



City of North Miami Beach, Florida

Community Development Department

Developmental Review Process, Submission Requirements & Public Hearing Process Guide

Public Hearing Steps	Deadline and Submittal Date
Pre-application Conference	Please call the department to schedule a Pre-application meeting. Tel: (305) 948-2966
Submittal for TRAD Meeting (See TRAD Submission and Meeting Date Scheduled on Planning & Zoning Webpage) Submission Fees: _____	Must include the following items: <ul style="list-style-type: none"> • Proof of City Lobbyist Registration from the City Clerk. • Fees. Check payable to the City of North Miami Beach. • Fifteen (15) sets of 11x17 Development Plans with Survey and Existing Plat of the property binded together. • Fifteen (15) sets of the letter of intent for the project. • Fifteen (15) sets of the completed application. • Fifteen (15) sets of the Concurrency Service Demand Analysis Form & Letter of Water & Sewer Availability from City or County. • One (1) DVD/USB of the entire application, plans, studies, etc. • Miami-Dade County Fire Department site plan review comments. • Any other documents, plans, studies identified from the Pre-Application Meeting.
TRAD Meeting Date	See submission deadlines and meeting schedule on the P&Z Division webpage.
Continuing Application Meeting	Meeting is required in order to verify that all comments and issues are addressed before continuing the Public Hearing process.
Re-submittal for P&Z Board (See P&Z Board Submission deadlines and Meeting Schedule on the P&Z Webpage) Outstanding Fees: _____	<ul style="list-style-type: none"> • TRAD Comment Response Letter (Must respond to each TRAD Comment) • Fees. Check for remaining fees identified on the project invoice such as cost recovery, advertising, and any additional application requests. • Fifteen (15) sets of the completed application. • Fifteen (15) sets of 11x17 Development Plans with Survey and Existing Plat of the property binded together. • Fifteen (15) sets of the letter of intent for the project. • Three (3) sets of gummed mailing labels. • One (1) CD/DVD/USB of the entire application, plans, studies, etc.
P&Z Board Meeting Date	(see P&Z Schedule on P&Z Division webpage)
City Commission Meeting	(See City Commission Schedule on P&Z Division webpage)
After City Commission	Prior to the issuance of a building permit, a check for the remaining fees identified on the project invoice such as cost recovery, advertising, and any additional application requests are due.