

DEVELOPMENT REVIEW APPLICATION MANUAL



City of North Miami
Community Planning & Development Department
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City of North Miami

DEVELOPMENT REVIEW APPLICATION MANUAL

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PURPOSE AND INTENT

The purpose of this Development Review Process Manual is to establish and describe the types of procedures involved in obtaining development approval beginning with general procedures, which are applicable to all levels of approval and followed by specific procedures that are applicable to each process.

RESPONSIBILITY OF APPLICANT/AGENT

Each applicant must ensure that all questions in the application and all required supplementary data are submitted at the time of the filing of the application and that all answers, plans and supplementary data are accurate and complete.

All required plans, supplementary data, mailing labels and fees must be submitted at the same time as the application is filed, or the application will be incomplete. Incomplete applications will not be scheduled for public hearing and will be returned to the applicant. The filing of an incomplete application will not reserve a place on the hearing agenda. An application submitted will not reserve a place on the hearing agenda. An application submitted prior to the deadline does not automatically insure placement of the application on that hearing agenda.

All data submitted in connection with the application becomes a permanent part of the public records of the City of North Miami.

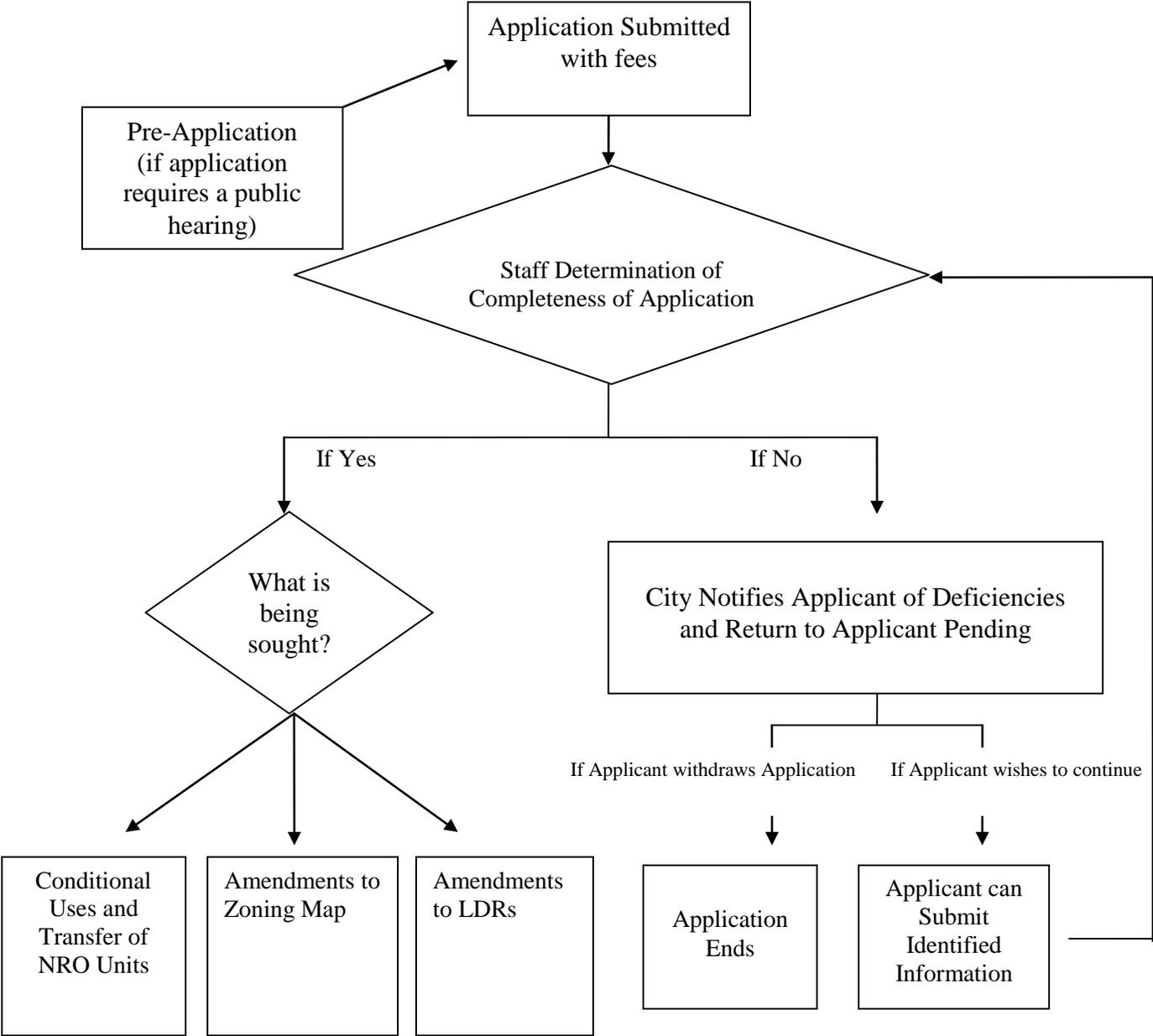
PUBLIC HEARING

FAILURE TO APPEAR AT PUBLIC HEARINGS MAY RESULT IN THE DISMISSAL OF THE REQUEST AND THE NECESSITY OF RE-APPLYING WITH A NEW PUBLIC HEARING FEE.

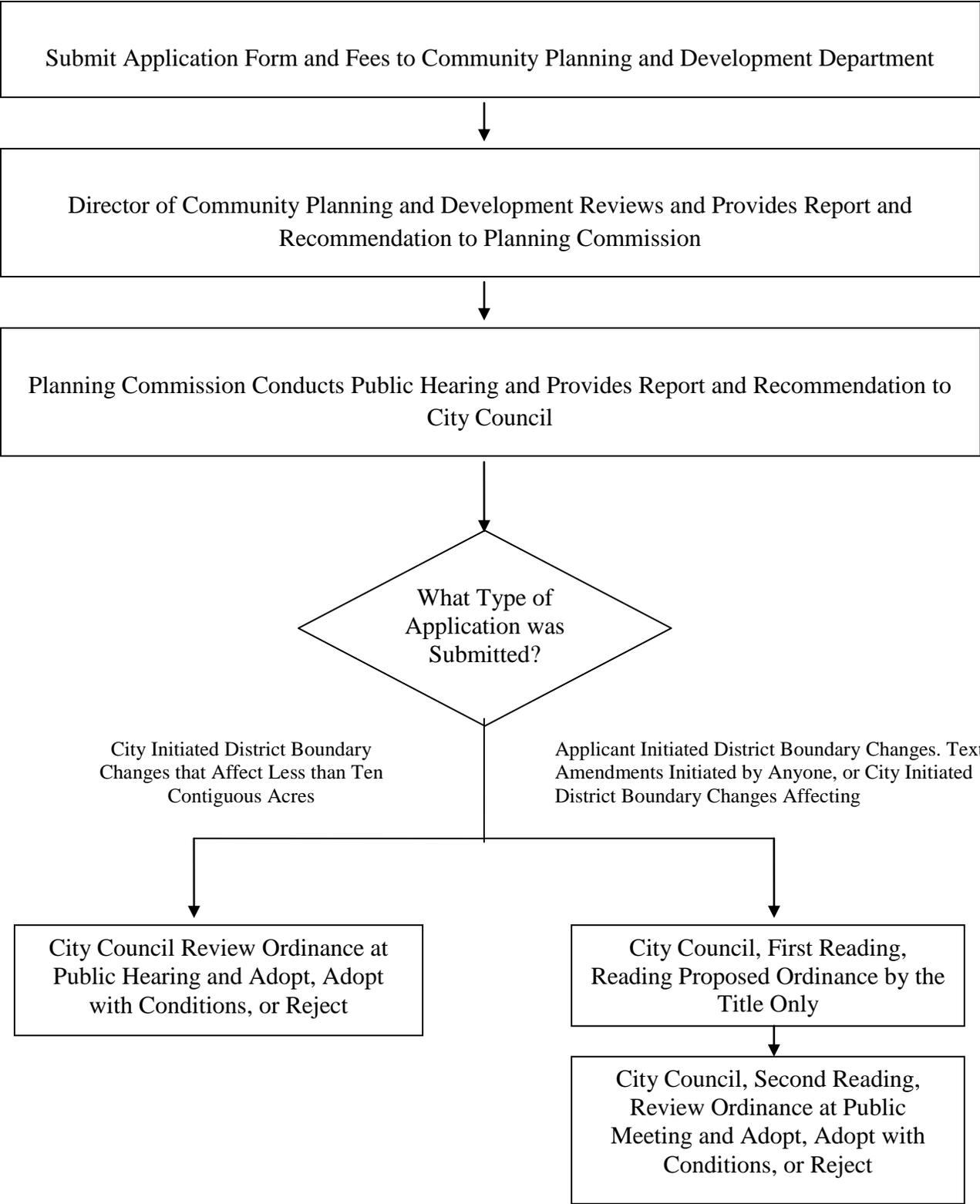
ALL FEES MUST BE PAID BEFORE ANY APPLICATION WILL BE PROCESSED. See attached Fee Schedule for a complete breakdown of application fees related to items presented for Public Hearing to the Planning Commission and/or City Council.

NAVIGATING THE DEVELOPMENT REVIEW PROCESS

Department of Community Planning and Development



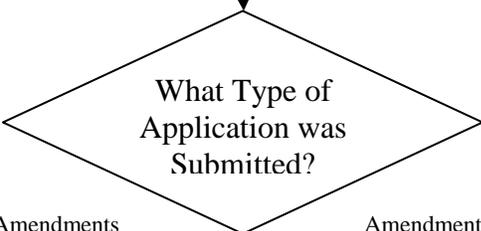
**AMENDMENTS TO TEXT OF LDR AND
CHANGES TO THE OFFICIAL ZONING MAP**



COMPREHENSIVE PLAN MAP & TEXT AMENDMENT

Submit Application Form and Fees to Community Planning and Development Department

Director of Community Planning and Development Reviews and Provides Report, Recommendation and Proposed Ordinance to Planning Commission



All Other Proposed Map and Text Amendments to the Comprehensive Plan

Amendments that are Proposed or Modified in Response to DCA Objections or, Amendments that are Proposed or Modified in Order to Implement a Proposed or Executed Compliance Agreement

Planning Commission Public Hearing Review and Recommendation

City Council (As Local Planning Agency) Public Hearing Review and Recommendation

City Council Transmittal Hearing(Not Required for Small Scale Development Amendments)

Transmit Amendment to Local Government and State and Regional Agencies as Required by Statue

DCA Objections, Recommendations and Comments

City Council Adoption Hearing (Timing Varies Depending on Nature of Application)

Transmit Adopted Amendments to DCA, and Others as Required

Decision Making and Administrative Bodies

Type of Application	Required Review			
	Administrative	DRC	Planning Commission	City Council
Abandonment/Vacation of Right of Way		✓	✓	✓
Academic/Campus Master Plan Review /Amendment			✓	✓
Affordable Housing Needs Assessment			✓	✓
Amendment to Text of Land Development Regulations (Including Establishment of Use)			✓	✓
Annexation			✓	✓
Comprehensive Plan Determination Letter	✓			
Conditional Use Permit		✓	✓	✓
Conditional Use Permit Amendment		✓	✓	✓
Conditional Use Permit Master Plan Development / Non Residential		✓	✓	✓
Conditional Use Permit Master Plan Development / Residential		✓	✓	✓
Development Agreement			✓	✓
Development of Regional Impact -Review		✓	✓	✓
Development of Regional Impact – Notice of Proposed Change (NOPC)			✓	✓
Land Use Plan Amendment – Map			✓	✓
Land Use Plan Amendment – Comprehensive Plan Text Amendment			✓	✓
Rezoning/Zoning Map Amendment			✓	✓
Plat – Tentative Plat		✓	✓	✓
Plat – Final Plat				✓
Plat - Waiver of Plat			✓	✓
Transfer of NRO Units (TNRO)		✓	✓	✓

DECISION MAKING BOARDS

Planning Commission

The Planning Commission shall have the following powers and duties:

- A. Prepare and recommend to the City Council a Comprehensive Master Plan for the welfare, economic, and physical development of all areas within the City.
- B. Prepare and recommend to the City Council land use regulations for implementation of the Comprehensive Master Plan.
- C. Continually plan for the progress and growth of the City with respect to capital projects and local improvements, as these terms are defined in Sections 58 and 111 of the City Charter; assist the City Manager and the Director of Community Planning and Development Department in preparing the capital improvements portion of the annual budget, as contemplated in Section 46 of the Charter; and from time to time, recommend to the City Council such legislation as may be deemed appropriate to carry out such plans as the Commission may decide.
- D. Continually plan for the progress and growth of the City with respect to properly regulating the height, number of stories and size of buildings and other structures, the percentage of a lot that may be occupied, the size of yards, courts and other open spaces, the density of population and the location and use of buildings, structures, and land and water for trade, industry, residence or other purposes, and from time to time recommend to the City Council such legislation as may be deemed appropriate to carry out such plans.
- E. Review and study potential and existing areas of distress and decay and recommend action with respect to urban renewal or rehabilitation; institute a program of education covering ways and means to avoid the decay of a neighborhood, and study and recommend zoning changes to effect the improvement of a neighborhood.
- F. Conduct public hearings in connection with the study of future plans and include the results of such public hearings in its recommendations to the City Council on proposed plans.
- G. Conduct public hearings regarding proposed planned development and conditional uses and make recommendations thereon to the City Council.
- H. Whenever any amendment, supplement, change or repeal of existing zoning districts or classification of the Official Zoning Map is proposed, the Planning Commission shall conduct a public hearing and make recommendations to the City Council, as provided by Article 3.



City Council

The City is governed by a City Council consisting of five (5) elected members, including a Mayor, as more particularly set forth in the City Charter. In addition to any authority granted the City Council by state law, City Charter or other regulations of the City, the City Council shall have the power and duty to act as the final decision maker in these LDRs with respect to certain types of applications and appeals.

In accordance with the standards and procedures of Article 3, Development Review, the City Council is the final decision maker for:

POWERS AND DUTIES	APPLICABLE STANDARDS/PROCEDURE
Appeals (from decisions by the Board of Adjustment)	Article 3, Division 7
Comprehensive Plan Text and Map Amendments	Article 3, Division 11
Conditional Uses/Planned Development	Article 3, Division 4
Development Agreements	Article 3, Division 14
Platting Subdivision	Article 3, Division 8
Text of LDRs and Map Amendments	Article 3, Division 10

DEVELOPMENT REVIEW APPLICATION

Application #: _____
Project Name: _____

INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable).

DEVELOPMENT REQUEST – Check one type ONLY (Use separate applications if applicable)

<input type="checkbox"/> Abandonment/Vacation of Right-of-Way or Easement <input type="checkbox"/> Annexation <input type="checkbox"/> Amendment to Text of LDR <input type="checkbox"/> Comprehensive Plan Determination Letter <input type="checkbox"/> Comprehensive Plan Text Amendment <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Conditional Use Permit Amendment <input type="checkbox"/> Conditional Use Permit Master Plan Development/ Non Residential	<input type="checkbox"/> Conditional Use Permit Master Plan Development / Residential <input type="checkbox"/> Development Agreement <input type="checkbox"/> Development of Regional Impact - Review <input type="checkbox"/> Development of Regional Impact – Notice of Proposed Change (NOPC) <input type="checkbox"/> Land Use Plan Amendment – Map <input type="checkbox"/> Land Use Plan Amendment – Comprehensive Plan Text Amendment <input type="checkbox"/> Rezoning/ Zoning Map Amendment	<input type="checkbox"/> Plat- Tentative Plat <input type="checkbox"/> Plat - Final Plat <input type="checkbox"/> Plat – Waiver of Plat <input type="checkbox"/> School Concurrency Review <input type="checkbox"/> Traffic Impact Analysis Review <input type="checkbox"/> Transfer of NRO Units Other _____
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DEVELOPMENT/PROJECT NAME:

DEVELOPMENT/PROJECT ADDRESS OR LOCATION:

Legal Description (attach separate sheet if necessary):

All Tax ID Folio Numbers:

Project Narrative (Brief description)(Please attach as a separate sheet)

Residential Use(s)/Unit Type(s):	Site Area (sq. ft. & acres):
Number of Residential Units:	Existing Zoning Designation(s):
Non-Residential Use(s) (Type & sq. ft.):	Proposed Zoning Designation(s):
Current Use(s) of Property:	Existing Land Use Designation(s):
Proposed Use(s) of Property:	Proposed Land Use Designation(s):
Is the property platted? OR Book & Page: Plat Name: Is the property an existing legal lot of record? If No, please explain.	Will the plat be affected by this application? If yes, please explain. Is the property the subject of Code Enforcement Action? If yes, Code Enforcement Case No.:

PROPERTY OWNER / APPLICANT / AGENT INFORMATION

Property Owner (s) _____

Address _____

Phone _____ Fax _____ E-mail _____

Applicant _____

Address _____

Phone _____ Fax _____ E-mail _____

Agent _____

Address _____

Phone _____ Fax _____ E-mail _____

CONTACT PERSON

Identify one person to serve as the contact for the City during the application process. This will be the person notified by the City regarding comments and meetings (if needed).

Name _____

Address _____

Phone _____ Fax _____ E-mail _____

CERTIFICATION

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application I am acting with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I understand that all materials required by the City of North Miami must be submitted prior to having this application processed and that additional fee or materials may be required as a result of processing of this application.

Signature

Date

**OWNER'S SWORN-TO-CONSENT
PERMITTING TENANT TO FILE FOR A HEARING**

I, _____, being the first duly sworn, depose and say that I am the owner of the property describe herein and which is the subject matter of the proposed hearing, do hereby authorize _____ to file this application for a public hearing.

Signature

Date

NOTARIZATION

STATE OF FLORIDA/COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____

(Signature of Notary Public – State of Florida)

(Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____

CITY OF NORTH MIAMI

Community Planning & Development Schedule of Fees

PLEASE BE ADVISED THAT THE FEE SCHEDULE BELOW BECOMES EFFECTIVE AS OF 10/1/2009

Application	Fee
Affordable Housing Needs Assessment	\$3,000 (Cost Recovery)
Abandonment of Right of Way/Easement	\$2750
Annexation	\$500
Amendment to Text of Land Development Regulations (Including Establishment of Use)	\$ 2,000
Campus Master Plan	\$1,050+\$7.00/100sq.ft
Comprehensive Plan Determination Letter	\$100
Conditional Use Permit	\$1000
Conditional Use Permit Amendment	\$500
Conditional Use Permit Master Plan Development/ Non Residential	\$500 + 20 per acre
Conditional Use Permit Master Plan Development/ Residential	\$200 + \$1.00 per acre
Continuation of an Agenda Item	\$100
Development Agreement	\$3,838
Development of Regional Impact (DRI) Review	\$16,512
Development of Regional Impact – Notice of Proposed Change (NOPC)	\$6,400
Land Use Plan Amendment – Comprehensive Plan Text Amendment	\$ 4,000
Land Use Plan Amendment – Map Amendment	<Small Scale \$2,600 ; >Large Scale \$4,000
Rezoning/Zoning Map Amendment	\$ 2,400
Plat – Final Plat	\$400
Plat -Tentative Plat	\$400.00 (plus cost of recovery with deposit of \$280)
Plat -Waiver of Plat	\$400.00 (plus cost of recovery with deposit of \$280)
Publishing/ Noticing	\$250
School Concurrency Review	\$50
Signs (Public Notice)	\$60.00
Transfer of NRO Units (TNRO) (Conditional Use)	\$1,000
Traffic Impact Analysis Review (cost recovery)	Cost of recovery with deposit of \$1,200
Vested Rights Determination	\$1,750

Please note that all application fees submitted are non-refundable.

City Staff Contacts

Name	Phone No.	E-mail
<i>For Planning Commission</i>		
Arceli Redila, LEED AP Planning Commission Secretary	305.983.6511 ext. 12252	aredila@northmiamifl.gov
Tanya Wilson-Sejour, AICP City Planner	305.893.6511 ext. 12182	tsejour@northmiamifl.gov
Maxine Calloway, Esq., AICP Director of Community Planning	305.893.6511 ext. 12175	mcalloway@northmiamifl.gov
<i>For Development Review Committee</i>		
Georgette Clervois Planning Technician	305.893.6511 ext. 12195	gclervois@northmiamifl.gov
Joanne Martin Zoning Administrator / DRC Chair	305.893.6511 ext. 12139	Jmartin@northmiamifl.gov
Jacqueline Gonzalez Director of Building & Zoning	305-893-6511 ext. 12253	Jygonzalez@northmiamifl.gov
<i>For Public Works Department</i>		
Alem Ghany, PE Public Works Director	305-893-6511 ext. 15005	Aghany@northmiamifl.gov

Online Resources: Copies of this application are available online at www.northmiamifl.gov

Other Agencies

FPL	Attn: Linda Christian 18455 NE 2 nd Avenue Miami, FL 33179	305-770-7929
AT&T Florida	Attn: Homer Freitag 8038 NE 2 nd Ave, Miami, FL 33138	
TECO Peoples Gas	Attn: Angel Quant 5101 NW 21 Avenue, Suite 460 Fort Lauderdale, FL 33309	954-453-0824
Dept. of Environmental Resource Mgt. Office of Plan Review Services	11805 SW 26 Street, Suite 124 Miami, FL 33175	786-315-2800
Florida Dept Of Transportation - Permit Office	Attn: Ali Khalilahmadi, PE,	305-470-5367
School Board of Miami-Dade County	Attn: Corina S. Esquijarosa	305-995-4899/ CEsquijarosa@dadeschools.net