ADMINISTRATIVE SITE PLAN REVIEW

SECTION 1: SUBMITTAL CHECKLIST & FEE APPLICATION

12400 NE 8 Avenue North Miami, FL 33161
305-893-6511, ext. 19011
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 of 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 If an application for development approval has been filed, but left abandoned, the application will be deemed withdrawn after a nine (9) month period of time, and new fees will be required.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
$351
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/DUALLY 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:
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

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:
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:

________________________________________
________________________________________
________________________________________

WITNESSES:

________________________________________
Signature
Print Name
Name of Corporation
Address
By: President, Vice-President or CEO (circle one)

________________________________________
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 SWORN-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:


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: