



**General information**

Property/project name: \_\_\_\_\_ Submittal date \_\_\_\_\_, 20\_\_

Street address(es) of the property: \_\_\_\_\_

Proposed use: \_\_\_\_\_

Applicant(s)/agent(s): \_\_\_\_\_

**Application request**

*The undersigned Applicant(s)/Agent(s)/Property Owner(s) request City of North Miami Beach consideration and review of the following application(s). Please check all that apply.*

- Abandonment and Vacations
- Annexation
- Comprehensive Plan Map Amendment - Small Scale
- Comprehensive Plan Map Amendment - Large Scale
- Comprehensive Plan Text Amendment
- Conditional Use
- Conditional Use – Special Limited
- Development Agreement
- Development of Regional Impact
- Development of Regional Impact - Notice of Proposed Change
- Planned Unit Development
- Plat/Replat
- Site Plan
- Variance
- Zoning Code Map Amendment
- Zoning Code Text Amendment
- Other: \_\_\_\_\_

**Project information**

Street address(es) of the property: \_\_\_\_\_

Legal description: Lot(s) \_\_\_\_\_

Block(s) \_\_\_\_\_ Section (s) \_\_\_\_\_

Property folio numbers (list all numbers) \_\_\_\_\_



# City of North Miami Beach, Florida

## Community Development Department Public Hearing Application

17050 NE 19<sup>th</sup> Ave. North Miami Beach, FL 33162 Tel: 305. 948.2966 [nmbcomdev@citynmb.com](mailto:nmbcomdev@citynmb.com)

Property owner name(s): \_\_\_\_\_

Property owner(s) mailing address(es): \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Fax \_\_\_\_\_

Other \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

Applicant(s)/agent(s): \_\_\_\_\_

Applicant(s)/agent(s) mailing address: \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Fax \_\_\_\_\_

Other \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

### Proposed site data and land use(s) information

*Please complete and/or respond to all requested information. If "Not Applicable," please note NA.*

Current Comprehensive Plan Land Use designation(s): \_\_\_\_\_

Current Zoning District designation(s): \_\_\_\_\_

Proposed Comprehensive Plan Land Use designation(s) (if applicable): \_\_\_\_\_

Proposed Zoning District designations(s) (if applicable): \_\_\_\_\_

### Supporting information

A Preapplication Conference is required with the Community Development Staff in advance of application submittal to determine the information necessary to be filed with the application(s). Staff will advise and check the required items at the Preapplication Conference. If necessary, attach additional sheets to application. Staff reserves the right to request additional information as necessary throughout the entire City review process.

- Aerial.
- Affidavit providing for property owner's authorization to process application.
- Annexation supporting materials.
- Application fees.
- Application representation and contact information.
- Appraisal.
- Architectural/building elevations (color).
- Architectural/building elevations architectural elements (color).
- Building floor plans and roof plan.
- Comprehensive Plan analysis.
- Comprehensive Plan text amendment justification.



- Concurrency review application.
- Department of Transportation Driveway Connection Permit
- Drainage Plan.
- Elevations.
- Encroachments plan.
- Environmental assessment.
- Exterior architectural materials board.
- Landscape plan.
- Land use map (subject property outlined).
- Lighting plan.
- Liquor survey (for only review of location of lounge, bar, or package liquor store).
- Lobbyist form (City form).
- Massing model and/or 3D computer model.
- Ordinances, resolutions, covenants, development agreements, etc. previously granted for the property.
- Parking study.
- Photographs (color) of property, adjacent uses and/or streetscape.
- Plat.
- Property owners list, including a typewritten list and 2 sets of self-adhesive labels of all properties within 500 feet.
- Property survey and legal description.
- Public Realm Improvements Plan for mixed use projects.
- Public school preliminary concurrency analysis (residential land use/zoning applications only).
- Sign master plan (colored).
- Site plan and supporting information.
- Statement of use and/or cover letter.
- Streetscape master plan.
- Text amendment justification.
- Traffic accumulation assessment.
- Traffic impact statement.
- Traffic impact study.
- Traffic stacking analysis.
- Utilities consent.
- Utilities location plan.
- Vegetation survey.
- Warranty Deed.
- Zoning Code text amendment justification.
- Zoning Map (with subject property outlined)
- Other: \_\_\_\_\_



## Application submittal requirements – Number of copies

1. Table of Contents. Please provide a Table of Contents identifying all documents provided on all paper and electronic copies. Please clearly indicate date on all pages of plans and drawings.
2. Hard copies.
  - a. Fifteen (15) paper copies (11 inch by 17 inch format with binding) of this application and entire application shall be submitted including all the items identified in the Pre-application Conference.
  - b. One (1) paper full-size (24 inch by 36 inch format, signed and sealed, stapled and folded) plans of all drawings, illustrations, etc.
  - c. One (1) copy of exterior architectural materials board (if applicable).
  - d. Fifteen (15) sets of the application.
  - e. Fifteen (15) sets of the letter of intent for the project.
  - f. Fifteen (15) sets of the most recent survey of the property.
3. Digital media copies. One (1) compact discs (CD ROMs) of the entire application including all items identified in the Pre-application Conference. Each document shall be separated into separate PDF files (i.e., application; site plan, landscape plan; etc.). Please include a "Table of Contents" identifying all PDF file name(s). All discs shall be labeled with the applicant(s) name, project name and date of submittal.

## Applicant/agent/property owner affirmation and consent

(I) (We) affirm and certify to all of the following:

1. Submission of the following:
  - a. Warranty deed/tax record as proof of ownership for all properties considered as a part of the application request; or
  - b. Authorized as the applicant(s)/agent(s) identified herein to file this application and act on behalf of all current property owner(s) and modify any valid City of North Miami Beach entitlements in effect during the entire review process.
2. This application, application supporting materials and all future supporting materials complies with all provisions and regulations of the Zoning Code, Comprehensive Land Use Plan and Code of Ordinances of the City of North Miami Beach unless identified and approved as a part of this application request and/or other previously approved applications.
3. That all the answers to the questions in this application, and all data and other supplementary matter attached to and made a part of the application are honest and true to the best of my knowledge and belief.
4. Understand this application must be complete and accurate before a hearing can be advertised. In the event that I or anyone appearing on my behalf is found to have made a material misrepresentation, either oral or written, regarding this application (I)(We) understand that any City review shall be voidable at the option of the City of North Miami Beach.
5. Understand the failure to provide the information necessary pursuant to the established time frames included but not limited to application submittal, submission of revised documents, etc. for review by City Staff and the designated reviewing entity may cause application to be deferred without further review until such time the requested information is submitted.
6. Understand that the application, all attachments, correspondence and fees become a part of the official records of the City of North Miami Beach and are not returnable.
7. Understand that under Florida Law, all the information submitted as part of the application are public records.



8. All representatives of the application have registered with and completed the required lobbyist forms from the City of North Miami Beach City Clerk's Office.
9. The application before the Board or City Council shall be represented by the legal owner, the prospective owner having a bona fide purchase contract or a duly qualified attorney retained by said owner or prospective owner.
10. Additional costs in addition to the application fees may be assessed associated with the review of applications by the City. These are costs that may be incurred by the applicant due to consultant fees paid by City to review the application. The types of reviews that could be conducted may include but are not limited to the following: concurrency review; property appraisals; traffic impact analyses; vegetation/environmental assessments; archeological/historic assessments; market studies; engineering studies or reports; and legal fees. Such fees will be assessed upon finalization of the City application review. Understand that if payment is not received the prior to Final Public Hearing Review, the Application shall be postponed by the City until such time all fees are paid.

*(See next page(s) for signature information)*

*(Please complete all below sections and indicate "Not Applicable (N/A)" as appropriate).*



# City of North Miami Beach, Florida

## Community Development Department Public Hearing Application

17050 NE 19<sup>th</sup> Ave. North Miami Beach, FL 33162 Tel: 305.948.2966 [nmbcomdev@citynmb.com](mailto:nmbcomdev@citynmb.com)

Property owner(s) signature(s):		Property owner(s) print name:	
Property owner(s) signature(s):		Property owner(s) print name:	
Property owner(s) signature(s):		Property owner(s) print name:	
Address(es):			
Telephone:	Fax:	Email:	
<b>NOTARIZATION</b>			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this _____ day of _____ 20__ by _____			
_____ (Signature of Notary Public - State of Florida)			
(Print, Type or Stamp Commissioned Name of Notary Public)			
<input type="checkbox"/> Personally Known OR <input type="checkbox"/> Produced Identification; Type of Identification Produced _____			

Contract Purchaser(s) Signature:		Contract Purchaser(s) Print Name:	
Contract Purchaser(s) Signature:		Contract Purchaser(s) Print Name:	



Address(es):

Telephone:	Fax:	Email:
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**NOTARIZATION**

STATE OF FLORIDA/COUNTY OF

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ 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 \_\_\_\_\_

Applicant(s)/Agent(s) Signature(s):	Applicant(s)/Agent(s) Print Name:
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Address(es):

Telephone:	Fax:	Email:
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**NOTARIZATION**

STATE OF FLORIDA/COUNTY OF

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ 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 \_\_\_\_\_



## Developmental Review Process Public Hearing Process Guide

Public Hearing Steps	Deadline and Submittal Date
<b>Pre-application Conference</b>	Please call the department to schedule a Pre-application meeting. Tel: (305) 948-2966
<b>Submittal for TRAD Meeting</b>	<p>Two weeks before the second Thursday of the month. Must include the following items:</p> <ul style="list-style-type: none"> <li>• Check made payable to the City of North Miami Beach for \$500.00 (Basic Filing Fee)</li> <li>• One (1) large set of the site plan, <b>signed and sealed</b> (24x36)</li> <li>• <b><u>If project is located in the MU (Mixed Use) Districts, two (2) large copies are required.</u></b> One large copy would be used for the TRAD Meeting and another set will be distributed to RMA Planning Consultants for further review. Site Plan Review fees by RMA Planning Consultants must be reimbursed.</li> <li>• Fifteen (15) sets of plans (11x17, three whole punch)</li> <li>• Fifteen (15) sets of the letter of intent for the project</li> <li>• Fifteen (15) of the most recent survey of the property</li> <li>• Fifteen (15) sets of the completed application</li> <li>• Two (2) CD-ROMs of all attached documents</li> <li>• All new development must have a <i>pre-submittal meeting</i> with Miami-Dade County's Fire Department to review site plan. All comments must be submitted prior to TRAD Meeting.</li> <li>• A traffic study must be conducted by a licensed traffic engineer in order to supply the City's Planning Consultants, Bell &amp; David, with the concurrency report. Please keep in mind that all fees associated with the concurrency report must be reimbursed.</li> </ul>
<b>TRAD Meeting Date</b>	Second Thursday of the month
<b>Continuing Application Meeting</b>	Meeting is required in order to verify that all comments and issues are addressed <b>before</b> continuing the Public Hearing process. Please call the department at (305) 948-2966 so that you can schedule a meeting to review all re-submittal work once such work has been completed. Please bring the following item:



	<ul style="list-style-type: none"> <li>One (1) large set of the <u>revised</u> site plan, <b>signed and sealed</b> (24x36)</li> </ul>
<b>Re-submittal for P&amp;Z Board</b>	<p><b>The following items must be re-submitted <u>after corrections have been verified at the Continuing Application Meeting and a P&amp;Z Board date has been assigned to the project:</u></b></p> <ul style="list-style-type: none"> <li>Check made payable to the City of North Miami Beach for \$500.00 (TRAD Review Fee)</li> <li>Please keep in mind that any applicant that brings forward a project in the MU Districts will need to reimburse RMA Planning Consultants for review fee.</li> <li>Fifteen (15) sets of plans (11x17, three whole punch)</li> <li>Three (3) sets of <b>gummed</b> mailing labels</li> <li>Fifteen (15) sets of the letter of intent for the project</li> <li>Fifteen (15) sets of the most recent survey of the property</li> <li>Fifteen (15) sets of the completed application</li> <li>One (1) CD-ROM of all attached documents including revised site plans</li> </ul>
<b>Scheduled Meeting to rehearse presentation</b>	One week before P&Z Meeting (see below)
<b>P&amp;Z Board Meeting Date</b>	Second Monday of the month
<b>Re-submittal for City Council</b>	<p><b>The following items must be re-submitted <u>two weeks before City Council:</u></b></p> <ul style="list-style-type: none"> <li>Check made payable to the City of North Miami Beach for \$500.00 (Site Plan Review Fee)</li> <li>Five (5) sets of plans (11x17, three whole punch)</li> <li>Five (5) sets of the letter of intent for the project</li> <li>Five (5) sets of the most recent survey of the property</li> <li>Five (5) sets of the completed application</li> <li>One (1) CD-ROM of all attached documents including revised site plans</li> <li>Additionally, applicant must reimburse the City at this time for all incurred mailing and advertising cost including: <ul style="list-style-type: none"> <li>— \$3.00 per mailing label</li> <li>— Actual cost of sign post fabrication and installation plus \$100.00</li> <li>— Actual cost of advertisement plus \$200.00</li> <li>— Concurrency Review fee if applicable</li> </ul> </li> </ul>



	<p><b>Note:</b> Please be advice that additional fees depend on the application request such as a variances, conditional, special use, etc. Please refer to the Land Development Fee Schedule and consult with Kimberly Marcellus for accurate amount.</p>
<p><b>City Council Meeting</b></p>	<p>First or third week of Tuesday of the month</p>
<p><b>After City Council</b></p>	<p>All applicant must reimburse the City at this time for all incurred mailing and advertising cost including:</p> <ul style="list-style-type: none"> <li>• \$3.00 per mailing label</li> <li>• Actual cost of sign post fabrication and installation plus \$100.00</li> <li>• Actual cost of advertisement plus \$200.00.</li> <li>• Concurrency Review fee if applicable</li> </ul> <p><b>Note:</b> Please be advice that additional fees depend on the application request such as a variances, conditional, special use, etc. Please refer to the Land Development Fee Schedule and consult with Kimberly Marcellus for accurate amount. Also, please be aware that all fees must be paid before the permitting process.</p>



## Minimum Site Plan Requirements Checklist

### SURVEY

1. Signed, sealed and dated within the last year.
2. Abstracted for right of way and easements.
3. Full Legal Description

### SITE PLAN

1. Title Block including project name and design professional's address and phone number
2. Scale (must be engineer's scale)
3. North indicator
4. Location map showing relationship to major arterials
5. Drawing and revision dates, as applicable
6. Full legal description
7. Site Plan Data Table
  - Current use of property and intensity
  - Land Use designation
  - Zoning designation
  - Water/wastewater service provider
  - Site area (sq. ft., net and gross acres)
  - Building footprint coverage
  - Residential development: number of dwelling units, type, floor area(s), bedroom mix, site density (gross and net)
  - Non-residential development: uses, gross floor area
  - Parking data: parking required (#), parking provided (#), loading zones, ADA spaces
  - Building height (expressed in feet above grade)
  - Structure length
  - Number of stories
  - Setback table (required vs. provided)
  - Vehicular use area (in sq.ft. & % of site)
  - Open space (in sq. ft. & % of site)
  - Landscape area (in sq. ft. & % of site)
8. Site Plan Features (graphically indicated)
  - Municipal boundaries (as applicable)
  - Zoning designation of adjacent properties with current use listed
  - Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts)
  - Waterway width, if applicable
  - Outline of adjacent buildings (indicate height in

- stories and approximate feet)
- Property lines (dimensioned)
- Building outlines of all proposed structures (dimensioned)
- Ground floor plan
- Dimension of grade at crown of road, at curb, sidewalk, building entrance, and finished floor elevation
- Dimension for all site plan features (ie., sidewalks, building lengths and widths, balconies, parking spaces, street widths, etc.)
- Mechanical equipment dimensioned from property lines
- Setbacks and building separations (dimensioned)
- Driveways, parking areas, pavement markings (including parking spaces delineated and dimensioned as well as handicapped spaces as applicable)
- On-site light fixtures
- Proposed ROW improvements (i.e. bus stops, curbs, tree plantings, etc.)
- Pedestrian walkways (including public sidewalks and on-site pedestrian paths)
- Project signage, location, shape and size
- Traffic control signage
- Catch basins or other drainage control devices
- Fire hydrants (including on-site and adjacent hydrants, show distances to structures)
- Fire Rescue Vehicle turning radii
- Easements (as applicable)
- Indication of any site or building design methods used to conserve energy and/or water.
- Indication of any site or building design methods used to incorporate the principles of Crime Prevention Through Environmental Design (CPTED)
- Location and method of screening of refuse stations, storage areas and off-street loading areas. (See city staff for dumpster diagram)
- Method maintaining any common or joint use area

### SITE DETAILS

1. Provide details of the following:
  - Ground floor elevation
  - Storefronts, awnings, entryway features, doors, windows
  - Fence/wall (measured from the finished grade of



- the abutting property or crown of adjacent street)
- Dumpster
  - Light fixtures
  - Balconies, railings
  - Trash receptacles, benches, other street furniture
  - Pavers, concrete, hardscape ground cover material

#### FLOOR PLANS

1. Delineate and dimension, indicating use of spaces
2. Show property lines and setbacks on all plans
3. Typical floor plan for multi-level structure
4. Floor plan for every level of parking garage
5. Roof plan

#### BUILDING ELEVATIONS

1. All building facades with directional labels (ie. North, South) and building names if more than one building
2. Dimensions, including height and width of all structures
3. Dimensions of setbacks and required setbacks from property lines
4. Dimension grade at crown of road, at curb, sidewalk, building entrance, and finished floor
5. Indicate architectural elements, materials and colors
6. Include proposed signage (will require separate building permit)

#### LANDSCAPE PLAN

(see Mixed-Use ordinances for additional landscaping requirements)

1. Site Plan information (in tabular form on plans)
2. Title block including project name and design professional's address and phone number (**Must be signed and sealed by a registered Landscape Architect**)
3. Scale (must be engineer's scale)
4. North indicator
5. Drawing and revision dates, as applicable
6. Landscape Plan Features (graphically indicated)
  - Property lines
  - Easements (as applicable)
  - Landscape areas with dimensions
  - All Existing trees and palms, must be adequate to calculate their species names and sizes, number, and canopy (indicate whether they are to remain, be relocated, or removed)

- Names and locations for all proposed trees, shrubs and groundcover, with quantities noted at each location
- Plant list (note species, sizes, quantities and any appropriate specifications)
- Site elements (buildings, parking areas, sidewalks, signs, fire hydrants, light fixtures, drainage structures, curbing, all utilities both above and below ground, sight vision triangles)
- Grading (swales, retention areas, berms, etc.)
- Show any required berms along right of way

#### PHOTOMETRIC PLAN

1. Foot-candle readings must extend to all property lines.
2. Note on plan stating that proposed lighting will be designed and installed so as to reflect the light away and prevent any glare or excessive light on any adjacent property.

#### SCHEMATIC ENGINEERING PLAN

1. Signed and Sealed by a Registered Engineer.
2. Proposed or existing utility easements and fire hydrants and distance to structures.
3. Location and method of stormwater retention or detention.
4. Schematic Engineering Plan Details:
  - Outline of plan to provide water, sewer, roads, and drainage for the project.
  - Utility Pipe Sizes (lengths, material and preliminary locations)
  - Roadway cross-section (width, depth of base and subgrade)
  - Typical sections across property lines
  - Offsite utility and roadway public infrastructure necessary to serve the site
  - Illustrate how first one (1) inch of rainfall will be retained onsite