



General information

Project Name: _____ Submission Date _____, 20__

Street Address(es) of the Property: _____

Proposed Use: _____

Project Planner(s): _____ (Leave blank for City Staff)

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 of Right of Way, Alleys, or Easements
- 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: _____

Property Folio Number(s): _____

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

- 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 Service Demand Analysis (prepared by applicant, separate document).
- Concurrency: Letter of Water & Sewer Availability from City or County.
- Department of Transportation Driveway Connection Permit
- Drainage Plan.
- Elevations.
- Encroachments plan.
- Environmental assessment.
- Landscape plan.
- Land use map (subject property outlined).
- Lighting plan.



- Liquor survey (for only review of location of lounge, bar, or package liquor store).
- Proof of City Lobbyist Registration.
- 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: _____

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).

Property owner(s) signature(s):	Property owner(s) print name:
---------------------------------	-------------------------------



City of North Miami Beach, Florida

Planning and Zoning Application

17050 NE 19th Ave. North Miami Beach, FL 33162 Tel: 305.948.2966 nmbcomdev@citynmb.com

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:
------------	------	--------

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 _____

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

Address(es):

Telephone:	Fax:	Email:
------------	------	--------



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:

Address(es):

Telephone:

Fax:

Email:

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, Submission Requirements & Public Hearing Process Guide

Public Hearing Steps	Deadline and Submittal Date
<p>Pre-application Conference</p>	<p>Please call the department to schedule a Pre-application meeting. Tel: (305) 948-2966</p>
<p>Submittal for TRAD Meeting</p> <p>(See TRAD Submission and Meeting Date Scheduled on Planning & Zoning Webpage)</p> <p>Submission Fees: _____</p>	<p>Must include the following items:</p> <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.
<p>TRAD Meeting Date</p>	<p>See TRAD submission, resubmission deadlines and TRAD meeting schedule on the P&Z Division webpage.</p>
<p>Continuing Application Meeting</p>	<p>Meeting is encouraged in order to verify with applicant that all comments and issues are addressed before continuing to the TRAD final sign off review.</p>
<p>Final TRAD Sign-Off Review</p>	<p>Provide updated electronic files with written responses for the TRAD committee to review and provide a final sign off. <i>(applicant should not submit hardcopies until the project planner provides the final sign-off review approval to move forward OR request additional comments that may require further plan revisions).</i></p> <ul style="list-style-type: none"> • TRAD Comment Response Letter (Must respond to each TRAD Comment) • Revised, Site Development Plan package, (all sheets including survey, plat, etc.) electronic download link on WeTransfer.com AND 1 (24x36) set. • Photometric 3D Renderings (as outlined in checklist) • All other revised documents, plans, studies, etc. based off of the TRAD Review Comments.
<p>Re-submittal for P&Z Board</p> <p>(See P&Z Board Submission deadlines and Meeting Schedule on the P&Z Webpage)</p>	<ul style="list-style-type: none"> • 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.



Outstanding Fees: _____	<ul style="list-style-type: none"> • Fifteen (15) sets of floor plans and elevations with façade renderings • Fifteen (15) sets of the letter of intent (LOI) for the project. • Fifteen (15) sets of the architectural design statement 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) A check for the remaining fees identified on the project invoice such as cost recovery, advertising, and any additional application requests are due.
City Commission Meeting	(See City Commission Schedule on P&Z Division webpage) A check for the remaining fees identified on the project invoice such as cost recovery, advertising, and any additional application requests are due.
After City Commission	Prior to the issuance of the approved site development plans and Resolution/Ordinance, a check for the remaining fees identified on the project invoice such as cost recovery, advertising, and any additional application requests are due.

Minimum Site Plan Requirements Checklist

DESIGN NARRATIVE

1. Provide a narrative of design that discusses the architectural and urban design concept and their relationship to the surrounding neighborhood and context within the City of North Miami Beach.

PLAT

2. Provide copy of existing or proposed plat for the subject property.

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

REGULATING PLANS

1. Provide site overlay on each of the regulating plans as required within the district.

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

3D MASSING AND SUN SHADOW STUDY

1. Provide graphics illustrating in 3D sun shadows at various times throughout the year.

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 stepbacks 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
 - Dimensions of area of ground floor storefronts (overall and transparent glazing) to determine compliance for minimum percentages.
 - Dimensions of area of ground floor window fenestration to determine compliance for minimum percentages.

PHOTOMETRIC 3D RENDERINGS

1. Provide minimum of (3) 3D renderings of the property indicating the following:
2. Ground level view from the primary frontage
3. Aerial view that best illustrates the general massing and character
4. Open space /outdoor amenity view that best illustrates the character of the open spaces/amenities provided for the project.

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



City of North Miami Beach Development Review Process

