

**TOWN OF GOLDEN BEACH  
WAIVER OF PLAT  
INSTRUCTIONS**

**Part I – Process Information**

All plats, replat, or petitions for waiver of plat shall comply with the following provisions:

1. Payment in the amount of \$300.00, for each proposed new parcel, shall accompany the application for review by the Town Manger and Building Official; all other amounts in addition or incurred, by the Town, shall be paid prior to final plat or replat approval.
2. All applications for replat or waiver of plat shall be submitted to the Town Manager and Town Building Official on such forms and with attachments, exhibits and information as required by the Town Code and the Miami-Dade Code of Ordinances.
3. No building permit will be issued for any structure on a lot within the Town of Golden Beach unless the lot is a lot within a plat that has been approved and recorded in the manner prescribed by law unless the recording of the plat is not required, waived or accepted by the Town's Code of Ordinances.
4. The Town Manager and Building Official shall examine the proposed waiver of plat application and determine the following:
  - a. That all documents required by law are attached to the application.
  - b. Meets the requirements of the Ordinances of the Town.
  - c. Whether or not the proposed replat or waiver of plat conflicts in any respect with the comprehensive plan of the Town.
  - d. Whether or not a bond is required to be posted and the amount thereof if improvements are required.
  - e. Whether dedications, or reservations are required.
5. The Town Manager and the Building Official shall certify whether or not the public health, safety, and welfare is served by the proposed design of the lots described in the waiver of plat or replat and that adequate utilities and services are proposed or available, that there are adequate provisions for safety and convenience of vehicular and pedestrian travel, and whether additional improvements for the protection of the environment are necessary.
6. Chapter 54 – Concurrency Management of the Town Code must be complied with simultaneously.
7. In the event the Manager or Building Official fails or refuses to accept or certify the proposed waiver of plat or replat, the applicant may appeal the decision to the Town Council whose decision will be final.
8. Upon approval from the Town, the proposed waiver of plat or replat shall be submitted to the plat division of Miami-Dade County, in accordance with the law. When approved by the County the plat or waiver of plat shall be recorded in the records of the office of the Clerk of the Circuit Court.

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**Part II–Waiver of Plat/Replat-Submittal Requirements**

1. Proof that the new proposed lot(s) meet the full size lot requirements of Town Code Section 66-1. Definitions: “Full Size Lot” means a lot with a minimum frontage of ~~75 feet~~ 100 feet, and a minimum area of ~~11,250 square feet~~, 15,000 square feet (based upon a minimum depth of 150 feet for a 100 foot rectangular lot). Ordinance in progress for second reading approving change from 75 foot minimum to 100 x 150 foot minimum for Waiver of Plat purposes only. (Proposed Ordinance 520.07, attached)
2. **Removal from the new proposed parcels any existing structure or impervious area by obtaining a demolition permit.**
3. All utilities shall be provided to the new parcels at the owner’s expense, including water, sanitary sewer, curb cuts, gas, telephone, power and cable TV, or provisions to do so.
4. **The newly created parcels shall be made to erosion guidelines, landscaped and contain a ground cover of grass.**
5. Submittal of Eight copies of the completed application for waiver of plat/replat, along with:
  - a. Eight copies of a Certified copy of the recorded Deed showing the current owner of the properties in question.
  - b. Eight sets of the original survey, signed and sealed, showing the original tract(s) as they exist. Eight sets of each new proposed waiver of plat survey(s). The waiver of plat survey shall include the following items:
    - i. Legal description of the parent tract.
    - ii. Legal description of each parcel to be created.
    - iii. Location of property lines, existing easements, buildings, watercourses and other essential features.
    - iv. Location of any existing sewers and water mains, or any underground or overhead utilities, culverts and drains on the property to be subdivided
    - v. Date of survey, north point and graphic scale.
    - vi. The proposed lot lines with dimensions.
    - vii. Existing ground elevations of the property.
    - viii. Existing easements or restrictions shown on underlying plat shall be shown.
    - ix. The location of all buildings, swimming pools, slabs, fences and other permanent structures on the adjacent properties that would be nonconforming with the creation of this division of land.
  - c. Eight copies of the proposed landscape plan, (half size)
6. One copy of item number 5, a through c, shall be compiled into one package of eight complete sets at the time of submittal.
7. The Town Attorney shall review the final process. Fees to be paid by the applicant.
8. The applicant prior to the waiver of plat approval and execution shall pay all costs of the process, including Town Attorney fees.

Packages for submittal will not be accepted by courier delivery. Information submitted must be stamped and documented at Town Hall by the applicant submitting the request.

**Town of Golden Beach  
Application Form  
Replat/Waiver of Plat  
For Division of Land without Plat**

1. Property Owner: \_\_\_\_\_ Ph: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Folio Numbers: Parcel A: \_\_\_\_\_, Parcel B: \_\_\_\_\_  
Parcel C: \_\_\_\_\_, Parcel D: \_\_\_\_\_

Legal Description of Proposed Waiver of Plat Parcels:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

3. Date when cutout parcel was separated from original Tract (if already sold)  
\_\_\_\_\_

4. Folio number of original Tract: \_\_\_\_\_

Legal description of original Tract: \_\_\_\_\_  
\_\_\_\_\_

5. Street Boundaries: \_\_\_\_\_

6. Name of owner of balance of original tract: \_\_\_\_\_  
Address: \_\_\_\_\_ Ph: \_\_\_\_\_

7. Name of Surveyor: \_\_\_\_\_ License # \_\_\_\_\_  
Address: \_\_\_\_\_ Ph: \_\_\_\_\_  
\_\_\_\_\_

8. Proposed use of property and purpose of request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner Certification: This is to certify that I am the owner of the property described in this application and that all information supplied herein is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Owner

Sworn to and subscribed before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public State of Florida at Large (seal) Personally known\_\_\_\_, Produce ID\_\_\_\_

**Town of Golden Beach  
Application Form  
Replat/Waiver of Plat  
For Division of Land without Plat  
Power of Attorney Affidavit**

I, being duly sworn, depose and say that I am the owner of the property described in this application and that I am aware of the nature and request for: \_\_\_\_\_

\_\_\_\_\_

Relative to my property and I am hereby authorizing: \_\_\_\_\_

\_\_\_\_\_ to act on my behalf as my legal representative before the Building Regulation Advisory Board and Town Council Hearing.

\_\_\_\_\_  
Signature of Owner

Sworn to and subscribed before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public State of Florida at Large (seal)

Personally known \_\_\_\_, Produce ID \_\_\_\_

**Town of Golden Beach  
Application Form  
Replat/Waiver of Plat  
For Division of Land without Plat**

KNOW ALL MEN BY THESE PRESENTS:

That the Town of Golden Beach, Florida, has granted a REPLAT/WAIVER OF PLAT pursuant to Ordinance No. 354-87 for the following described properties:

Folio Numbers: Parcel A: \_\_\_\_\_, Parcel B: \_\_\_\_\_  
Parcel C: \_\_\_\_\_, Parcel D: \_\_\_\_\_

Legal Description of Parcels:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

The Waiver of Plat is filed pursuant to Ordinance No. 354-87, Town of Golden Beach.

Owner of Property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I, the undersigned, certify that I am the owner of the above described real property and that I agree to comply with all the terms and conditions of this approval and any and all The Town of Golden Beach, and Miami-Dade County Ordinances relating thereto.

\_\_\_\_\_  
Signature of Owner

Sworn to and subscribed before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public State of Florida at Large (seal)

Personally known\_\_\_\_, Produce ID\_\_\_\_

\_\_\_\_\_  
Surveyor Verification: A location and survey sketch prepared by:

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

A Florida registered land surveyor, license no \_\_\_\_\_, showing and describing the property, henceforth to be legally described as, attached hereto:

APPROVED BY THE TOWN OF GOLDEN BEACH

APPROVED FOR SUFFICIENCY BY:

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Town Attorney