



## **DEVELOPMENT REVIEW COMMITTEE (DRC) GUIDELINES FOR SUBMITTAL**

### **GENERAL INFORMATION**

#### **DEVELOPMENTS REQUIRING DRC APPROVAL**

Development Review Committee (DRC) approval is required for the following types of developments prior to issuance of building permits:

1. New retail/commercial/industrial/office type construction, including enlargements and/or modifications of existing buildings and/or of the site that require substantial re-configuration of site improvements (i.e. parking, access drives, water and sewer, landscaping etc.).
2. New places of public assembly, community and civic centers, medical centers, ALFs, hospitals, stadiums, etc. including enlargements and/or modifications of existing buildings and/or of the site that require substantial re-configuration of site improvements (i.e. parking, access drives, water and sewer, landscaping, etc.)
3. New construction of subdivision of single family homes with more than 6 units; all new construction of townhouse developments; all new construction of multi-family residential with more than 4 units; and/or any modifications to existing type residential developments that require substantial re-configuration of site improvements (i.e. parking, access drives, water and sewer, landscaping, etc.)
4. Vacation/abandonment of rights-of-way, alleyways, and easements.
5. Tentative Plats, Final Plats, and Waiver of Plats.
6. Other types of developments that the Director of Planning and Zoning may deem as substantial requiring DRC approval.

#### **DRC MEMBERS**

The DRC is administered by the Zoning Administrator under the direction of the Planning and Zoning Director. The DRC members consists of the Building Department, Planning and Zoning Department, Public Works Department, and Police Department. Other members with certain professional experience may be appointed as deemed necessary by the Director of Planning and Zoning.



## **DRC MEETINGS DATES AND TIMES**

DRC meetings are **tentatively scheduled on Thursdays, at 10:00am, as necessary.** The meetings are held in the City Hall Council Chambers, 1515 N.W. 167 Street, Miami Gardens, FL 33169, unless otherwise instructed.

## **DIGITAL FILE SUBMISSION REQUIREMENTS**

In addition to required hard copy plans/documents, all submittal items must be submitted in digital format. .

1. PDF version of all plans and submitted documents.
2. Legal Description on Word Format.

## **DEVELOPMENT REVIEW COMMITTEE (DRC) PROCEDURES**

1. It must first be determined by the Planning and Zoning Department that DRC approval is required for the proposed development.
  - a. This determination can be made by contacting the Planning and Zoning Department, 305-822-6000 ext. 2255, or during the hours of 8:00am to 4:00pm Monday to Friday. (see contact information below)
  - b. DRC Coordinator shall issue letter indicating date and time of the Pre-Application meeting with instructions and details of the what the Applicant should be prepared to present, based on the determination.
2. Once the Pre-Application meeting is scheduled by the DRC Coordinator. At this presentation the applicant/agent shall provide a descriptive and detail overview and description of the proposed development.
  - a. At a minimum for discussion purposes, the applicant/agent shall have a preliminary site plan, and/or survey, and/or location map, and/or legal sketch and description etc. depicting the proposed development and/or request. At the pre-submittal DRC presentation, the DRC will indicate if any additional information, plans, or studies etc. (other than listed as required) will be required for formal submittal to the DRC.
  - b. The DRC will also discuss potential issues and concerns and address any questions that may arise as part of the discussion.

**NOTE: it is not necessary to have complete plans or the complete submittal package for the pre-submittal presentation, however, must have enough information and exhibits to properly explain and present project to DRC members.**

3. Once the applicant/agent has completed the pre-submittal DRC presentation, the applicant shall prepare the formal submittal as detailed below, for submittal to the Planning and Zoning Department.
  - a. Submittal can be made at anytime during normal business hours of the Planning and Zoning Department (it is advisable to schedule an appointment to assure the



submittal is complete and can be accepted). **NOTE: Submittals dropped off and/or delivered will not be deemed accepted until staff has determined that all required items are submitted and the appropriate fees are paid.**

- b. Once the submittal is considered complete, the plans and supporting documents will be distributed to the DRC members for comments. Comments and conditions will be generated within 15 business days of the completed submittal.
  - c. The DRC coordinator shall issue a recommendation based on the comments, such recommendation shall be approval, approval with conditions, or re-submittal addressing DRC comments.
  - d. Applicant may address comments with individual DRC members; DRC Coordinator will schedule DRC follow-up meeting within 10 days of issuance of comments, if deemed necessary.
4. Once an application has obtained a recommendation of approval, or approval with conditions, the applicant/agent shall submit 4 clean/revised sets of plans/documents (as may be required) for stamp approval by the DRC coordinator.
- a. Two (2) sets of plans/documents will be returned to the applicant with conditions attached for its' records, and the Planning and Zoning Department shall retain two (2) sets for its' records.
  - b. DRC Coordinator will issue approval letter to Applicant, noting plans approved; and all submitted documents approved by the DRC.
5. When an applicant/agent submits for building permit(s) for the proposed development, a copy of the approval letter shall accompany the building permit submittal each time and for all permits requiring Zoning review.

**NOTE: Approval of the permit shall be subject to the plans submitted for permit being substantially in compliance with the approved DRC plans.**

**DEVELOPMENT REVIEW COMMITTEE (DRC) CONTACT INFORMATION:**

For more information, questions, or to schedule a application for the DRC please contact the Planning and Zoning Department, 1515 N.W. 167 Street, Building 5, Suite 200, Miami Gardens, FL, 33169, 305-622-8000 ext. 2255 or email Cyril Saiphoo, Zoning Administrator at [csaiphoo@miamigardens-fl.gov](mailto:csaiphoo@miamigardens-fl.gov)