



ADMINISTRATIVE SITE PLAN REVIEW

SECTION 1: SUBMITTAL CHECKLIST & FEE APPLICATION

**12400 NE 8 Avenue North Miami, FL 33161
305-893-6511, ext. 19007
www.northmiamifl.gov**

Section 1: Submittal Checklist & Fees

- A complete application.
- 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. (Applicants shall comply with the City's parking analysis methodology and provide complete traffic/parking information.)
- Plans and specifications. Such plans and specifications shall be prepared by a registered architect or registered engineer, qualified under the laws of the State of Florida. Four
2 copies shall be submitted which include:
(2 sets) Floor plans of the proposed layout, including all square footages,
(2 sets) Landscape Plans, and PDF files of all plans, survey, studies, and/or renderings submitted.
- Proof of ownership or agency/authorization form. All applications shall include sworn proof of ownership of the subject property or sworn proof that the applicant is authorized by the owner to act on the owner's behalf.
- A letter of intent describing the business in detail: days and hours of operation, clientele numbers, and any other pertinent information.
- Simultaneous applications. An applicant is required to submit all applications for development review at the same time, whenever more than one (1) approval is desired for the same development proposal.
- Applicable fees payable to the City of North Miami (check or money order) shall accompany all applications.
- Withdrawal of applications. If an application for development approval has been filed, but left abandoned, the application will be deemed withdrawn after a nine (9) month period of time, and new fees will be required.

Administrative Site Plan Review
\$314.64



Administrative Site Plan Review

Instructions: Please print or type all information. The application must be filled out accurately and completely.

PROPERTY OWNER'S INFORMATION:

Owner's Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ E-mail Address: _____

APPLICANT/DULY APPOINTED AGENT INFORMATION:

Contact Name: _____
Company Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-mail Address: _____

PROJECT INFORMATION:

Project Name: _____
Address of Property: _____
Folio Number(s): _____
Size of Property: _____ Building Square Footage: _____

LEGAL DESCRIPTION: _____

PREVIOUS APPROVALS:

Previous approvals (list all previous approvals that substantial compliance/site plan modification/administrative modification is being sought):

_____ Date Approved: _____
_____ Date Approved: _____



OWNERSHIP AFFIDAVIT FOR CORPORATION

**STATE OF FLORIDA
COUNTY OF MIAMI-DADE**

Before me, the undersigned authority, personally appeared _____
_____ hereinafter the Affiant(s), who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the president, vice-president or CEO of the Corporation, or otherwise authorized to sign on behalf of the Corporation, doing business at the following address:

2. The Corporation owns the property which is the subject of this request.
3. The subject property is legally described as:

4. Affiant is legally authorized to file this application or the Affiant has authorized _____
_____ as the applicant/duly appointed agent to file this application and to receive all correspondence and represent the Affiant.
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning action granted at public hearing.

WITNESSES:

Signature

Print Name

Signature

Print Name

Affiant's Signature

Print Name

Sworn to and subscribed before me on the _____ day of _____, 20_____.
Affiant is personally known to me or has produced _____ as identification.

Notary _____

Commission Expires:



OWNERSHIP AFFIDAVIT FOR INDIVIDUAL

**STATE OF FLORIDA
COUNTY OF MIAMI-DADE**

Before me, the undersigned authority, personally appeared _____
_____ hereinafter the Affiant, who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the fee owner of the property that is the subject of this request.
2. The subject property is legally described as:

3. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of the zoning approval.
4. The Affiant has authorized _____ as the applicant/duly appointed agent to file this application and to receive all correspondence and represent the Affiant.

WITNESSES:

Signature

Print Name

Signature

Print Name

Affiant's Signature

Print Name

Sworn to and subscribed before me on the _____ day of _____, 20_____.
Affiant is personally known to me or has produced _____ as identification.

Notary _____

Commission Expires:



**OWNER'S SWORN-TO-CONSENT PERMITTING APPLICANT TO FILE FOR A REQUEST
(CORPORATION)**

**STATE OF FLORIDA
COUNTY OF MIAMI-DADE**

On behalf of _____, a _____ (state) corporation, _____ being first duly sworn, deposes and says that as the President/Vice-President, or CEO (circle one) of the aforesaid Corporation, which is the owner of the property legally described below and which is the subject property of the proposed request, does hereby grant consent to _____, as applicant, to file this application for the proposed request.

LEGAL DESCRIPTION:

WITNESSES:

Signature

Print Name

Signature

Print Name

Name of Corporation

Address

By: President, Vice-President or CEO (circle one)

Sworn to and subscribed before me on the _____ day of _____, 20_____.
Affiant is personally known to me or has produced _____ as identification.

Notary _____

Commission Expires:



**OWNER'S SWORN-TO-CONSENT PERMITTING APPLICANT TO FILE FOR A REQUEST
(INDIVIDUAL)**

**STATE OF FLORIDA
COUNTY OF MIAMI-DADE**

I, _____, the fee owner, which is the fee owner of the property legally described below and which is the subject of the proposed request, do hereby grant consent to _____, to file this application for the proposed request.

LEGAL DESCRIPTION:

WITNESSES:

Signature

Print Name

Signature

Print Name

Fee Owner's Signature

Print Name

Address

Sworn to and subscribed before me on the _____ day of _____, 20_____.
Affiant is personally known to me or has produced _____ as identification.

Notary _____

Commission Expires: