ADMINISTRATIVE SITE PLAN REVIEW

Please submit the following for administrative site plan review:

1. **A copy of the property survey, which should also show the parking layout. If the parking is not designated on the survey, submit a separate parking plan.**
2. **A floor plan of the proposed layout, including all square footages.**
3. **A letter of intent explaining the business operation, days and hours of operation, clientele numbers, and any other pertinent information.**
4. **A review fee of $3мп.64 payable to the City of North Miami in check or money order.**
5. **Provide applicant information requested below.**

_____ _____

Applicant's name (print) **Daytime phone number**

_____ _____

Applicant's signature **Applicant's interest in property (i.e., property owner, tenant)**

_____ _____

Address of business **Alternate phone number**

_____ _____ _____ _____

Zoning Official **Date** **Approved** **Denied**

12340 NE 8 Avenue | North Miami | Florida | 33161 305.895.9820 Fax: 305.895.9822