



CITY OF NORTH MIAMI DEPARTMENT OF BUILDING AND ZONING

DEVELOPMENT REVIEW COMMITTEE (DRC) GENERAL REQUIREMENTS AND PROCEDURES

Please read the following information on the general requirements and procedures of the Development Review Committee. Incomplete applications will not be accepted. For questions concerning the Development Review Committee and application requirements and procedures, please contact the Building and Zoning Department at 305-895-9822, extension 12195.

Development Review Committee Members

The Development Review Committee consists of staff from City departments, including Planning, Zoning, Building, the Department of Public Works, the Parks and Recreation Department, the Police Department, and other staff or members as may be deemed necessary and appropriate.

Items Subject to DRC Review

1. Any new nonresidential or multi-family construction.
2. Construction that increases the gross impervious area of the property by more than five thousand square feet.
3. Development of ten percent or more of the site area.
4. Reconstruction of a structure following substantial destruction by fire or other calamity.

(Residential construction includes townhouse, multi-family developments of three or more units, and single-family subdivisions of more than two units.)

Submittal Dates/Meeting Dates and Times

The Development Review Committee shall meet on the fourth (4th) Thursday of each month (as needed) at 2:00 pm at the City of North Miami, City Council Chambers, which is located on the 2nd floor at 776 NE 125th Street. You must submit your application to the DRC coordinator at least three (3) days prior to the meeting date. At the initial DRC meeting, you will present your project to the DRC. All applicants must make a presentation to the DRC to describe, explain, and answer questions about their proposal.

Development Review Committee Procedure

The procedures of the Development Review Committee shall be established as follows:

1. A designated member of the Committee shall coordinate the DRC, and the Committee will meet on the fourth Thursday of every month.
2. The applicant and/or its' designee shall make application to the DRC and confirm the time and date that an initial presentation of the application shall be made before the SRC.
3. Upon completion of the initial presentation to the DRC, the Committee members shall review the submitted plan within twelve business days of the meeting and provide the DRC coordinator with comments.
4. The DRC coordinator shall compile and submit the DRC comments to the applicant.
5. Once all corrections are made as requested by the DRC, the applicant shall submit four signed and sealed copies of a final site plan. The final site plan shall be placed on the next regularly scheduled meeting of the DRC for final approval by each member. If approved, the applicant shall receive two copies of the plans, which will be stamped indicating its approved status and any applicable conditions.
6. Re-submittals, if necessary, shall be made within ninety (90) days of the DRC action. Applications not resubmitted within ninety (90) days of the date of the DRC action shall be deemed abandoned, withdrawn, or expired, unless an extension is granted by the Director of Building and Zoning Department. All requests for extension must be made in writing prior to the expiration date. In the event an application is expired, the applicant will have to resubmit a new DRC application with applicable fees for re-consideration.
7. After receiving final site plan approval, which must be obtained within nine (9) months of the initial application date, the applicant may apply for a building permit. If another approval is required, such as a conditional use or a variance, simultaneous applications may be considered in accordance with applicable procedures. The applicant shall submit a copy of the approved DRC plans when submitting for building permit.
8. **If a building permit is not applied for pursuant to an approved site plan within eighteen months of approval, then the site plan approval shall expire.**

REVIEW CRITERIA

The Development Review Committee's action shall be made after consideration of whether the following criteria are complied with:

1. The plan for the proposed building or structure is in conformity with good design practices.
2. The plan for the proposed building or structure indicates the manner in which the structures are reasonably protected against external and internal noise, vibration, and other factors which may tend to make the environment less desirable.
3. The proposed building or structure is not, in its exterior design and appearance, of inferior quality such as to cause the nature of the local environment to materially depreciate in appearance and value.

4. The proposed building or structure is in harmony with the proposed developments on land in the general area, and with any precise plans adopted pursuant to the general plan.
5. The proposed development is in conformity with the standards of this code, with the Florida Building Code, and other applicable ordinances.

MINIMUM REQUIREMENTS FOR APPLICATION

The following information shall be required when submitting preliminary and final applications for review and approval.

1. A completed Development Application. All blank lines on applications should be completed in full, utilizing clear print or typewritten format.
2. A letter of intent.
3. Twelve sets of plans to include a site plan with legend, floor plan, landscaping plan (including location of all overhead utility wires), and all elevations of the building.
4. Twelve copies of the survey of the property, as it exists today.
5. The application fee made payable to the City of North Miami in the form of a check or money order *before the preliminary review*. See attached fee schedule.
6. PDF file of plans, including PDF file of final plans if revisions are necessary.
7. Any other items required by the Development Review Committee.

Applications will not be scheduled for DRC review until all required items have been submitted.

SUBMITTAL OF AN APPLICATION

All applications and fees shall be submitted in person between the hours of 7:15 a.m. and 4:00 p.m. to:

**Department of Building and Zoning
12340 NE 8 Avenue
North Miami, FL 33161**