

CP&D Department: Zoning Division

Date: _____

Pre-Application Meeting Request

Identification of Subject Property

Project Name: _____

Subject Property Folio #: DG-_____ Subject Property Address: _____

- | | | |
|-------------------------|--|--|
| Description of Request: | <input type="checkbox"/> Administrative Site Plan Review | <input type="checkbox"/> Community Residential Housing (CRH) / Adult Living Facility (ALF) |
| | <input type="checkbox"/> Site Plan Review (DRC/City Council) | <input type="checkbox"/> POD Permit |
| | <input type="checkbox"/> Administrative Variance | <input type="checkbox"/> Temporary Use Permit |
| | <input type="checkbox"/> Variance (BOA) | <input type="checkbox"/> Special Event/Grand Opening Banner Permit |
| | <input type="checkbox"/> Special Exception (BOA) | <input type="checkbox"/> Sidewalk Cafe Permit |
| | <input type="checkbox"/> Appeals (CC) | <input type="checkbox"/> Alcoholic Beverage License |
| | <input type="checkbox"/> Certificate of Use (CU) | <input type="checkbox"/> Development Inquiry |

Previous Zoning Approvals:

_____ Date of Approval: _____

_____ Date of Approval: _____

Property Owner

Name: _____

Address: _____

Telephone: _____ E-Mail: _____

Applicant/Agent

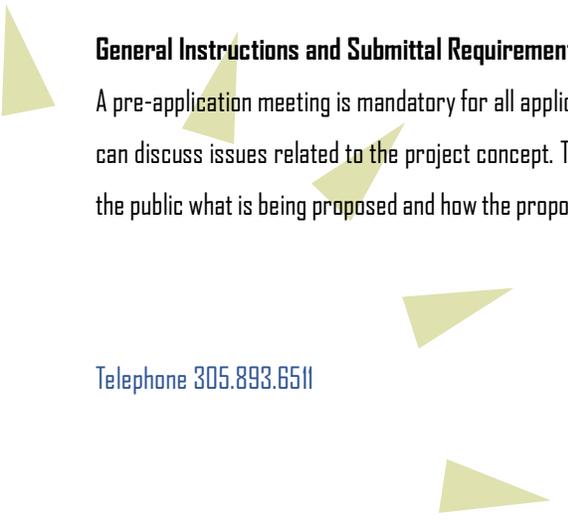
Name: _____

Mailing Address: _____

Telephone: _____ E-Mail: _____

General Instructions and Submittal Requirements

A pre-application meeting is mandatory for all applicants intending to submit a development proposal. It is a forum in which the applicant and the review staff can discuss issues related to the project concept. The purpose of the application should be to communicate to the reviewing staff, the decision-makers, and the public what is being proposed and how the proposal meets and complies with the City's Comprehensive Plan and the Land Development Regulations (LDRs).





Please submit the following:

1. Two (2) identical copies of the information to be reviewed. Although, not mandatory, it is strongly recommended that a proposed site plan (11"x17"), current survey (11"x17") and any analysis/studies (traffic, environmental, etc.) be submitted for staff review;
2. A narrative/letter of intent describing the proposed development including the description of the existing and proposed use(s);
3. Legal description and address of subject property including parcel control number(s);
4. Location map of the subject property.

Upon receipt of an application and its supplemental materials, a pre-application meeting shall be scheduled with the review staff within three (3) business days. The applicant/agent shall be notified of the date, time and location of meeting.

Applicant Certification

I/We affirm and certify that I/we understand and will comply with the land development regulations and comprehensive land use plan of the City of North Miami, Florida. I/We further certify that the statements or diagrams made on any paper or plans submitted herewith are true to the best of my/our knowledge and belief. Further, I/we understand that this application, attachments and application filing fees become part of the official records of the City of North Miami, Florida, and are not returnable.

Applicant is: Owner Optionee
 Lessee Agent
 Contract Purchaser

Applicant's Signature

Date

Printed Name

Inquiries and Comments

If you have any questions or comments regarding this form, please contact staff at 305-893-6511, ext. 19011. We appreciate suggestions that may improve this form as well as our services.

OFFICIAL USE ONLY

Meeting Date: _____ Meeting Time: _____

Zoning Staff Signature: _____

Print Name: _____