COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT - PLANNING

APPLICATION for DEVELOPMENT AGREEMENT

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

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).

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:

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. Pay processing fee totaling **$3,838**. Checks should be made payable to the "City of North Miami".
3. Required to pay an publishing fee of **$1000**.
4. Letter of intent. The letter must include a summary outlining the purpose of the applicant's request and meets the requirements of **Section 3-1307** of the City's Land Development Regulation. Development applications other than Campus Development Agreement must submit the following:
   - *a) A legal description of the land subject to the development agreement.*
   - *b) The names of all persons having legal or equitable ownership of the land.*
   - *c) The duration of the development agreement, which shall not exceed ten (10) years.*
   - *d) The development uses proposed for the land, including population densities, building intensities and building height.*
   - *e) A description of the public facilities and services that will serve the development, including who shall provide such public facilities and services; the date any new public facilities and services, if needed, will be constructed; who shall bear the cost of construction of any new public facilities and services; and a schedule to assure that the public facilities and services are available concurrent with the impacts of the development. The development agreement shall provide for a cashier's check, a payment and performance bond or letter of credit in the amount of one hundred fifteen (115) percent of the estimated cost of the public facilities and services, to be deposited with the city to secure construction of any new public facilities and services required to be constructed by the development agreement. The development agreement shall provide that such construction shall be completed prior to the issuance of any certificate of occupancy.*
   - *f) A description of any reservation or dedication of land for public purposes.*
   - *g) A description of all local development approvals approved or needed to be approved for the development.*
   - *h) A finding that the development approvals as proposed is consistent with the comprehensive land use plan and these LDRs.*
   - *i) A description of any conditions, terms, restrictions or other requirements determined to be necessary by the city council for the public health, safety or welfare of the citizens of the City of North Miami. Such conditions, terms, restrictions or other requirements may be supplemental to requirements in these LDRs or other ordinances of the city.*
   - *j) A statement indicating that the failure of the development agreement to address a particular permit, condition, term or restriction shall not relieve the developer of the necessity of complying with the law governing said permitting requirements, conditions, terms or restrictions.*
   - *k) The development agreement may provide, in the discretion of the city council, that the entire development or any phase thereof be commenced or be completed within a specific period of time. The development agreement may provide for liquidated damages, the denial of future development approvals, the termination of the development agreement, or the withholding of certificates of occupancy for the failure of the developer to comply with any such deadline.*
   - *l) A statement that the burdens of the development agreement shall be binding upon, and the benefits of the development agreement shall inure to, all successors in interest to the parties to the development agreement.*
   - *m) All development agreements shall specifically state that subsequently adopted ordinances and codes of the city which are of general application not governing the development of land shall be applicable to the lands subject to the development agreement, and that such modifications are specifically anticipated in the development agreement.*

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