



**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  
SECTION 5: PLANNING COMMISSION TIMELINE**



## 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).

<b>DEVELOPMENT/PROJECT NAME:</b>	
<b>DEVELOPMENT/PROJECT ADDRESS OR LOCATION:</b>	
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?  DR 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.:
<b>PROPERTY OWNER / APPLICANT / AGENT INFORMATION</b>	
Property Owner (s) _____	
Address _____	
Phone _____ Fax _____ E-mail _____	
Applicant _____	
Address _____	
Phone _____ Fax _____ E-mail _____	
Agent _____	
Address _____	
Phone _____ Fax _____ E-mail _____	
<b>CONTACT PERSON</b>	
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**

**APPLICATION NO:** \_\_\_\_\_

Mail Public Notice Required

Proof of Ownership

**INTAKE DATE:** \_\_\_\_\_

Sign Public Notice Required

Warranty Deed

Letter of Consent

**RECEIPT NO.:** \_\_\_\_\_

Application Complete: YES \_\_\_ NO \_\_\_

Project Narrative/Letter of Intent

Required Submittal Documents

**RECEIVED & REVIEWED BY:**

\_\_\_\_\_

**COMMENTS:**



**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:**

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

**WITNESSES:**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Address

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

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:**

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

**WITNESSES:**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Fee Owner's Signature

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

\_\_\_\_\_  
Address

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:



## 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 **\$4,150**. Checks should be made payable to the "City of North Miami".
3. Required to pay a publishing fee of **\$1250**.
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	\$3,244 (Cost Recovery)
Abandonment of Right of Way/Easement/Alleyway	\$2974
Annexation (initiated by individual or group)	\$541 (plus noticing) applicant pays separated election fees.
Appraisal of City Rights of Way/Alleyway	\$649 Abutting Residential/\$1081 Abutting Non Residential
Campus Master Plan	\$1,135+\$8.00/100sq.ft
Campus Master Plan Amendment	\$541
Comprehensive Plan Determination Letter	
Conditional Use Permit	\$1081
Conditional Use Permit Amendment	\$541
Conditional Use Permit Master Plan Development/ Non Residential	\$541 + \$22.00 per acre
Conditional Use Permit Master Plan Development/ Residential	\$216 + \$1.00 per acre
Continuation of Public Hearing Item	\$112
Development Agreement	\$4,150
Development of Regional Impact (DRI) Review	\$17,853
DRI – Notice of Proposed Change(NOPC)	\$6,920
Land Development Regulation – Text Amendment (Including Establishment of Use)	\$ 2,162
Land Use Plan Amendment – Comprehensive Plan Text Amendment	\$ 4,325
Land Use Plan Amendment – Map Amendment	<Small Scale \$2,811; >Large Scale \$4,325
Review of legal documents i.e. easement, deeds, agreements , dedications	\$66 per hour
Rezoning/LDR Zoning Map Amendment	\$ 2,595
Plat – Final Plat	\$1,000 Residential, \$1,500 Non-Residential
Plat -Tentative Plat	\$1,000 Residential (plus cost recovery with deposit of \$750), \$1,500 Non-Residential (plus cost recovery with deposit of \$750)
Plat -Waiver of Plat	\$1,000 Residential, \$1,500 Non-Residential
Public Hearing Only (Non DRC proposed items seeking Resolution adoption by City Council)	<u>\$324</u>
Publishing/ Noticing	\$1250 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.	
Signs (Public Notice)	\$134
Traffic Impact Analysis Review (cost recovery)	Cost Recovery, subject to the assessment of the consultant.
Unity of Title Review	\$541
Vested Rights Determination	\$1,829

## SECTION 4: CITY STAFF CONTACT LIST

Name	Phone No.	E-mail
<b>For Planning Commission</b>		
<b>Marline Monestime</b> Planning Commission Secretary	305.893.6511 ext. 19005	<a href="mailto:mmonestime@northmiamifl.gov">mmonestime@northmiamifl.gov</a>
<b>Debbie Love, AICP</b> City Planner	305.893.6511 ext. 19003	<a href="mailto:dlove@northmiamifl.gov">dlove@northmiamifl.gov</a>
<b>Planner (Vacant)</b>	305.893.6511 ext. 19003	<a href="mailto:dlove@northmiamifl.gov">dlove@northmiamifl.gov</a>
<b>Tanya Wilson, AICP</b> Planning Zoning & Development Director	305.893.6511 ext. 19001	<a href="mailto:twilson@northmiamifl.gov">twilson@northmiamifl.gov</a>
<b>For Development Review Committee</b>		
<b>Amanda Murray, Sr. Planning Technician</b>	305.893.6511 ext. 19007	<a href="mailto:amurray@northmiamifl.gov">amurray@northmiamifl.gov</a>
<b>Derrick Cook, MBA</b> Zoning Manager	305.893.6511 ext. 19004	<a href="mailto:dcook@northmiamifl.gov">dcook@northmiamifl.gov</a>
<b>Lorna Louis-Pierre, Zoning Clerk</b>	305-893-6511 ext. 19011	<a href="mailto:llouis-pierre@northmiamifl.gov">llouis-pierre@northmiamifl.gov</a>
<b>For Public Works Department</b>		
<b>Wisler Pierre-Louis,</b> Public Works Director	305-893-6511 ext. 12501	<a href="mailto:pwisler@northmiamifl.gov">pwisler@northmiamifl.gov</a>
<b>Hasan Rizvi</b> City Engineer	305-895-9834	<a href="mailto:hrizvi@northmiamifl.gov">hrizvi@northmiamifl.gov</a>

<b>FPL</b>	<b>Attn: Marco Alvarez</b> 18455 NE 2 Avenue, Miami, FL 33179	305-770-7979
<b>AT&amp;T Network Operations</b>	<b>Attn: Jesus Castelloanos</b> 8101 NW 90 Street, Medley, FL 33166	305-887-9017
<b>TECO Peoples Gas</b>	<b>Attn: Alex Roche</b> 5101 NW 21 Avenue, Suite 460, Fort Lauderdale, FL 33309	954-453-0824
<b>Dept. of Environmental Resource Mgt.</b> <b>Office of Plan Review Services</b>	11805 SW 26 Street, Suite 124 Miami, FL 33175	786-315-2800
<b>Miami Dade Subdivision Control Dept.</b>	<b>Julio Delgado</b>	305-375-2141
<b>Florida Dept Of Transportation - Permit Office</b>	<b>Attn: Ali Khalilhamdi, PE,</b>	305-470-5367
<b>School Board of Miami-Dade County</b>	<b>Attn: Ivan Rodriguez</b>	305-995-4899/ Irodriguez@dadeschools.net