



## DEVELOPMENT REVIEW COMMITTEE (DRC)

**SECTION 1: SUBMITTAL REQUIREMENTS**

**SECTION 2: DEVELOPMENT REVIEW COMMITTEE (DRC) INFORMATION**

**SECTION 3: STAFF CONTACTS**

**APPLICATION**

12400 NE 8 Avenue North Miami, FL 33161  
305-893-6511, ext. 19011 | [CPD@northmiamifl.gov](mailto:CPD@northmiamifl.gov)  
[www.northmiamifl.gov/cpd](http://www.northmiamifl.gov/cpd)

## Section 1: Submittal Requirements (Land Development Regulation Article 3, Division 2, Section 3-204)

**A minimum of 1 set at 24" x 36", 1 set at 11" x 17" and the PDF of the foregoing information must be submitted**

- A pre-application conference with staff is required prior to submittal.
- One complete application form.
- Letter of Intent. A detailed letter of intent with a statement of objectives indicating the following:
  - The general purpose of the development;
  - The density, number and type of dwelling units to be constructed, and/or the type and square footage of nonresidential development, pervious and impervious surface areas, and other standards as may be required;
  - The method and time schedule of development and improvements to be made as part of the project;
  - For any site plan for residential units, the applicants shall include a statement indicating whether the residential units are intended to be owner occupied or rental units.
- 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.
- Plans and specifications. Such plans and specifications shall be prepared by a registered architect or registered engineer, qualified under the laws of the State of Florida.
  - Site Plan
  - Engineering Plan(s)
  - Landscape Plan (see next page)
  - Development Phasing Plan (if applicable)
  - Covenants, grants, easements, dedications and/or restrictions
  - School Concurrency (if applicable)
  - Design Standards (elevations, paving materials, palette of exterior materials and their colors, color rendering(s) in perspective)
- The items below may not be applicable to all development applications. City staff will advise if required.
  - Shadow Study, if adjacent to R-1 and R-2 properties and/or properties developed with single family structures.
  - View Study, if adjacent to R-1 and R-2 properties, and/or properties developed with single family structures.
  - Economic Impact Analysis, including impact of the proposed development upon property values within the surrounding neighborhood.
- Proof of ownership or agency/authorization form. All applications shall include sworn proof of ownership of the subject property or sworn proof that the applicant is authorized by the owner to act on the owner's behalf.

Note: Withdrawal of applications. If an application for development approval has been filed, but left abandoned, the application will be deemed withdrawn after a nine (9) month period of time, and new fees will be required.

## LANDSCAPE PLAN REVIEW CHECKLIST

Total Lot Frontage (abutting public right of way)		
Total Lot Acreage		
Type of Development (e.g., New Building, Building Addition, Multiple Single Family Units, etc.)		
Zoning		
Use		
Storm water retention/detention area present?		
Shrubs taller than 36" present?		
Will development will include a hedge?		
Groundcover used in place of grass in swale?		
Does development abut a colonnade open to public?		
Is the development adjacent to private roadway?		
Will all plants installed be native?		
Will development include a parking area?		
Is there dissimilar land use adjacent to development?		
Are there parking areas (including garages) adjacent to ROWs?		
Will the development include a bio swale?		
Is the development proximal to power lines/street lights?		
Are there solar collectors on-site?		
[IF APPLICABLE] Is there a tree located within the area of the addition?		
[IF APPLICABLE] Is there a tree located within the area of the new development		
Are there trees located within a 10' radius of improvement (including staging areas)		
How many existing shade trees are to remain on-site?		
How many existing palm trees are to remain on-site?		
Landscape plans should include specifications for ALL plant material to be installed both on the lot and in the public right of way (swale area). Plans must meet the following additional criteria:		
Drawn to scale not less than 1"-30'		
Delineate the existing and proposed parking spaces, or other vehicular use areas, access aisles, driveways, coverage of required irrigation systems, water outlet locations and the location and size of buildings		
Name, size, location of plant material to be installed, or existing		
Be accompanied by an irrigation plan		

## Section 2: Development Review Committee (DRC) Information

1. **Pre-application meeting:** Contact the Community Planning & Development Department at (305) 893-6511, ext. 19011/19007 to schedule a pre-application meeting.
2. **Application Intake:** DRC meetings occur the second and fourth Thursday at 2:00 pm of each month. New submittals will only be accepted by appointment at least one (!) week prior to the scheduled meeting date. Please contact the Zoning division at (305) 893- 6511, ext. 19011/19007 to schedule an appointment.
3. **Review by DRC members:** The Departments/Divisions shown on the next page review DRC applications. Also given are external contacts for specific services. A project may be postponed a maximum of six (6) months. Additional postponements require the approval of the Department Director.
4. **Resubmissions:** Applications that are not approved may require submittal of new or revised materials to resolve outstanding issues. These applications will then be considered at the next DRC meeting, or at a subsequent DRC meeting as determined by staff or as requested by the applicant.
5. **Final Approval:** Once the DRC has approved the submittal, An official approval letter will be issued by the Zoning division.

## Section 3: Development Review Committee (DRC) Fee Structure

All zoning application fees shall be cumulative of *Parts A to C*, as outlined below. ALL submissions will subject to a Development Filing Fee and Review Fee. The final fee shall be determined by the type of development and proposed land use(s). Fees are to be provided by check or money order **only**, made payable to the **CITY OF NORTH MIAMI**.

Please note, an application will not be deemed complete or circulated in any capacity until the complete & correct fee is received by City staff located at 12400 NE 8<sup>th</sup> Avenue, North Miami, FL 33161.

### PART A: Development Filing Fee

New Development (new construction & Site Alteration)	\$680 + \$57/1,000 s.f.
Redevelopment – Existing Structures (re-use/new use)	\$567 + \$28/1,000 s.f.

+

### PART B: Review Fees

Residential uses (3 or more units)	\$454 + 28/unit
Mixed uses	\$57/1,000 s.f. of non-residential area + \$28/unit
Non-residential uses	\$40/1,000 s.f.
Re-uses, Accessory Structures, or Site Alterations	\$0

+

### PART C: Cost Recovery Deposits\* (if applicable)

Architectural Review	\$1,500
Traffic Review	To be determined & paid prior to DRC approval
Landscape Review	
Notice Sign	\$250 / street frontage
Publishing & Advertising (projects greater than 20,000 s.f.)	\$1250
Site Plan Revisions	\$500

Please note, a third site plan review will incur an additional fee (to be determined by CP&D staff) up to the value of the base fee

## Section 4: DRC Members & Contacts

<b>Departments:</b>	<b>DRC Representative:</b>	<b>Contact Information:</b>
Community Planning & Development	Debbie Love, AICP, Director	(305) 893-6511, ext. 19001
Community Planning & Development	Saphi Bien-Aime, Planner	(305) 893-6511, ext. 19007
Community Planning & Development	Kenneth Wenning, Sustainability Administrator	(305) 893-6511, ext. 19008
Community Planning & Development	Planning Technician	(305) 893-6511, ext. 19011
Building	Mashaer Ismail, Building Official	(305) 895-9820, ext. 18001
Public Works: Engineering	Kerrith Fiddler, CFM, Director	(305) 895-9838, ext. 12501
Public Works: Transportation	Steven Marcellus, MBA, Transportation Mgr.	(305) 895-9872
Capital Improvements	Whitney Padote, E.I. MBA, Capital Projects Mgr.	(305) 895-9874, ext. 14004
Police	Major Donald Blanchard	(305) 891-0294
Consultant Architect	Synalovski Romanik Saye (City Cons.)	(954) 961-6806
Surveyor	Craven Thompson & Associates, Inc.	(954) 739-6400
Parks and Recreation (Residential Only)	Samuel Brinson, Parks & Recreation Mgr.	(305) 895-9840, ext. 12601

### **EXTERNAL SERVICES:**

Miami-Dade County Fire	Fire Engineering	(786) 331-5000
Miami-Dade County Waste Management	Reception Desk	(305) 514-6666
Miami-Dade County Mass Transit	Main Line	(305) 891-3131
South Florida Waste Management Dist.	Main Line	(561) 686-8800
U.S. Post Office	Customer Service	1 (800) 275-8777
Regulatory and Economic Resources (Environmental Permit)	Main Line	(305) 372-6789
TECO Gas	Main Line	(305) 940-0139
FPL	Main Line	(305) 442-8770
Miami-Dade Public Schools	Ivan Rodriguez	(305) 995-4899
Miami-Dade Platting Division	Main Line	(305) 375-2641

# DRC Site Plan Application

**Instructions: Please print or type all information. The application must be filled out accurately and completely.**

**TYPE OF APPLICATION:**

- Residential       Industrial  
 Commercial       Mixed-Use

**TYPE OF DEVELOPMENT:**

- New Construction       Accessory Uses  
 Existing Structure/Re-use       Site Alterations

**PROPERTY OWNER'S INFORMATION:**

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**APPLICANT/DULY APPOINTED AGENT INFORMATION:**

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**PROJECT INFORMATION:**

Project Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Folio Number(s): \_\_\_\_\_

Property Frontages (ft): \_\_\_\_\_ Building Square Footage: \_\_\_\_\_

**PROJECT DESCRIPTION:** \_\_\_\_\_

**PROJECT/PROPERTY STATISTICS**

	Existing	Retained	Proposed
Number of buildings			
Height			
Ground Floor Area			
Residential Units (if applicable)			
Open Space			
Impervious Areas			
Parking spaces			
Loading spaces			
Bicycle Parking			

**PREVIOUS APPROVALS:** list all previous approvals that substantial compliance/site plan modification/administrative modification is being sought

Date Approved: \_\_\_\_\_



### OWNERSHIP AFFIDAVIT FOR CORPORATION

**STATE OF FLORIDA  
COUNTY OF MIAMI-DADE**

Before me, the undersigned authority, personally appeared \_\_\_\_\_  
hereinafter the Affiant(s), who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the president, vice-president or CEO of the Corporation, or otherwise authorized to sign on behalf of the Corporation, doing business at the following address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. The Corporation owns the property which is the subject of this request.  
\_\_\_\_\_  
\_\_\_\_\_
3. The subject property is legally described as:  
\_\_\_\_\_  
\_\_\_\_\_
4. Affiant is legally authorized to file this application or the Affiant has authorized \_\_\_\_\_  
\_\_\_\_\_ as the applicant/duly appointed agent to file this application and to receive all correspondence and represent the Affiant.  
\_\_\_\_\_  
\_\_\_\_\_
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning action granted at public hearing.  
\_\_\_\_\_

**WITNESSES:**

Signature \_\_\_\_\_

Affiant's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

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 \_\_\_\_\_

Commission Expires:



### OWNERSHIP AFFIDAVIT FOR INDIVIDUAL

**STATE OF FLORIDA  
COUNTY OF MIAMI-DADE**

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

1. Affiant is the fee owner of the property that is the subject of this request.
2. The subject property is legally described as:
  
3. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of the zoning approval.
4. The Affiant has authorized \_\_\_\_\_ as the applicant/duly appointed agent to file this application and to receive all correspondence and represent the Affiant.

**WITNESSES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Affiant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
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 \_\_\_\_\_

Commission Expires:



**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:**

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**WITNESSES:**

Signature \_\_\_\_\_

Name of Corporation \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

By: President, Vice-President or CEO (circle one)

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:



**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:**

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**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: