



DEVELOPMENT REVIEW COMMITTEE (DRC)

SECTION 1: SUBMITTAL REQUIREMENTS

SECTION 2: DEVELOPMENT REVIEW COMMITTEE (DRC) INFORMATION

SECTION 3: STAFF CONTACTS

APPLICATION

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

Section 1: Submittal Requirements (Land Development Regulation Division 2, Section 7)

- A pre-application conference with staff is required prior to submittal.
- One completed application form with all signatures notarized. If applicant is the contract purchaser, include copy of contract (privileged information, such as the sale price, may be blacked out.)
- Project Narrative (written explanation of project and justification; include historical background, if known). Copies must be attached to each set of plans.
- One set of proof of ownership document(s) (*copy of Warranty Deed*).
- Site Plan Package bound together as a complete set of drawings. The drawings must be 24" x 36" with the same orientation of the north arrow. Appropriate drawing scales must be used so that drawings are legible; match marks may be used for continuous drawings for larger projects. **PDF copy required.**

For the initial submittal, one set of plans must include sheets that are signed and sealed by the appropriate licensed design professional; all other sets may be copies. The order of the drawings must be as follows:

- Cover sheet that contains the project name, a comprehensive plan sheet index, a location map, and contact information (phone and fax numbers and email addresses) for the entire design team
- Survey dated within one year of date of submittal that accurately reflects current site conditions
- Tree Survey
- Copy of Recorded Plat (proposed plat, if concurrent submittal)
- Demolition plan, if applicable
- Phasing plan, if applicable
- Master or overall site plan, if applicable
- Proposed site plan
- Geometric (Horizontal) Control Plan
- Site plan details, including all types of fencing, walls and enclosures
- Architectural floor plans*
- Architectural elevations* (to be labeled north, east, south, and west) for all buildings, accessory structures and signs. *Note: Façade drawings must show both rooftop, façade mounted and ground mounted*
- mechanical and electrical equipment*
- Roof plan
- Line-of-sight diagram
- Master sign plan
- Miscellaneous architectural drawings and details, including all types of fencing, walls and enclosures
- Landscaping plans and details prepared by Registered Landscape Architect
- Tot lot, play lot and recreation area and amenity plans**
- Site lighting and photometric plans and fixture details
- Paving, Grading, and Drainage plans and details
- Water and Sewer plans and details
- Pavement Marking and Signage plans and details
- Fire Protection During Construction plans and details
- Fire Protection Permanent plans and details
- Traffic Study/Traffic Impact Analysis

A minimum of 2 sets at 24"x36" and 2 sets at 11"x17" of the foregoing information must be submitted.

Section 2: Development Review Committee (DRC) Information

- 1. Pre-application meeting:** Contact the Community Planning & Development Department at (305) 893-6511, ext. 19007 to schedule a pre-application meeting.
- 2. Application Intake:** DRC meetings occur the third Thursday morning of each month. New submittals will only be accepted by appointments on the Monday prior to the DRC meeting. Resubmittals are accepted by appointments on the Tuesday prior to the DRC meeting in the morning only. Please contact the Zoning division at (305) 893-6511, ext. 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	\$ 419.52 plus \$ 26.22/unit
Existing structures (re-use/new use)	\$ 524.40 plus \$ 26.22/1,000 s.f.
New Development	\$ 629.29 plus \$ 52.44/1,000 s.f.
Mixed-use Development	
Combination of new development	\$ 629.29 plus \$ 52.44/1,000 s.f. non-residential use
fee, plus (if applicable) multi-family fee	plus \$ 26.22/unit
Revision to Site Plan	\$ 104.88
Traffic Review	*Cost Recovery
Architectural Review	*Cost Recovery
Public Hearing fee	\$300.00
Publishing/Noticing	\$1,250.00
Public Notice, Sign	\$120.00

Section 3: DRC Members & Contacts

Departments:	DRC Representative:	Contact Information:
Community Planning & Development	Zoning Manager	(305) 893-6511, ext. 19---
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	Chuwumaobi Okereke (Chucks), City Eng.	(305) 895-9838, ext. 15002
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: