



## ADMINISTRATIVE SITE PLAN REVIEW

### SECTION 1: SUBMITTAL CHECKLIST & FEE APPLICATION

12400 NE 8 Avenue North Miami, FL 33161  
305-893-6511, ext. 19007  
[www.northmiamifl.gov](http://www.northmiamifl.gov)

## Section 1: Submittal Checklist & Fee

### REGULATIONS PER LAND DEVELOPMENT REGULATIONS CHAPTER 29, ARTICLE 3, DIVISION 2, SECTION 3-206 OF THE CITY CODE OF ORDINANCES

- A complete application applicable fee(s) payable to the City of North Miami (check or money order) shall accompany all applications.
- 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
  - 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)
- 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.
- 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.

**Administrative Site Plan Review**

**\$500**



## Administrative Site Plan Review

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

### 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): \_\_\_\_\_

Size of Property: \_\_\_\_\_ Building Square Footage: \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_  
\_\_\_\_\_

### PREVIOUS APPROVALS:

Previous approvals (list all previous approvals that substantial compliance/site plan modification/administrative modification is being sought):  
\_\_\_\_\_

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

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 SWEAR-TO-CONSENT PERMITTING APPLICANT TO FILE FOR A 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 consent 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 SWEORN-TO-CONSENT PERMITTING APPLICANT TO FILE FOR A 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 consent 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: