

*Development Services Department
1515 NW 167th Street, Bldg.5, Suite 200
Miami Gardens, Florida 33169
Phone: (305) 622-8023
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www.miamigardens-fl.gov*



Office Use Only

Date Received: _____

Process No. _____

SITE PLAN APPLICATION

PROPERTY OWNER INFORMATION:

Residential Commercial/Office/Industrial/Nonresidential

APPLICANT INFORMATION:

APPLICANT'S MAILING ADDRESS, TELEPHONE NUMBER:

Name of Applicant:

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____ E-mail: _____

OWNER INFORMATION:

OWNER'S NAME, MAILING ADDRESS, TELEPHONE NUMBER:

Owner's Name (Provide name of ALL owners): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____ E-mail: _____

DULY APPOINTED AGENT INFORMATION:

CONTACT PERSON, MAILING ADDRESS, TELEPHONE NUMBER:

Contact Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____ E-mail: _____

PROJECT INFORMATION:

1. PROJECT NAME: _____

2. LIST FOLIO NUMBER OF ALL PARCELS:

_____	_____
_____	_____

ADDRESS OR LOCATION OF PROPERTY: _____

(for location, provide general location i.e. NE corner of, etc.)

SUBMITTAL CHECKLIST

<u>Required</u>	<u>Provided</u>	<u>Description</u>
<input type="checkbox"/>	<input type="checkbox"/>	Application – original application <u>completely</u> filled out and properly executed.
<input type="checkbox"/>	<input type="checkbox"/>	Plans – 4 sets site plans, with location map, preliminary engineering paving and drainage plans, landscape plans, development phasing plans, building elevations, renderings. PDF file to be provided of all plans and survey.
<input type="checkbox"/>	<input type="checkbox"/>	Survey - showing all site improvements, easements, rights-of-way that impact the property.
<input type="checkbox"/>	<input type="checkbox"/>	Covenants Previous approvals – copies of all covenants and previous approvals impacting the property.
<input type="checkbox"/>	<input type="checkbox"/>	School Concurrency - submittal to Miami-Dade County School Board
<input type="checkbox"/>	<input type="checkbox"/>	Fees: See fee schedule below.

FEE SCHEDULE

<u>Code</u>	<u>Description</u>	<u>Fee</u>	<u>Applicable</u>
z703	SPR - Residential Basic Fee	\$1,920.00	<input type="checkbox"/>
z704	SPR Residential Property Size - \$768 per 10 acres or portion thereof	Variable	<input type="checkbox"/>
z705	SPR Residential # of units - \$768 per 15 units or portion thereof.	Variable	<input type="checkbox"/>
z706	SPR Revision to Residential Plans	\$1,920.00	<input type="checkbox"/>
z707	SPR Commercial/Industrial/Nonresidential Basic Fee	\$3,840.00	<input type="checkbox"/>
z708	SPR Commercial/Industrial/Nonresidential Property Size - \$1,536 per 10 acres or portion thereof	Variable	<input type="checkbox"/>
z709	SPR Commercial/Industrial/Nonresidential Size of Building - \$384 per 5,000 sq. ft. or portion thereof.	Variable	<input type="checkbox"/>
z711	SPR Projects Plan Revisions – Commercial/Industrial/Nonresidential	\$1,536.00	<input type="checkbox"/>
z800	SPR-Lake Excavation Basic Fee	\$1,920.00	<input type="checkbox"/>
z801	SPR-Lake Excavation Size of Property – \$768 per 10 acres or portion thereof of water surface area.	Variable	<input type="checkbox"/>
z987	SPR - Lake Excavation Hearing	\$2,304.00	<input type="checkbox"/>
z988	SPR - Violation – Lake Excavation	\$3,840.00	<input type="checkbox"/>
Z989	SPR Lake Excavation – Site Plan Review	1,920.00	<input type="checkbox"/>
Z990	SPR-Lake Excavation-Size of Lake-\$768 per 10 acres or portion thereof	Variable	<input type="checkbox"/>
Z510	SPR Lake Excavation Plan or Revisions	\$1,152.00	<input type="checkbox"/>
	Subtotal		<input type="checkbox"/>
cn01	Concurrency Fee 6%		<input type="checkbox"/>
	Subtotal		<input type="checkbox"/>
zmgsur	15% Surcharge		<input type="checkbox"/>
	Grand Total		<input type="checkbox"/>

NOTE: Please make all checks payable to 'City of Miami Gardens' / Cash, Credit or Debit accepted

APPLICANT AFFIDAVIT

STATE OF _____

COUNTY OF _____

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

1. Affiant(s) is the fee owner of the property that is the subject of this application.
Affiant(s) is the president, vice-president or CEO of the Corporation.
2. The subject property is located at: _____
3. Affiant(s) is legally authorized to file this application.
4. Affiant(s) hereby authorize _____, herein referred to as the "applicant" to file for and obtain said sign permit type, herein described in this application.
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning approval.

Owner:

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

(Stamp/Seal)

Commission Expires

EXCERPTS FROM CHAPTER 34-45, DEVELOPMENT REVIEW COMMITTEE SITE PLAN REQUIREMENTS

(d)

Organization, rules, and procedures. The development review committee (DRC) process shall consist of the following:

(1)

Pre-application meeting. Upon request of the applicant, or upon determination of the administrative official, pre-application meetings will be held with DRC members for the purpose of reviewing the proposed development prior to the formal submission of an application for development approval. Formal application or filing of an application and plans with the planning and zoning department is not required for the pre-application conference. Failure of staff to identify any requirements at a pre-application conference shall not constitute waiver of any code provision of condition of approval that may later be required by DRC when reviewing the formal application submittal. The city shall notify the applicant of the date, time and place of the pre-application meeting.

(2)

Application by owner of interest in subject property. The application for DRC approval shall be submitted by the owner of an interest in the land, which is to be developed; if the applicant is not the fee simple property owner, a limited power of attorney from the fee simple property owner authorizing the applicant to act on his/her behalf is required. The application shall be made on forms approved by the administrative official and shall be accompanied by such documentation as, in the judgment of the administrative official, will be necessary to determine compliance with this chapter as well as minimum submission requirements found in this section. The application shall be made to the department of planning and zoning accompanied by the necessary fees and all applicable submittal requirements as set forth herein this section.

(3)

Submittal requirements. The following shall be required to be submitted with an application for DRC approval:

a.

Letter of intent. The applicant shall submit a detailed letter of intent with a statement of objectives indicating:

1.

The general purpose of the development;

2.

The density, number and type of dwelling units to be constructed;

3.

The method and time schedule of development and improvements to be made as part of the project;

4.

The type and square footage of nonresidential development including floor area ratios, pervious and impervious surface areas, and other standards as may be required; and

5.

For any site plan including 50 or more residential units, the applicant shall include a statement indicating whether the residential units are intended to be owner occupied or rental units.

(4)

Survey. A 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.

(5)

Site plan. A site plan shall be drawn to an appropriate engineer's scale showing:

a.

The proposed grading plan;

b.

- c. The width, location, typical section, and names of proposed streets;
 - d. The width, location and names of surrounding streets including any/all rights-of-way and easements;
 - e. The zoning district categories and existing land uses on properties adjacent to the proposed development;
 - f. The use, size, location and height of all proposed buildings and other structures;
 - g. The location of phase lines indicating all applicable construction phases;
 - h. The off-street parking and loading plan;
 - i. A circulation diagram showing vehicular and pedestrian movements including any special engineering features and traffic regulation devices;
 - j. The location and size of common open spaces and public or quasi-public area; and
- Statistical information, including:
1. Total acreage of the site;
 2. Maximum building coverage expressed as a percentage of the total site area;
 3. The area of land devoted to open space expressed as a percentage of the total site area;
 4. The calculated density in dwelling units/acre or intensity as F.A.R. for the project;
 5. Parking calculations for required parking and provided parking categorized by uses; and
 6. The area of land devoted to rights-of-way, transportation easements, parking and other transportation facilities expressed as a percentage of the total site area.

(6)

Engineering plan. Civil engineering plans drawn to an appropriate engineer's scale depicting:

- a. Existing drainage and sewer lines;
- b. The disposition and/or retention of sanitary waste and stormwater;
- c. The source of potable water;
- d. The location and width of all utility easements and rights-of-way;
- e. All roadways, alleyways, driveways, improved and proposed; and
- f. All easements, reservations of easements of record and proposed.

(7)

Landscape plan. Landscaping plan drawn to an appropriate engineer's scale depicting:

- a. All landscape areas, including swale and abutting properties to be landscaped;
- b. All specimen trees or groups of specimen trees, indicating those to be retained, removed, or relocated;
- c. The location, height, and material for walks, fences, walkways, and other manmade landscape features; and
- d. Any special landscape features including but not limited to, manmade lakes, hardscape materials, land sculpture, and waterfalls.

- (8) *Development phasing plan.* Development phasing plan with schedule showing order of construction, proposed date for the beginning of construction and completion of the project as a whole and any phases thereof, and construction staging areas.
- (9) *Covenants, grants, easements, dedications and restrictions.* Submittal of any covenants, grants, easements, dedications and restrictions to be imposed on the land, buildings, and structures, including proposed easements for public utilities and instruments relating to the use and maintenance of common open spaces and private streets. Such instruments shall give consideration to access requirements of public vehicles for maintenance purposes.
- (10) *School concurrency.* For developments with a proposed residential component, the applicant shall submit a completed school impact analysis form.
- (11) *Design standards.* Plans of the design standards for the development depicting the following:
- a. Elevations of front and sides of buildings with indications of materials and dimensions;
 - b. Elevations of accessory buildings, if proposed, with indications of materials and dimensions;
 - c. Paving materials;
 - d. Palette of exterior materials and their colors; and
 - e. Color rendering in perspective.
- (12) *Application and fee.* Completed application on form approved by the city, accompanied with the required fee.
- (13) *Additional information.* Additional and relevant information, which is deemed to be appropriate by the city to ensure consideration of all relevant issues.
- (e) *Waiver of submittal requirements.* The administrative official shall have the discretion to waive, if deemed appropriate, any of the required submittal items.
- (f) *Determination of completeness.*
- (1) Within five working days after receipt of an application for site plan approval, the city shall determine whether the application contains all required information at the required level of detail. In the event it is determined that the application is not complete, the city shall notify the applicant of the areas of insufficiency and shall specify the additional information and level of detail required in order to declare the application complete.
 - (2) In the event that an applicant fails to submit the required additional information within 30 calendar days of notification of insufficiency, the city may consider the application to be withdrawn.
 - (3) An extension may be granted by the city at the written request of the applicant provided that the applicant demonstrates just cause. Such extension shall be for a time certain.
- (g) *Design review criteria.* The DRC shall approve, approve with conditions, defer, or deny the application, or if acting in an advisory capacity, make a recommendation therefore, after consideration and review of the following:
- (1) The development, as proposed, conforms to the comprehensive development master plan for city, and is consistent with the recommendations of any applicable neighborhood or area studies or plans which have been approved by action of the city council, and is otherwise compatible with the existing area or neighborhood development;
 - (2) The proposed development site plans, landscape plans, engineering plans and other required plans conform or will conform with all applicable city codes; including design standards as set forth in this chapter.

- (3) The development, as proposed, will efficiently use or not unduly burden water, sewer, solid waste disposal, education, recreation or other necessary public facilities which have been constructed or planned and budgeted for construction in the area;
- (4) The development, as proposed, will efficiently use or not unduly burden or affect public transportation facilities, including mass transit, public streets, roads and highways, which have been planned and budgeted for construction in the area, and if the development is or will be accessible by private or public roads, streets, or highways; and
- (5) The development provides necessary and adequate vehicular circulation, pedestrian access, ingress/egress, and is configured in a manner to minimize hazards and impacts on adjacent properties and adjacent rights-of-way.

(h)

Imposition of conditions. Upon approval with conditions, or recommendation therefore, the DRC may impose conditions as deemed necessary to ensure compliance with code requirements or minimize or mitigate the impacts of the application on public facilities, adjacent properties and the surrounding neighborhood, including but not limited to the following:

- (1) Require city council approval as may be required for compliance with applicable code requirements.
- (2) Require the property be platted, or waiver of plat filed prior to issuance of building permit or issuance of certificate of occupancy.
- (3) Require submittal of revised and completed plans to the city meeting the conditions imposed by the DRC prior to issuance of building permit or prior to issuance of certificate of occupancy.
- (4) Require applicant to proffer a declaration of restrictive covenants inclusive of conditions of approval and other proffered restrictions on the development as required, or recommended as the case may be, by the DRC.
- (5) Require applicant to dedicate, reserve, or grant easements for future improvements as may be deemed necessary by the city.
- (6) Require applicant to proffer a unity of title for lands subject to the development as deemed necessary prior to issuance of building permit.
- (7) Require applicant to submit planning studies, traffic impact analysis, parking analysis, cost estimate studies, drainage studies, or other studies as deemed necessary by the city as requiring further review.
- (8) Require the applicant to post or bond or other form of surety for any improvements as deemed necessary prior to issuance of building permit or issuance of certificate of occupancy.
- (9) Require that all applicable fees, contributions, or proffered contributions be paid prior issuance of building permit or issuance of certificate of occupancy.
- (10) Impose any other condition that is deemed necessary in protecting the public health, safety and welfare, inclusive of mitigating, or minimizing impacts as result of the proposed development.
 - a. *Appeals.* An applicant may appeal any order, requirement, decision or determination made by the development review committee by filing such petition with the zoning appeals board in accordance to section 34-46.
 - b. *Modifications, deletions, revisions.* Any modification, deletion, revision to a DRC approved plans or condition shall only be made upon a request being submitted to the department of planning and zoning, on a form approved by the administrative official requesting the modification, deletion, or revision. The administrative official shall determine if the modification, deletions, or revisions represent a substantial change to the approval. If it is determined that the modification, deletion, or revision are in substantial compliance the administrative official shall issue a substantial compliance statement to

the applicant. In the event it is determined the modification, deletion, or revision is not substantially in compliance with the approval the administrative official may require the application be resubmitted and reviewed by the DRC in the manner set forth in this section.

(Ord. No. 2010-10-218, § 2(2-60), 4-7-2010)
