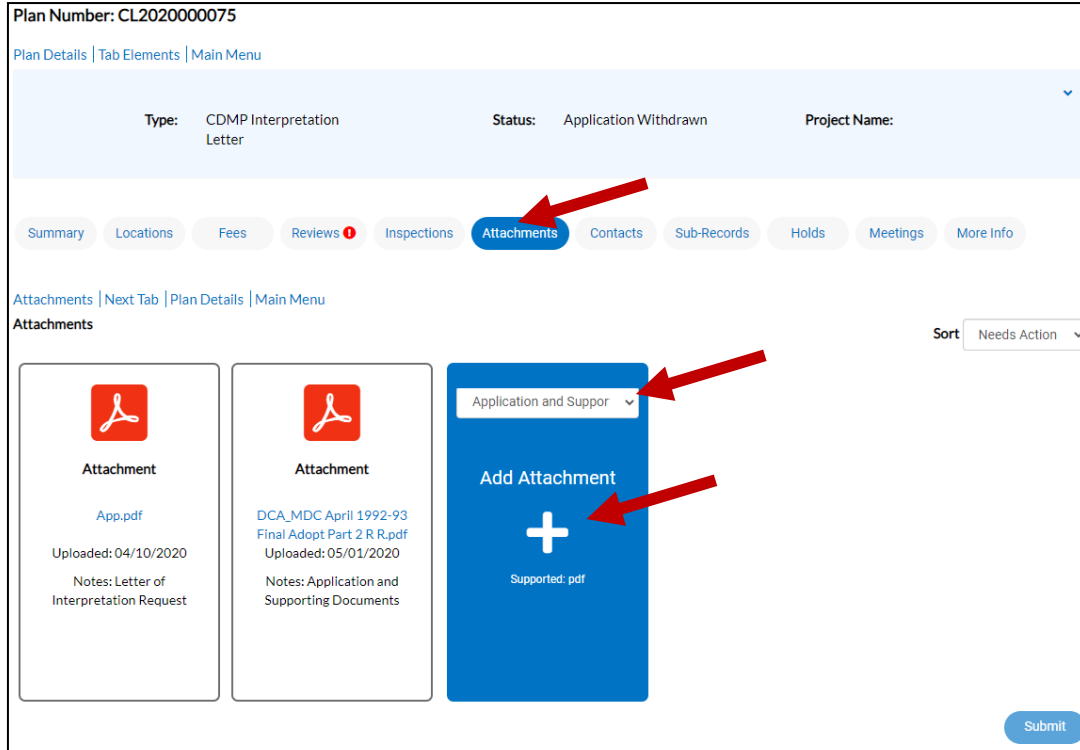
Plan Number: CL2020000075

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: CDMP Interpretation Letter Status: Application Withdrawn Project Name:

To submit additional documents or re-submit a document, select “Attachments”.

On the dropdown menu in the blue tile, select the type of document you want to submit. Click the “+” symbol to upload the document. Only PDF documents are accepted.



Hard copies of all documents must be submitted to the Department at the address provided in Step No. 12 above.

It is required that hard copy document submittals be coordinated with the Department staff by contacting 305.375.2835

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