



# ***City of North Miami Beach, Florida***

## **COMMUNITY DEVELOPMENT DEPARTMENT**

### **APPLICATION FOR ADMINISTRATIVE WAIVER**

## **ADMINISTRATIVE WAIVER SUBMITTAL CHECKLIST**

- Fully completed application form with original signature
- Filing fee of \$250. If applicable, provide mailing labels and postage
- Proof of property ownership (such as title, warranty deed, articles of incorporation)
- Letter of authorization from the owner/applicant granting an agent authorization to represent the project
- 15 hard copies (1 copy of 24 inches X 36 inches and 15 copies of 11 inches X 17 inches, development plans, survey, and existing plat, application, letter of intent) and 2 electronic copies (electronically signed and sealed and on CD).
- Pre-Application Meeting to determine eligibility, plan requirements and documents.
- Requirements for plans and documents may be requested during the review of the application.
- Survey/Site Plan
  1. A certified boundary survey, drawn to scale 1" = 20', no more than one year old from the submittal date and extending to the center line of all adjacent streets, which specifies gross and net acreage or square footage
  2. Existing natural features, including trees and other vegetation and soils (unless provided as a separate page), etc.
  3. Existing buildings or other structures
  4. Existing recorded easements, NVAL lines, utilities and rights-of-ways. Any overhead lines must be noted.  
  1. Existing and proposed ground mounted electrical and mechanical equipment and screening
  2. Proposed fences and walls, including location, construction material, dimensions, setbacks, and height
  3. Existing and proposed utility lines, easements and adjacent rights-of-ways
  4. Existing and proposed light pole locations