



DEVELOPMENT REVIEW COMMITTEE (DRC)

SECTION 1: SUBMITTAL REQUIREMENTS

SECTION 2: DEVELOPMENT REVIEW COMMITTEE (DRC) INFORMATION

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APPLICATION

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

Section 1: Submittal Requirements (Land Development Regulation Article 3, Division 2, Section 3-204)

- ❑ A pre-application conference with staff is required prior to submittal.
- ❑ One complete application form.
- ❑ Letter of Intent. A detailed letter of intent with a statement of objectives indicating the following:
 - The general purpose of the development;
 - The density, number and type of dwelling units to be constructed, and/or the type and square footage of nonresidential development, pervious and impervious surface areas, and other standards as may be required;
 - The method and time schedule of development and improvements to be made as part of the project;
 - For any site plan for residential units, the applicants shall include a statement indicating whether the residential units are intended to be owner occupied or rental units.
- ❑ Boundary survey. Drawn to an appropriate engineering scale sufficient to show and to depict the location of existing property lines for both private and public property, existing contours shown at a contour interval of no greater than two feet, streets, buildings, watercourses, transmission lines, sewers, bridges, culverts and drain pipes, water mains, public utility easements, wooded areas, streams, lakes, marshes, and any other physical improvements and conditions on the site.
- ❑ 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.
 - Site Plan
 - Engineering Plan(s)
 - Landscape Plan (see next page)
 - Development Phasing Plan (if applicable)
 - Covenants, grants, easements, dedications and/or restrictions
 - School Concurrency (if applicable)
 - Design Standards (elevations, paving materials, palette of exterior materials and their colors, color rendering(s) in perspective)
- ❑ 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.

Note: 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.

**A minimum of 1 set at 24"x36", 1 set at 11"x17"
and the PDF of the foregoing information must
be submitted**

LANDSCAPE PLAN REVIEW CHECKLIST

Total Lot Frontage (abutting public right of way)			
Total Lot Acreage			
Type of Development (e.g., New Building, Building Addition, Multiple Single Family Units, etc.)			
Zoning			
Use			
Stormwater retention/detention area present?			
Shrubs taller than 36" present?			
Will development will include a hedge?			
Groundcover used in place of grass in swale?			
Does development abut a collonade open to public?			
Is the development adjacent to private roadway?			
Will all plants installed be native?			
Will development include a parking area?			
Is there dissimilar land use adjacent to development?			
Are there parking areas (including garages) adjacent to ROWs?			
Will the development include a bioswale?			
Is the development proximal to power lines/street lights?			
Are there solar collectors on-site?			
[IF APPLICABLE] Is there a tree located within the area of the addition?			
[IF APPLICABLE] Is there a tree located within the area of the new development?			
Are there trees located within a 10' radius of improvement (including staging areas)			
How many existing shade trees are to remain on-site?			
How many existing palm trees are to remain on-site?			
Landscape plans should include specifications for ALL plant material to be installed both on the lot and in the public right of way (swale area). Plans must meet the following additional criteria:			
Drawn to scale not less than 1"=30'			
Delineate the existing and proposed parking spaces, or other vehicular use areas, access aisles, driveways, coverage of required irrigation systems, water outlet locations and the location and size of buildings			
Name, size, location of plant material to be installed, or existing			
Be accompanied by an irrigation plan			

Section 2: Development Review Committee (DRC) Information

- 1. Pre-application meeting:** Contact the Community Planning & Development Department at (305) 893-6511, ext. 19011/19007 to schedule a pre-application meeting.
- 2. Application Intake:** DRC meetings occur the second and fourth Thursday at 2:00 pm of each month. New submittals will only be accepted by appointment at least one (1) week prior to the scheduled meeting date. Please contact the Zoning division at (305) 893-6511, ext. 19011/19007 to schedule an appointment.
- 3. Review by DRC members:** The Departments/Divisions shown on the next page review DRC applications. Also given are external contacts for specific services. A project may be postponed a maximum of six (6) months. Additional postponements require the approval of the Department Director.
- 4. Resubmissions:** Applications that are not approved may require submittal of new or revised materials to resolve outstanding issues. These applications will then be considered at the next DRC meeting, or at a subsequent DRC meeting as determined by staff or as requested by the applicant.
- 5. City Council Approval Meetings:** Once the DRC has approved the submittal, City Council will make the final approval by Resolution. Note: DRC Approval is required at least 4 weeks prior to any subsequent Public Hearing.

Site Plan Review (DRC)

Triplex or Multifamily Residential	\$ 454 plus \$ 28/unit
Existing structures (re-use/new use)	\$ 567 plus \$ 28/1,000 s.f.
New Development	\$ 680 plus \$ 57/1,000 s.f.
Mixed-use Development	
Combination of new development	\$ 680 plus \$ 57/1,000 s.f. non-residential use
fee, plus (if applicable) multi-family fee	plus \$ 28/unit
Revision to Site Plan	\$ 113
Traffic Review	*Cost Recovery
Architectural Review	*Cost Recovery
Public Hearing fee	\$ 324
Publishing/Noticing	\$ 1,250
Public Notice, Sign	\$ 134

Section 3: DRC Members & Contacts

Departments:	DRC Representative:	Contact Information:
Community Planning & Development	Debbie Love, Zoning Manager	(305) 893-6511, ext. 19016
Community Planning & Development	Brittini Duria, Sr. Planning Technician	(305) 893-6511, ext. 19007
Building	Stephen Pizzillo, Building Official	(305) 895-9820, ext. 18001
Public Works: Engineering, Utilities	Dincer (Akin) Ozaydin, City Eng.	(305) 895-9838, ext. 14010
Transportation Planning	John O'Brien	(305) 895-9874, ext. 14005
Capital Improvements	Jeff Geimer, Capital Projects Mgr.	(305) 895-9874, ext. 14004
Police	Major Donald Blanchard	(305) 891-0294
Traffic Engineering	Kittelson & Associates, Inc—Kelly Blume	(503) 228-5230
Consultant Architect	Synalovski Romanik Saye (City Cons.)	(954) 961-6806
Surveyor	Craven Thompson & Associates, Inc.	(954) 739-6400
CP & D - Landscaping	Lian Plass, Sustainability Admin.	(305) 893-6511, ext. 19012
Parks and Recreation (Residential Only)	Derrick Corker, Parks & Recreation Mgr.	(305) 895-9840, ext. 12601
EXTERNAL SERVICES:		
Miami-Dade County Fire	Fire Engineering	(786) 331-5000
Miami-Dade County Waste Management	Reception Desk	(305) 514-6666
Miami-Dade County Mass Transit	Main Line	(305) 891-3131
South Florida Waste Management Dist.	Main Line	(561) 686-8800
U.S. Post Office	Customer Service	1 (800) 275-8777
Regulatory and Economic Resources (Environmental Permit)	Main Line	(305) 372-6789
TECO Gas	Main Line	(305) 940-0139
FPL	Main Line	(305) 442-8770
Miami-Dade Public Schools	Ivan Rodriguez	(305) 995-4899
Miami-Dade Platting Division	Main Line	(305) 375-2641



DRC Site Plan Application

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

TYPE OF APPLICATION:

- Residential Industrial
 Commercial Mixed-Use

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 LIMITED POWER OF ATTORNEY PERMITTING APPLICANT TO FILE FOR THE 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 limited power of attorney 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 LIMITED POWER OF ATTORNEY PERMITTING APPLICANT TO FILE FOR THE 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 limited power of attorney 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: