COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT - PLANNING

APPLICATION for TEXT &/or ZONING MAP AMENDMENT

SUBMIT ALL

SECTION 1: APPLICATION

HELPFUL INFORMATION

SECTION 2: CHECKLIST

SECTION 3: FEE SCHEDULE

SECTION 4: DEPARTMENT CONTACTS

Application Submittal Deadline	Planning Commission Meeting
July 5, 2016	May 4, 2016
August 2, 2016	June 1, 2016
September 6, 2016	July 6, 2016
October 4, 2016	August 3, 2016
November 1, 2016	August 31, 2016
December 6, 2016	October 5, 2016

City of North Miami
Community Planning & Development Department
12400 NE 8 Avenue North Miami, FL 33161
305-893-6511, ext. 12139
www.northmiamifl.gov

SECTION 1: APPLICATION FOR TEXT / ZONING MAP AMENDMENT

INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable).

Check one type ONLY (Use separate applications if applicable) ☐ Amendment to Text of LDR ☐ Rezoning/ Zoning Map Amendment

DEVELOPMENT/PROJECT NAME:	
DEVELOPMENT/PROJECT ADDRESS OR LOCATION:	
Legal Description (attach separate sheet if necessary):	
All Tax ID Folio Numbers:	
Project Narrative (Brief description)(Please attach Letter of Intent as a separate sheet)	
Residential Use(s)/Unit Type(s):	Site Area (sq. ft. & acres):
Number of Residential Units:	Existing Zoning Designation(s):
Non-Residential Use(s) (Type & sq. ft.):	Proposed Zoning Designation(s):
Current Use(s) of Property:	Existing Land Use Designation(s):
Proposed Use(s) of Property:	Proposed Land Use Designation(s):
Is the property platted? OR Book & Page: Plat Name: Is the property an existing legal lot of record? If No, please explain.	Will the plat be affected by this application? If yes, please explain. Is the property the subject of Code Enforcement Action? If yes, Code Enforcement Case No.:

PROPERTY OWNER / APPLICANT / AGENT INFORMATION

Property Owner (s) _____

Address _____

Phone _____Fax_____E-mail_____

Applicant _____

Address _____

Phone _____Fax_____E-mail_____

Agent _____

Address _____

Phone _____Fax_____E-mail_____

CONTACT PERSON

Identify one person to serve as the contact for the City during the application process. This will be the person notified by the City regarding comments and meetings (if needed).

Name _____

Address _____

Phone _____Fax_____E-mail_____

CERTIFICATION

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application I am acting with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I understand that all materials required by the City of North Miami must be submitted prior to having this application processed and that additional fee or materials may be required as a result of processing of this application.

Owners Signature	Date

OWNER'S SWORN-TO-CONSENT
PERMITTING AGENT TO FILE FOR A HEARING

I, _____, being the first duly sworn, depose and say that I am the owner of the property describe herein and which is the subject matter of the proposed hearing, do hereby authorize _____to file this application for a public hearing.

Signature	Date

NOTARIZATION

STATE OF FLORIDA/COUNTY OF

The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____

(Signature of Notary Public – State of Florida) (Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____

FOR CITY STAFF USE ONLY

☐ Application Fee: $_____

SUPPORTING DOCUMENTS RECEIVED

☐ Proof of Ownership

☐ Mail Public Notice Required

☐ Warranty Deed

☐ Sign Public Notice Required

☐ Letter of Consent

☐ Project Narrative/Letter of Intent

Application Complete: YES ___ NO ___ ☐ Required Submittal Documents

APPLICATION NO: _____

INTAKE DATE: _____

RECEIPT NO.: _____

RECEIVED & REVIEWED BY:

_____

COMMENTS:

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	Fee Owner's Signature
_____	_____
Print Name	Print Name
_____	_____
Signature	Address
_____	_____
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:

SECTION 2: CHECKLIST

1. **Completed** application form, including information on the subject property location, folio number, legal description and appropriate Affidavit and/or disclosure forms.
2. Regarding **Text Amendment** pay processing fee totaling **$2,000**. Regarding **Zoning Map Amendment** pay processing fee totaling **$2,400.** Checks should be made payable to the "City of North Miami".
3. Required to pay an publishing fee of **$1000**.
4. Required to pay an advertising fee for the independent vendor of the City of North Miami of **$100**.
5. Letter of intent. The letter must include a summary outlining the purpose and justification for zoning map changes and for text amendments to the Land Development Regulations. Indicate how the request meets the requirements for **Section 3-1003** and **Section 3-1004** of the City's Land Development Regulation.
6. Provide proof of ownership (submit a copy of a deed, tax record, etc).
7. Regarding **Zoning Map Amendment** provide **1 electronic copy and ten (10) folded copies of a certified plat of survey.** The plat of survey should be current (prepared within one (1) year from the date of application). Plans must be individually folded to a size no larger than 8-1/2 x 11 inches with the title block folded out. **Rolled plans will not be accepted. Kindly include the following:**
    1. An accurate legal description of the subject property
    2. Computation of the total area of the property in square feet
    3. Current zoning of the property
    4. Any recorded easement
8. Applicant must provide mailing labels so that staff may send courtesy notices to property owners within a 500 ft. radii of the subject right-of-way area. For your convenience the following are the names of several companies that prepare mailing labels, accompanying maps and legal descriptions. However, please be advised that the City of North Miami does not claim responsibility for the accuracy or timely acquisition of the information provided by these companies.

LOPEZ DATA RESEARCH	305-451-5502
FLORIDA REAL ESTATE DECISIONS	305-757-6884
CONSUELO QUINTANA	305-858-2287
WEST POINT APPRAISAL	305-261-3772
CARLOS J. MARADIAGA	305-207-1412

Community Planning & Development
SECTION 3: FEE SCHEDULE

*Please note that all application fees submitted are non-refundable.

Application	Fee
Affordable Housing Needs Assessment	$3,000 (Cost Recovery)
Abandonment of Right of Way/Easement/Alleyway	$2750
Annexation	$500
Appraisal of City Rights of Way/Alleyway	$600 Abutting Residential/$1000 Abutting Non Residential
Campus Master Plan	$1,050+$7.00/100sq.ft
Campus Master Plan Amendment	$500
Comprehensive Plan Determination Letter	$100
Conditional Use Permit	$1000
Conditional Use Permit Amendment	$500
Conditional Use Permit Master Plan Development/ Non Residential	$500 + 20 per acre
Conditional Use Permit Master Plan Development/ Residential	$200 + $1.00 per acre
Continuation of an Agenda Item	$100
Development Agreement	$3,838
Development of Regional Impact (DRI) Review	$16,512
DRI – Notice of Proposed Change(NOPC)	$6,400
Land Development Regulation – Text Amendment (Including Establishment of Use)	$ 2,000
Land Use Plan Amendment – Comprehensive Plan Text Amendment	$ 4,000
Land Use Plan Amendment – Map Amendment	<Small Scale $2,600 ; >Large Scale $4,000
Review of legal documents i.e. easement, deeds, agreements , dedications	$61 per hour
Rezoning/LDR Zoning Map Amendment	$ 2,400
Plat – Final Plat	$400
Plat -Tentative Plat	$400.00 ~~(plus cost of recovery with deposit of $280)~~
Plat -Waiver of Plat	$400.00 ~~(plus cost of recovery with deposit of $280)~~
Public Hearing Only (Non DRC proposed items seeking Resolution adoption by City Council)	$300
Publishing/ Noticing	$1000 deposit*
*Note: In the event that the publication and notice charges exceed the amount of the deposit above, the applicant shall be responsible to pay the City the full cost of such charges.	
School Concurrency Review	$50
Signs (Public Notice)	$100
Transfer of NRO Units (TNRO) (Conditional Use)	$1,000
Traffic Impact Analysis Review (cost recovery)	Cost of recovery with deposit of $500 - $8000
Unity of Title Review	$200
Vested Rights Determination	$1,750

SECTION 4: CITY STAFF CONTACTS LIST

Name	Phone No.	E-mail
For Planning Commission		
Katrina Lunan-Gordon Planning Commission Secretary	305.983.6511 ext. 12139	klunan-gordon@northmiamifl.gov
Nixon Lebrun, AICP, CFM City Planner/Planning & Zoning Supervisor	305.893.6511 ext. 12159	nlebrun@northmiamifl.gov
Tanya Wilson-Sejour, AICP	305.893.6511 ext. 12182	tsejour@northmiamifl.gov
Planning Manager		
For Development Review Committee		
Brittni Duria Sr. Planning Technician	305.893.6511 ext. 12171	bduria@northmiamifl.gov
Andrew Dixon Zoning Administrator / DRC Chair	305.893.6511 ext. 12256	adixon@northmiamifl.gov
Anita Winchester Permit Clerk & Zoning	305-893-6511 ext. 12148	awinchester@northmiamifl.gov
For Public Works Department		
Wisler Pierre-Louis, Public Works Director	305-893-6511 ext. 15009	pwisler@northmiamifl.gov
Hasan Rizvi City Engineer	305-895-9834	hrizvi@northmiamifl.gov

FPL	**Attn: Marco Alvarez** 18455 NE 2 Avenue, Miami, FL 33179	305-770-7979
AT&T Network Operations	**Attn: Jesus Castelloanos** 8101 NW 90 Street, Medley, FL 33166	305-887-9017
TECO Peoples Gas	**Attn: Alex Roche** 5101 NW 21 Avenue, Suite 460, Fort Lauderdale, FL 33309	954-453-0824
Dept. of Environmental Resource Mgt. Office of Plan Review Services	11805 SW 26 Street, Suite 124 Miami, FL 33175	786-315-2800
Miami Dade Subdivision Control Dept. Florida Dept Of Transportation - Permit Office	Julio Delgado Attn: Ali Khalilahmadi, PE,	305-375-2141 305-470-5367
School Board of Miami-Dade County	Attn: Ivan Rodriguez	305-995-4899/ lrodriguez@dadeschools.net