



DEVELOPMENT APPLICATION

Development Applications are required for all matters that require Development Review Committee or Board of Adjustment Review.

SECTION 1: SUBMITTAL REQUIREMENTS

SECTION 2: DEVELOPMENT REVIEW COMMITTEE (DRC) INFORMATION

SECTION 3: STAFF CONTACTS



PURPOSE AND INTENT

The purpose of this Development Review Process Manual is to establish and describe the types of procedures involved in obtaining development approval beginning with general procedures, which are applicable to all levels of approval and followed by specific procedures that are applicable to each process.

RESPONSIBILITY OF APPLICANT/AGENT

Each applicant must ensure that all questions in the application and all required supplementary data are submitted at the time of the filing of the application and that all answers, plans and supplementary data are accurate and complete.

All required plans, supplementary data, mailing labels and fees must be submitted at the same time as the application is filed, or the application will be incomplete. Incomplete applications will not be scheduled for public hearing and will be returned to the applicant. The filing of an incomplete application will not reserve a place on the hearing agenda. An application submitted will not reserve a place on the hearing agenda. An application submitted prior to the deadline does not automatically ensure placement of the application on that hearing agenda.

All data submitted in connection with the application becomes a permanent part of the public records of the City of North Miami.

PUBLIC HEARING

FAILURE TO APPEAR AT PUBLIC HEARINGS MAY RESULT IN THE DISMISSAL OF THE REQUEST AND THE NECESSITY OF RE-APPLYING WITH A NEW PUBLIC HEARING FEE.

ALL FEES MUST BE PAID BEFORE ANY APPLICATION WILL BE PROCESSED. See attached Fee Schedule for a complete breakdown of application fees related to items presented for Public Hearing to the Planning Commission and/or City Council.

DEVELOPMENT REVIEW APPLICATION

Application #: _____ Project Name: _____

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).

DEVELOPMENT REQUEST – Check one type ONLY (Use separate applications if applicable)

<input type="checkbox"/> Abandonment/Vacation of Right-of-Way or Easement <input type="checkbox"/> Annexation <input type="checkbox"/> Amendment to Text of LDR <input type="checkbox"/> Comprehensive Plan Determination Letter <input type="checkbox"/> Comprehensive Plan Text Amendment <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Conditional Use Permit Amendment <input type="checkbox"/> Conditional Use Permit Master Plan Development/ Non Residential	<input type="checkbox"/> Conditional Use Permit Master Plan Development / Residential <input type="checkbox"/> Development Agreement <input type="checkbox"/> Development of Regional Impact - Review <input type="checkbox"/> Development of Regional Impact – Notice of Proposed Change (NOPC) <input type="checkbox"/> Land Use Plan Amendment – Map <input type="checkbox"/> Unity of Title <input type="checkbox"/> Land Use Plan Amendment – Comprehensive Plan Text Amendment <input type="checkbox"/> Rezoning/ Zoning Map Amendment	<input type="checkbox"/> Plat- Tentative Plat <input type="checkbox"/> Plat - Final Plat <input type="checkbox"/> Plat – Waiver of Plat <input type="checkbox"/> School Concurrency Review <input type="checkbox"/> Traffic Impact Analysis Review <input type="checkbox"/> Transfer of NRO Units <input type="checkbox"/> Finding of Consistency for Non-conformity Other _____
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DEVELOPMENT/PROJECT NAME:

DEVELOPMENT/PROJECT ADDRESS OR LOCATION:

Legal Description (*attach separate sheet if necessary*):

All Tax ID Folio Numbers:

Brief Project Narrative:

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? OR 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.:

PROPERTY OWNER / APPLICANT / AGENT INFORMATION

Property Owner (s) _____

Address _____

Phone _____ Fax _____ E-mail _____

Applicant _____

Address _____

Phone _____ Fax _____ E-mail _____

Agent _____

Address _____

Phone _____ Fax _____ E-mail _____

CONTACT PERSON

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 _____



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

Print Name

Signature

Print Name

Affiant's 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

Print Name

Signature

Print Name

Affiant's 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:

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:



Schedule of Fees

Application	Fee
Abandonment of Right of Way/Easement/Alleyway	\$2,974
Additional Variance Requests	\$141
Administrative Site Plan Review	\$351
Administrative Variance	\$293
Affordable Housing Needs Assessment, Cost Recovery	\$3,244
Annexation (initiated by individual or group)	\$541 (plus Noticing) Applicant also pays separate election fees.
Appeal by Agrieved Party	\$293
Appeal by Applicant	\$141
Appraisal of City Right of Ways/Easements/Alleyways	\$649 abutting Residential \$1,081 abutting Nonresidential
Architectural Consultant Review	Cost recovery, subject to the assessment of the consultant.
Campus Master Plan	\$1,135 + \$8/100 sq. ft.
Campus Master Plan Amendment	\$541
Certificate of Use	\$117
Certificate of Use, Renewal	\$117
Community Residential Housing (CRH) and/or Assisted Living Facility (ALF) Location Verification	\$234
Comprehensive Sign Plan Program	\$315
Conditional Use Permit	\$1,081
Conditional Use Permit Amendment	\$541
Conditional Use Permit Master Plan Development	
Residential	\$216 + \$1/acre
Nonresidential	\$541 + \$22/acre
Continuation of Public Hearing Item	\$112
Copies of Zoning/Future Land Use Map(s)	
Large 24"x36"	\$35
Small 11"x17"	\$18
Copy Machine and Print Copies	\$0.18/page
Development Agreement	\$4,150
Development of Regional Impact (DRI) Review	\$17,853
Development Review Committee (DRC) Site Plan Review *Requires City Council approval*	
Triplex or Multifamily Residential, existing structures	\$454 + \$28/unit
New Development	\$567 + \$28/1,000 s.f.
Mixed Use Development, combination of new development fee plus (if applicable)	\$680 + \$57/1,000 s.f.
Multi-Family Fee	\$680 + \$57/1,000 s.f. non-residential use plus \$28/unit
Revision of Site Plan	\$113
Note* Third review requires an additional fee equal to the base fee.	
DRI - Notice of Proposed Change (NOPC)	\$6,920

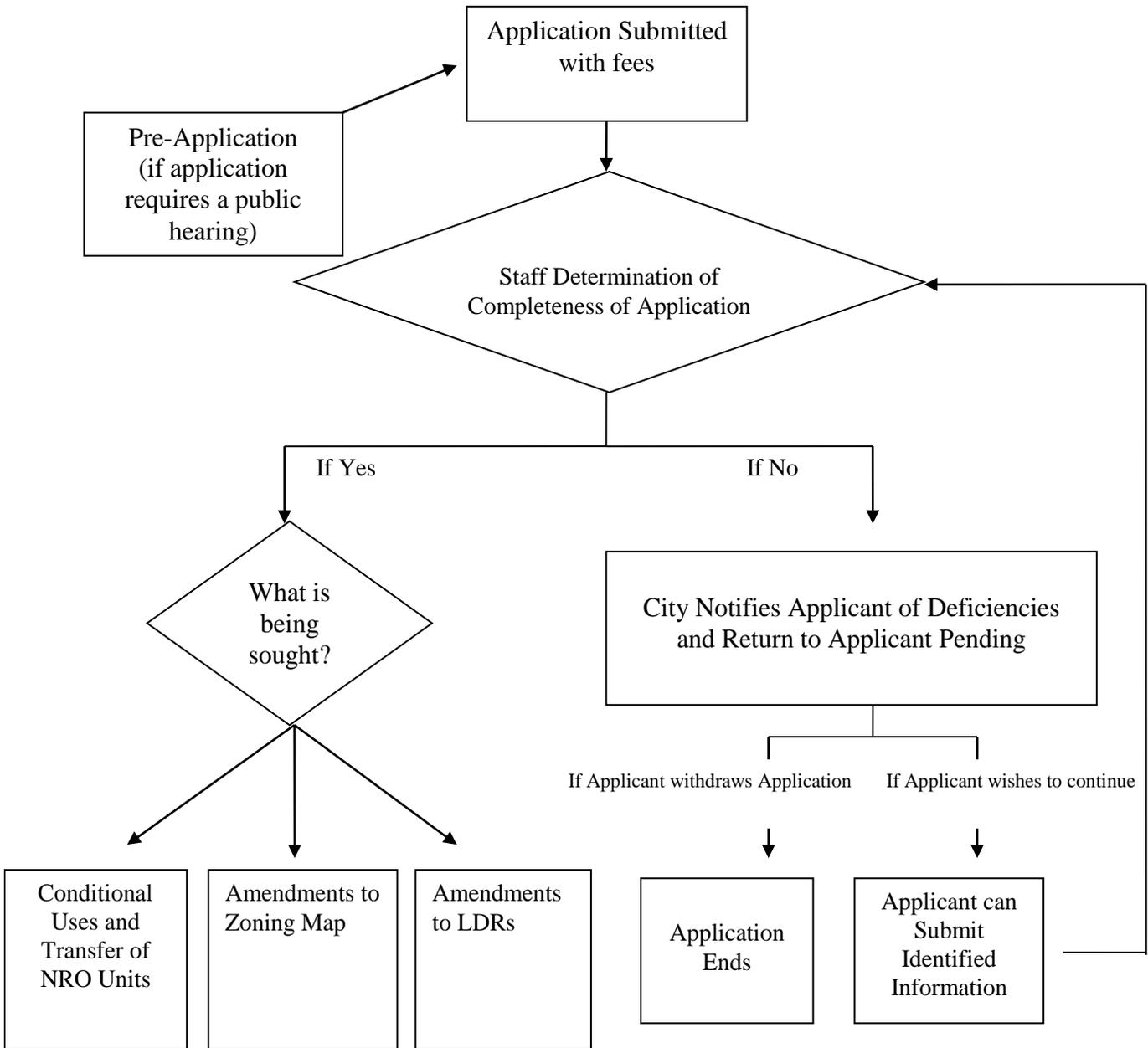


Schedule of Fees Cont.

Application	Fee
Full Size Plan Copies (Cost to City or a minimum base fee of \$35 plus administrative fee)	
Land Development Regulations - Text Amendment (Inc. Establishment of Use)	
Comprehensive Plan (Land Use) and Zoning Determination/Verification Letter	
Land Use Plan Amendment - Comprehensive Plan Text Amendment	
Land Use Plan Amendment - Map Amendment	
Landscape Permit Fees	
Single-Family Residential/Duplex	
All other development	
Bioswale review	
Mural Permit	
Plat, Final	
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.	
Review of Legal Documents (i.e. easement, deeds, agreements, dedications)	\$66/hr
Rezoning/LDR Zoning Map Amendment	\$2,595
Sidewalk Café Permit, Annual	\$140
Special Event/Grand Opening Sign or Banner Special Event Sales Permit	\$59
Special Exception	\$585
Telecommunication Service Provider Registration Fee	\$800
Telecommunication Tower and Antenna Pre-Application Conference	\$500
Telecommunication Tower and Antenna Review (New Structures)	\$1,500
Telecommunication Tower Report (Every two (2) years)	\$200
Temporary Use Permit	\$59
Traffic Impact Analysis Review	Cost Recovery, subject to the assessment of the consultant.
Tree Mitigation Payment (in lieu of Canopy Replacement)	No Fee
Tree Planting Permit (For mitigation purposes)	No Fee
Tree Removal Permit	\$88 for one (1) tree + \$29/ea. additional tree.
Unity of Title Review	\$541
Variance	
Residential	\$293
Commercial	\$585
Vested Rights Determination	\$1,829
Yard Sale Permit (2x per year allowed)	\$12
Zoning Improvement Permit (ZIP)	\$80
Zoning Permit and Registration of Floating Vessel Platforms and Hydro-Hoists	\$117

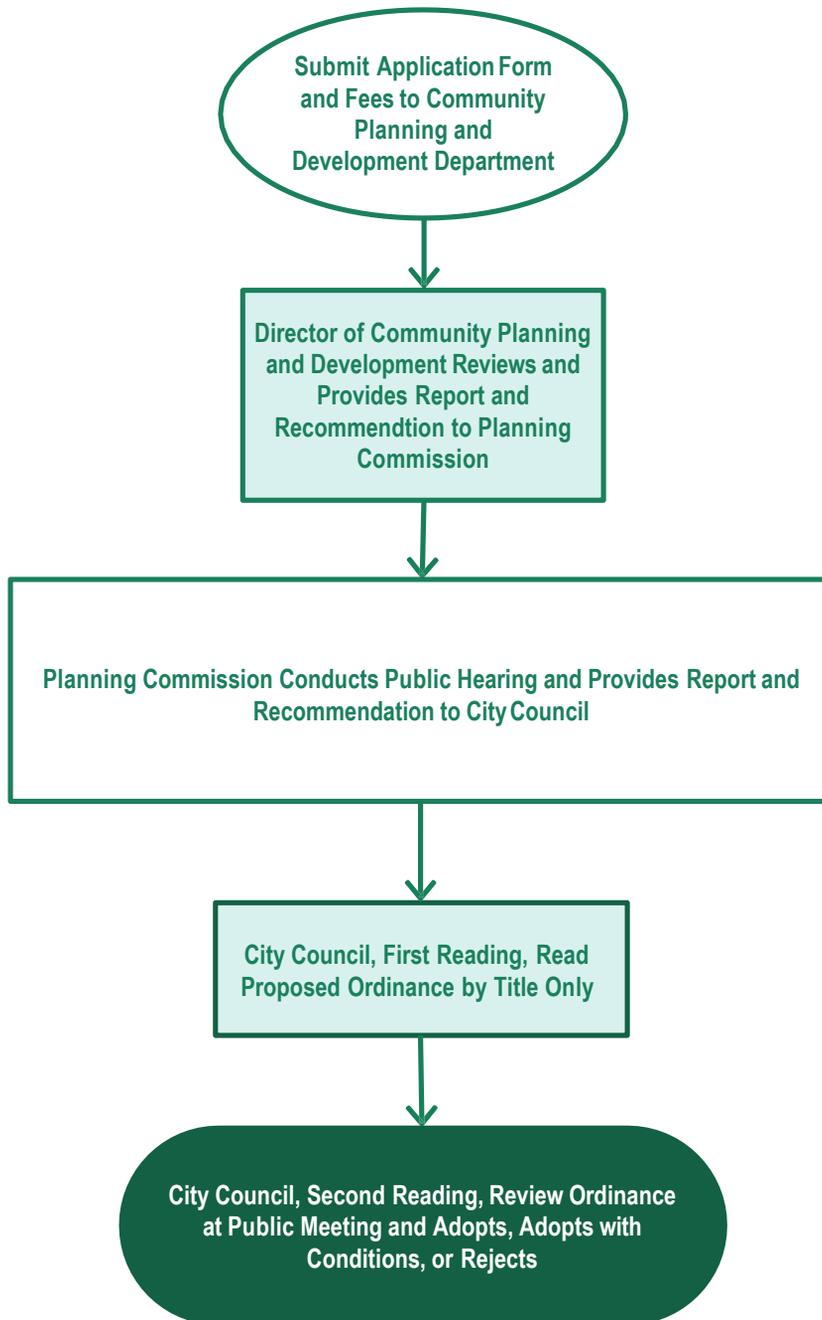


Community Planning & Development Review Process



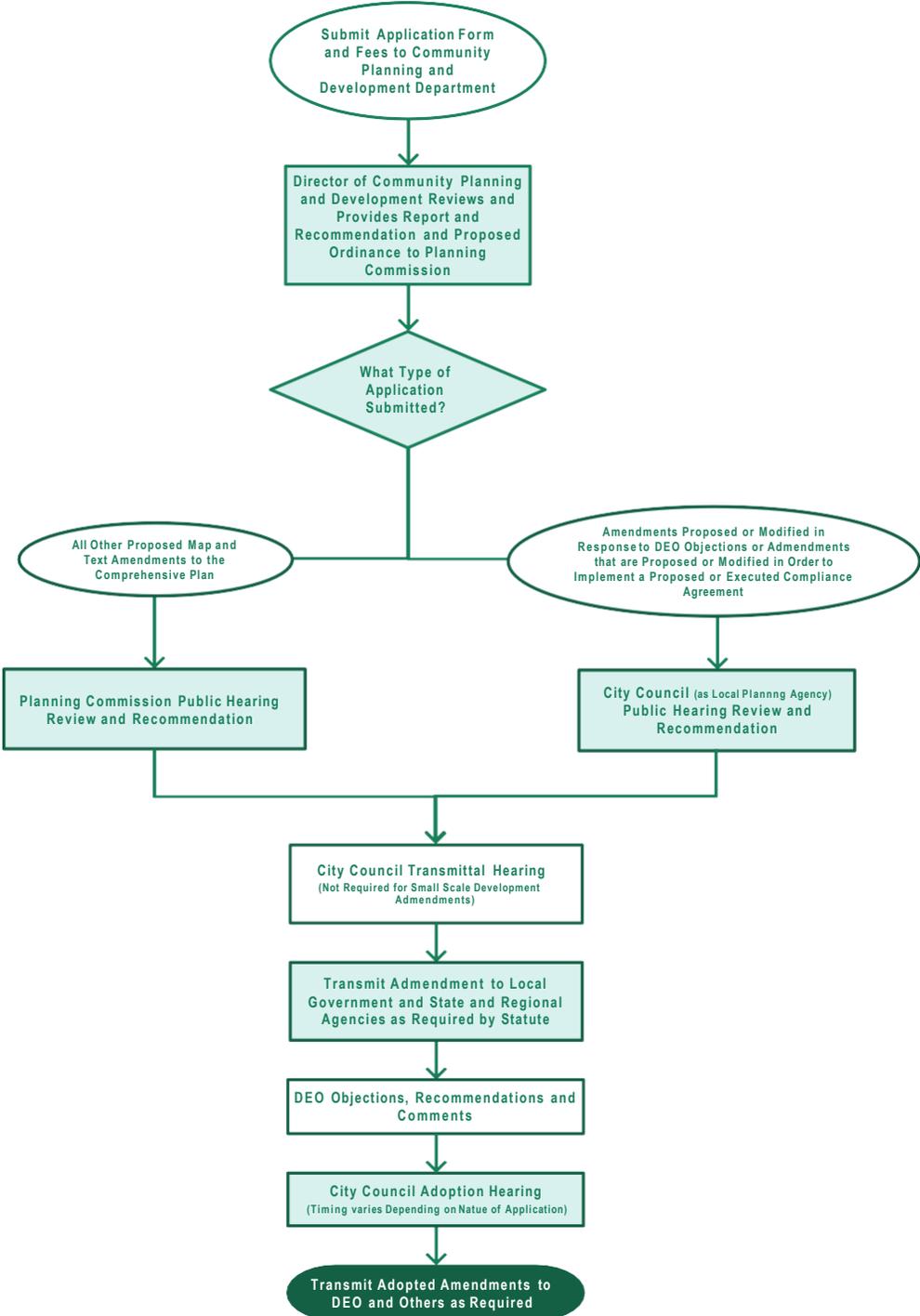


Amendments to Text or LDRs and Changes to the Official Zoning Map





COMPREHENSIVE PLAN MAP AND TEXT AMENDMENTS





Decision Making Administrative Boards

Type of Application	Required Review			
	Administrative	DRC	Planning Commission	City Council
Abandonment/Vacation of Right of Way		✓	✓	✓
Academic/Campus Master Plan Review /Amendment			✓	✓
Affordable Housing Needs Assessment			✓	✓
Amendment to Text of Land Development Regulations (Including Establishment of Use)			✓	✓
Annexation			✓	✓
Comprehensive Plan Determination Letter	✓			
Conditional Use Permit		✓	✓	✓
Conditional Use Permit Amendment		✓	✓	✓
Conditional Use Permit Master Plan Development / Non Residential		✓	✓	✓
Conditional Use Permit Master Plan Development / Residential		✓	✓	✓
Development Agreement			✓	✓
Development of Regional Impact -Review		✓	✓	✓
Development of Regional Impact – Notice of Proposed Change (NOPC)			✓	✓
Land Use Plan Amendment – Map			✓	✓
Land Use Plan Amendment – Comprehensive Plan Text Amendment			✓	✓
Rezoning/Zoning Map Amendment			✓	✓
Plat – Tentative Plat		✓	✓	✓
Plat – Final Plat				✓
Plat - Waiver of Plat			✓	✓
Transfer of NRO Units (NRO)		✓	✓	✓
Alley Way Abandonment	✓			
Unity of Title	✓			



ARTICLE 2. - DECISION-MAKING AND ADMINISTRATIVE BODIES

DIVISION 1. - CITY COUNCIL

Sec. 2-101. - Powers and duties.

The city is governed by a city council consisting of five (5) elected members, including a mayor, as more particularly set forth in the City Charter. In addition to any authority granted the city council by state law, city charter or other regulations of the city, the city council shall have the power and duty to act as the final decision maker in these LDRs with respect to certain types of applications and appeals.

In accordance with the standards and procedures of article 3, Development Review, the city council is the final decision-maker for:

POWERS AND DUTIES	APPLICABLE STANDARDS/PROCEDURES
Appeals as the Zoning Appeals Board	Article 3, Division 7
Comprehensive Plan Text and Map Amendments	Article 3, Division 11
Conditional Uses/Planned Development	Article 3, Division 4
Development Agreements	Article 3, Division 13
Platting/Subdivision	Article 3, Division 8
Protection of Landowner's Rights: Vested Rights Determinations	Article 3, Division 12
Text of LDRs and Map Amendments	Article 3, Division 10



Planning Commission

The Planning Commission shall have the following powers and duties:

DIVISION 2. - PLANNING COMMISSION

Sec. 2-201. - Powers and duties.

The planning commission shall have the following powers and duties:

- A. Prepare and recommend to the city council a comprehensive master plan for the public welfare, economic, and physical development of all areas within the city.
- B. Prepare and recommend to the city council land use regulations for implementation of the comprehensive plan.
- C. Continually plan for the progress and growth of the city with respect to properly regulating the height, number of stories and size of buildings and other structures, the percentage of a lot that may be occupied, the size of yards, courts and other open spaces, the density of population and the location and use of buildings, structures, and land and water for trade, industry, residence or other purposes, and from time to time recommend to the city council such legislation as may be deemed appropriate to carry out such plans.
- D. Review and study potential and existing areas of distress and decay and recommend action with respect to urban renewal or rehabilitation; institute a program of education covering ways and means to avoid the decay of a neighborhood, and study and recommend zoning changes to effect the improvement of a neighborhood.
- E. Conduct public hearings in connection with the study of future plans and include the results of such public hearings in its recommendations to the city council on proposed plans.
- F. Conduct public hearings regarding proposed planned development and conditional uses and make recommendations thereon to the city council.
- G. Whenever any amendment, supplement, change or repeal of existing zoning districts or classification of the official zoning map is proposed, the planning commission shall conduct a public hearing and make recommendations to the city council, as provided by article 3.

(Ord. No. 1278, § 1(exh. 1), 4-28-09)

Contacts

Departments:	DRC Representative:	Contact Information:	Email Addresses
Community Planning & Development	Debbie Love, City Planner	(305) 893-6511, ext. 19003	dlove@northmiamifl.gov
Community Planning & Development	Derrick Cook, Zoning Manager	(305) 893-6511, ext. 19004	dcook@northmiamifl.gov
Building	Stephen Pizzillo, Building Official	(305) 895-9820, ext. 18001	spizzillo@northmiamifl.gov
Public Works: Engineering, Utilities	Dincer (Akin) Ozaydin, City Eng.	(305) 895-9838, ext. 14010	dozaydin@northmiamifl.gov
Transportation Planning	John O'Brien	(305) 895-9874, ext. 14005	
Capital Improvements	Jeff Geimer, Capital Projects Mgr.	(305) 895-9874, ext. 14004	jgeimer@northmiamifl.gov
Police	Major Donald Blanchard	(305) 891-0294	dblanchard@northmiamipolice.com
Traffic Engineering	Kittelson & Associates, Inc—Kelly Blume	(503) 228-5230	KBLUME@kittelson.com
Consultant Architect	Synalovski Romanik Saye (City Cons.)	(954) 961-6806	
Surveyor	Craven Thompson & Associates, Inc.	(954) 739-6400	
CP & D - Landscaping	Lian Plass, Sustainability Admin.	(305) 895-9825	cpd@northmiamifl.gov
CP&D – Planner	Kent Walia, Planner	(305)-895-9825	cpd@northmiamifl.gov
Parks and Recreation (Residential Only)	Derrick Corker, Parks & Recreation Mgr.	(305) 895-9840, ext. 12601	dcorker@northmiamifl.gov
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	