



**COMMUNITY PLANNING & DEVELOPMENT
DEPARTMENT - PLANNING**

**APPLICATION for CONDITIONAL USE PERMIT / AMENDMENT /
MISCELLANEOUS**

**SUBMIT ALL
SECTION 1: APPLICATION**

**HELPFUL INFORMATION
SECTION 2: CHECKLIST
SECTION 3: FEE SCHEDULE
SECTION 4: DEPARTMENT CONTACTS**

**City of North Miami
Community Planning & Development Department
12400 NE 8 Avenue North Miami, FL 33161
305-895-9825
www.northmiamifl.gov**



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).

Check one type ONLY (Use separate applications if applicable)

- Conditional Use Permit
 Conditional Use Permit Amendment
 Transfer of NRD

DEVELOPMENT/PROJECT NAME:	
DEVELOPMENT/PROJECT ADDRESS OR LOCATION:	
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?	Will the plat be affected by this application? If yes, please explain.
OR Book & Page:	
Plat Name:	
Is the property an existing legal lot of record? If No, 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 _____

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

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 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 **\$1,081**. Checks should be made payable to the "City of North Miami".
3. Required to pay a cost recovery fee for the Traffic Impact Analysis Review (if applicable) of **\$500 - \$8,000**.
4. Must include development fee(s) of **\$541 + \$22 per acre** for property non-residentially zoned lots and/or **\$216+ \$1 per acre** for residentially zoned lots.
5. Required to pay a publishing fee of **\$1250**.
6. Letter of intent. The letter must include a summary outlining the purpose of the applicant's request and meets the requirements of **Section 3-405 and/or Section 3-409** of the City's Land Development Regulations.
7. Provide proof of ownership (submit a copy of a deed, tax record, etc.).
8. Provide **1 electronic copy and ten (10) folded copies of the master site plan packet signed and sealed by the appropriate design professional**. Plans must be individually folded to a size no larger than 8-1/2 x 11 inches with the title block folded out. **Rolled plans will not be accepted. Kindly include the following:**
 - A. Phasing Plan
 - B. Overall Master Plan
 - C. Landscape Plan
 - D. Cost Benefit Analysis
 - E. Traffic Impact Analysis
 - F. Miami-Dade County School Impact Report
 - G. Utility Impact Report for water, sewer, fire & drainage
9. Regarding the Transfer of NRD Units, additional density may be granted through Conditional Use approval and must meet the requirements of **Section 4-405** of the City's Land Development Regulation. Please include in your letter of intent a summary clearly outlining the following:
 - a) Indicate the total number of bonus units being requested.
 - b) Outline how the elements of the project satisfy the standards listed in Section 4-204 (for projects outside the NRD) or 4-405 D (8) for projects inside the NRD.
10. The following items may be be application to all applications. City staff will advise if so required.
 - a) Shadow Study, if adjacent to R-1 and R-2 zoned properties and/or properties developed with single family structures.
 - b) View Impact Study, if adjacent to R-1 and R-2 zoned properties and/or properties developed with single family structures.
 - c) Economic Impact Analysis, including the impact of the proposed development upon property values within the surrounding neighborhood.
11. Prior to submitting an application for DRC, a pre-application meeting is required. Contact the Zoning Technician for additional information regarding the application and review process.

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	\$2,974
Annexation	\$541 (plus Noticing) Applicant also pays separate election fees.
Appraisal of City Rights of Way/Alleyway	\$649 Abutting Residential/\$1,081 Abutting Non Residential
Campus Master Plan	\$1,135 + \$8.00/100 sq.ft.
Campus Master Plan Amendment	\$541
Comprehensive Plan Determination Letter	\$234
Conditional Use Permit	\$1,081
Conditional Use Permit Amendment	\$541
Conditional Use Permit Master Plan Development/ Non Residential	\$541 + \$22 per acre
Conditional Use Permit Master Plan Development/ Residential	\$216 + \$1.00 per acre
Continuation of a 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 Regulations - 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	\$1,250 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, 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
For Planning Commission		
Marline Monestime Planning Commission Secretary	305.893.6511 ext. 19005	mmonestime@northmiamifl.gov
Debbie Love, AICP City Planner	305.893.6511 ext. 19003	dlove@northmiamifl.gov
Planner (Vacant)	305.893.6511 ext. 19003	dlove@northmiamifl.gov
Tanya Wilson, AICP Planning Zoning & Development Director	305.893.6511 ext. 19001	twilson@northmiamifl.gov
For Development Review Committee		
Amanda Murray, Sr. Planning Technician	305.893.6511 ext. 19007	amurray@northmiamifl.gov
Derrick Cook, MBA Zoning Manager	305.893.6511 ext. 19004	dcook@northmiamifl.gov
Lorna Louis-Pierre, Zoning Clerk	305-893-6511 ext. 19011	llouis-pierre@northmiamifl.gov
For Public Works Department		
Wisler Pierre-Louis, Public Works Director	305-893-6511 ext. 12501	pwisler@northmiamifl.gov
Hasan Rizvi City Engineer	305-895-9834	hrizvi@northmiamifl.gov

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