



**COMMUNITY PLANNING & DEVELOPMENT  
DEPARTMENT - PLANNING**

**APPLICATION for CONDITIONAL USE PERMIT / AMENDMENT /  
MISCELLANEOUS**

**SUBMIT ALL  
SECTION 1: APPLICATION**

**HELPFUL INFORMATION  
SECTION 2: CHECKLIST  
SECTION 3: FEE SCHEDULE  
SECTION 4: DEPARTMENT CONTACTS**

**City of North Miami  
Community Planning & Development Department  
12400 NE 8 Avenue North Miami, FL 33161  
305-893-6511, ext. 12139  
[www.northmiamifl.gov](http://www.northmiamifl.gov)**



## SECTION 1: APPLICATION FOR CONDITIONAL USE PERMIT

**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)**     
 Conditional Use Permit     
 Conditional Use Permit Amendment     
 Transfer of NRO

<b>DEVELOPMENT/PROJECT NAME:</b>	
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?	Will the plat be affected by this application? If yes, please explain.
OR Book & Page:	
Plat Name:	
Is the property an existing legal lot of record? If No, 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**

**APPLICATION NO:** \_\_\_\_\_

Mail Public Notice Required

Proof of Ownership

**INTAKE DATE:** \_\_\_\_\_

Sign Public Notice Required

Warranty Deed

Letter of Consent

Project Narrative/Letter of Intent

Application Complete: YES \_\_\_ NO \_\_\_  Required Submittal Documents

**RECEIPT NO.:** \_\_\_\_\_

**RECEIVED & REVIEWED BY:**

\_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_



## 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. Kindly include:
2. Pay processing fee totaling **\$1,000**. Checks should be made payable to the "City of North Miami".
3. Required to pay a cost recovery fee for the Traffic Impact Analysis Review (if applicable) of **\$500 - \$8,000**.
4. Must include development fee(s) of **\$500 + \$20 per acre** for property non-residentially zoned lots and/or **\$200 + \$1 per acre** for residentially zoned lots.
5. Required to pay an publishing fee of **\$1000**.
6. Letter of intent. The letter must include a summary outlining the purpose of the applicant's request and meets the requirements of **Section 3-405 and/or Section 3-410** of the City's Land Development Regulation.
7. Provide proof of ownership (submit a copy of a deed, tax record, etc.).
8. Provide **1 electronic copy and ten (10) folded copies of the master site plan packet signed and sealed by the appropriate design professional**. 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:**
  - A. Phasing Plan
  - B. Overall Master Plan
  - C. Landscape Plan
  - D. Cost Benefit Analysis
  - E. Traffic Impact Analysis
  - F. Miami-Dade County School Impact Report
  - G. Utility Impact Report for water, sewer, fire & drainage
9. Regarding the Transfer of NRD Units, additional density may be granted through Conditional Use approval and must meet the requirements of **Section 4-405** of the City's Land Development Regulation. Please include in your letter of intent a summary clearly outlining the following:
  - a) Indicate the total number of bonus units being requested.
  - b) Outline how the elements of the project satisfy the standards listed in Section 4-204 (for projects outside the NRD) or 4-405 D (8) for projects insides the NRD.
10. Prior to submitting kindly submit for DRC. Contact the Zoning Administrator to schedule the item for presentation before the committee.

# 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)
<b>Public Hearing Only (Non DRC proposed items seeking Resolution adoption by City Council)</b>	<b>\$300</b>
<b>Publishing/ Noticing</b>	<b>\$1000 deposit*</b>
*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 NRD Units (TNRD) (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
<b>For Planning Commission</b>		
<b>Katrina Lunan-Gordon</b> Planning Commission Secretary	305.983.6511 ext. 12139	<a href="mailto:klunan-gordon@northmiamifl.gov">klunan-gordon@northmiamifl.gov</a>
<b>Nixon Lebrun, AICP, CFM</b> City Planner/Planning & Zoning Supervisor	305.893.6511 ext. 12159	<a href="mailto:nlebrun@northmiamifl.gov">nlebrun@northmiamifl.gov</a>
<b>Tanya Wilson-Sejour, AICP</b> Planning Manager	305.893.6511 ext. 12182	<a href="mailto:tsejour@northmiamifl.gov">tsejour@northmiamifl.gov</a>
<b>For Development Review Committee</b>		
<b>Brittini Duria</b> Sr. Planning Technician	305.893.6511 ext. 12171	<a href="mailto:bduria@northmiamifl.gov">bduria@northmiamifl.gov</a>
<b>Andrew Dixon</b> Zoning Administrator / DRC Chair	305.893.6511 ext. 12256	<a href="mailto:adixon@northmiamifl.gov">adixon@northmiamifl.gov</a>
<b>Anita Winchester</b> Permit Clerk & Zoning	305-893-6511 ext. 12148	<a href="mailto:awinchester@northmiamifl.gov">awinchester@northmiamifl.gov</a>
<b>For Public Works Department</b>		
<b>Wisler Pierre-Louis,</b> Public Works Director	305-893-6511 ext. 15009	<a href="mailto:pwisler@northmiamifl.gov">pwisler@northmiamifl.gov</a>
<b>Hasan Rizvi</b> City Engineer	305-895-9834	<a href="mailto:hrizvi@northmiamifl.gov">hrizvi@northmiamifl.gov</a>

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