

**CITY OF MIAMI**  
**PUBLIC WORKS DEPARTMENT DEVELOPMENT AND ROADWAY PLANS SECTION**  
**APPLICATION**  
**SUBDIVISION IMPROVEMENT BOND AGREEMENT**  
**PLEASE TYPE OR PRINT**

DATE \_\_\_\_\_

1. Name of Owner or Owners \_\_\_\_\_  
(If Corp. - Name of Corp. as shown on Deed)  
Email address: \_\_\_\_\_  
Plan Process #: \_\_\_\_\_  
Phone number: \_\_\_\_\_

2. Address of Property: \_\_\_\_\_  
\_\_\_\_\_

3. Provide the following documents:  
A. A copy of Tentative Plat approval letter by the Plat and Street Committee.  
If Owner is a private individual:  
B. Provide Warranty Deed.  
C. Provide latest property tax notice WITH LEGAL DESCRIPTION.  
D. Name of the bank and as to which method of bonding the owner choses:  
a) Cashier's check.  
b) Letter of Credit.  
c) Performance bond.  
E. An 8 ½ " x 11" size of the tentative plat.  
F. An 8 ½ " x 11" size of table listing the bond amount and improvements required.  
If Owner is a Corporation, or LLC, in addition to A, B, C, D, E and F above, provide:  
G. The Florida Good standings document AND sunbiz detail by entity name for each corporation/company involved.  
H. Original of Opinion of title, to include who can sign for the owner (this takes the place of a corporate resolution)  
If Owner is a Partnership or Trust, in addition to A, B, C, D, E, F, G and H above, provide:  
I. Original partnership or trust documentation of authority to execute documents/written consent from owners.

4. Owner returns a complete package to 8<sup>th</sup> floor Public Works Development and Roadway Section with the following checks:

- \* A. **\$245.00** Application fee for preparation of the agreement payable to the **City of Miami**.
- \* B. **Cashier's Check or Money Order** made out to "**Clerk of Circuit Court-Miami-Dade County**" for recording fee.  
(Recording fee to be determined and submitted at time of agreement is executed by owner(s))

**NO CASH, NO PERSONAL CHECKS ALLOWED FOR RECORDING**

\* This fee subject to revision without notice.

APPROVED/DISAPPROVED:  
  
\_\_\_\_\_  
SUPERVISOR OF PLATS

**FOR OFFICE USE:**

- Tentative Plat is in ACTIVE status; to also take into account 15-day scheduling for Plat and Street meeting.
- Tentative Plat is NOT wholly or partially located within a NCD.