



City of Coral Gables
Development Services Department
Planning and Zoning Division

Request for Building Site Determination Letter

In order to process a request for information as to whether or not a lot or parcel of land may be considered a building site for a single-family residence or duplex dwelling in the City of Coral Gables, the following information is required:

1. A survey of the lot in question and all contiguous lots or parcels of land owned by the same property owner. The survey must be signed and sealed by a land surveyor registered and licensed to do business in the State of Florida. The survey must include the following:
 - a. All lot lines and property lines shall be shown and labeled accordingly.
 - b. All improvements shall be shown (i.e. building(s), walls, fences, driveways, pools, sewage systems, etc.).
 - c. Complete legal description.
 - d. Net lot area(s).
 - e. Survey shall be current (within 5 years of the current year). Survey provided shall reflect the current conditions at the site to date.
2. A letter must accompany the survey stating the specific request (i.e. "I would like to know if lots 5 and 6 may be used as separate building sites for single-family residences"). The letter must also state that the property owner of the lot(s) or parcel(s) in question does not own lot(s) or parcel(s) contiguous to the subject property other than what is shown on the survey.
3. Applicant shall provide the following:
 - a. Applicant's contact information: name, mailing address, phone number and/or e-mail address.
 - b. Copy of Declaration of Restrictive Covenant, Unity of Title, or any other legal document which applies to the property. If none exists, then provide a notarized letter indicating that a search was conducted and that no legally binding documents exist that apply to the property.
4. Administrative review processing fee: \$761.25 per folio number (Make checks payable to: "City of Coral Gables").
5. Requests for Building Site Determination Letters should be addressed to:

City of Coral Gables Development Services Department
Planning and Zoning Division
405 Biltmore Way
Coral Gables, FL 33134

6. Additional information can be found within Coral Gables Zoning Code Article 3, "Development Review", Section 3-206, "Building Site Determination", at www.coralgables.com. For clarification or questions regarding this information please contact:

Elizabeth Gonzalez, Zoning Technician Lead
Phone#: (305) 460-5253
Email: egonzalez@coralgables.com

Note: Incomplete submittals will not be processed and may be returned to the sender.