



APPLICATION FOR ADMINISTRATIVE SITE PLAN REVIEW (COMMERCIAL/INDUSTRIAL)

GENERAL INFORMATION

The following items must be submitted to the Zoning Hearings Section for review of proposed commercial and industrial developments:

- 2 copies of application (attached)
- 2 full sets of plans size 24 x 36 (site, landscaping, floor plans, elevation)
- 2 sets of plans in size 8½" x 11"
- 1 digital set of plans in PDF and/or *.JPG/.JPEG format on CD
- 1 legal description in word format
- Fee (See fee schedule attached)

The Site Plan must contain a complete legend (Ask for the standardized legend for your type of development at the Zoning Hearings Counter). Landscape plans must be accompanied by a Landscape Legend and a signed Certificate of Compliance (See Attached).

The plan will be reviewed by the Department of Planning and Zoning, Public Works Department and by DERM for compliance with zoning regulations and for compliance with site plan review criteria. Additionally, the Parks and Recreation Department, Dept. of Transportation Administration, Fire Dept. and Dept. of Solid Waste will be conducting a concurrency evaluation of your project. Applicants will be notified of required revisions or corrections to the plan within 15 days from the date of submission. Revised plans, once received, will again be reviewed by all departments, and if approved will proceed to the Zoning Evaluation Unit for final review, resulting in written approval or denial of the plan.

An appointment is required to submit the application when your site plan review application is complete and ready to submit. Please call the Zoning Hearings Section at **(305) 622-8023** and schedule an appointment to submit the ASPR application.



APPLICATION FOR ADMINISTRATIVE SITE PLAN REVIEW
(Commercial/Industrial)

FOLIO NUMBER: _____

S _____ T _____ R _____ Received Stamp _____

CONTACT PERSON NAME: _____

ADDRESS: _____,

PHONE: _____ FAX: _____

PROPERTY OWNER'S NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

APPLICANT'S NAME: _____

ADDRESS: _____,

PHONE: _____ FAX: _____

NAME OF PLAN _____

NO. OF SHEETS _____

PREPARED BY _____

DATE OF PLAN _____

REVIEW FEE _____

TYPE OF DEVELOPMENT: OFFICE _____ COMMERCIAL _____

INDUSTRIAL _____ OTHER _____

SIZE OF PROPERTY: _____

ZONING ON PROPERTY: _____

LEGAL DESCRIPTION OF PROPERTY: _____

ADDRESS OR LOCATION OF PROPERTY: _____

SURVEY NAME AND DATE: _____



**FEE SCHEDULE
ADMINISTRATIVE SITE PLAN REVIEW FOR
COMMERCIAL AND INDUSTRIAL PROJECTS**

Z707	Basic Fee	\$2,000
Z708	Size of Property (\$700.00 per 10 acres or portion thereof)	_____
Z709	Size of Buildings (\$300.00 per 5,000 sq. ft. or portion thereof)	_____
	Subtotal	_____
CN02	6% Concurrency Fee	_____
	Subtotal	_____
	City Miami Gardens 15% Surcharge	_____
	Total \$	_____

*****IMPORTANT: Before issuing check please confirm the TOTAL amount with P&Z Dept.**

Revisions:		
	First revision	no charge
Z711	Thereafter	\$800.00 (per revised plan)
	City Miami Gardens Surcharge 15%	_____
	Total	_____

NOTE: A 15% surcharge is added to all fees and will be in effect from 10/04/04.