



City of North Miami Beach, Florida

Community Development Department

17050 NE 19TH AVENUE
1ST FLOOR
NORTH MIAMI BEACH, FLORIDA 33162

MISCELLANEOUS APPLICATION REVIEW

Form must be completed and submitted to schedule a meeting with the Department.

REQUESTOR INFORMATION

PRIMARY CONTACT:	PHONE:	EMAIL:
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EMAIL ADDRESSES:

PROPERTY INFORMATION

PROJECT NAME (IF APPLICABLE):	
PROJECT ADDRESS/LOCATION:	FOLIO NUMBER:
SITE PLAN APPLICATION NUMBER:	PERMIT NUMBER:

REQUEST

Select one or more application requests. Please include any supporting plans, forms, or other documents with the request. Sheets 2 and 3 are required for modifications to agreements, unity of title, restrictive covenants, easement, or developing agreement requests. A completed application with fee paid shall be required prior to commencement of work. Additional fees may be required for independent engineering, planning, legal, technical, or environmental review as cost recovery for reviewing applications in accordance with Ordinance Section 24-170.

- | | |
|---|--|
| <input type="checkbox"/> Site Plan Expiration Extension
<input type="checkbox"/> Alcoholic beverage license application processing
<input type="checkbox"/> Interlocal Agreement Processing Fee
<input type="checkbox"/> Miami-Dade County sign processing
<input type="checkbox"/> Condominium conversion letter | <input type="checkbox"/> Restrictive covenants, easement, or developing agreement
<input type="checkbox"/> Modification or of restrictive covenants, easements, or development agreements and modifications of resolutions
<input type="checkbox"/> Unity of title or release of unity of title
<input type="checkbox"/> Appeal of administrative decision
<input type="checkbox"/> Other: _____ |
|---|--|

EXPLAIN THE NATURE OF THE REQUEST:

EXHIBITS OR PLANS ATTACHED:

Signature:	Date:
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City of North Miami Beach, Florida

Community Development Department

17050 NE 19TH AVENUE
 1ST FLOOR
 NORTH MIAMI BEACH, FLORIDA 33162
 PLANNING & ZONING DIVISION: (305) 354-4456

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:
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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 _____

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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NORTH MIAMI BEACH, FLORIDA 33162

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STATE OF FLORIDA/COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of

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(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:

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STATE OF FLORIDA/COUNTY OF

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_____ 20 _____ by

(Signature of Notary Public - State of Florida)

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Office Use Only

Request submitted on _____, 20__ via Regular Mail Email Office Drop off

Fee(s) Received Yes No Amount: \$_____ Check No. _____ Account No: _____

Received by: _____ Reviewed by: _____

Attach copy of letter and scan and insert all documents into Department computer file directory.

APPENDIX A LAND DEVELOPMENT FEE SCHEDULE

All applications shall be accompanied by an official filing fee which shall be used to defray expenses for administration, notices and advertisements. The following fees shall apply to all applications for rezonings, conditional uses, variances, site plan review or revisions, tentative and final plat applications, public right-of-way vacations, approval of extension requests, alcoholic beverage license requests, interlocal agreement requests, Miami-Dade County sign approval of requests, restrictive covenants, development agreements, unity of title, condominium conversion letter requests, zoning letter requests (with or without research), appeal of administrative decisions, special limited conditional use applications, developments of regional impact applications, concurrency review and comprehensive plan text, small scale or large scale amendments. Postage, public notice and advertising costs shall be added to all fees.

(A) Basic Filing Fee	\$500.00
(B) Rezoning Application	
(1) Applications involving property or uses proposed to be within single-family or two-family zoning districts	\$500.00
(2) Applications involving property or uses proposed to be within two multifamily, mixed use, or business zoning districts	\$1,500.00
(3) Request for continuance (by applicant)	\$100.00
(4) Planned Unit Development (PUD)	\$3,000.00 plus
(a) Per proposed dwelling unit	\$10.00
(b) Per proposed 1,000 square feet of non-residential gross floor area	\$20.00
(C) Conditional Use and Non-Use Variance Applications (Fees are per each variance or conditional use)	
(1) Applications involving uses within single-family or two-family zoning districts or represented by a condominium association filed before construction or proposed use is implemented or existing	\$250.00
(a) Request for continuance (by applicant)	\$100.00
(b) Request for rehearing	\$100.00
(2) Applications involving uses within single-family or two-family zoning districts or represented by an condominium association filed after construction or proposed use is implemented or existing	\$500.00
(a) Request for continuance (by applicant)	\$100.00
(b) Request for rehearing	\$100.00
(3) Applications involving uses within multifamily zoning districts filed before construction or proposed use is implemented or existing	\$800.00
(a) Request for continuance (by applicant)	\$100.00
(b) Request for rehearing	\$100.00
(4) Applications involving uses within all multifamily zoning districts filed after construction or proposed use is implemented or existing	\$1,600.00
(a) Request for continuance (by applicant)	\$100.00
(b) Request for rehearing	\$100.00
(5) Applications involving uses within the residential office, Fulford City Center, Planned Unit Development or all business zoning districts and	\$1,000.00

community facility districts filed before construction or proposed use is implemented or existing	
(a) Request for continuance (by applicant)	\$100.00
(b) Request for rehearing	\$100.00
(6) Applications involving uses within the residential office, Fulford City Center, Planned Unit Development or all business zoning districts and community facility districts filed after construction or proposed use is implemented or existing	\$2,000.00
(a) Request for continuance (by applicant)	\$100.00
(b) Request for rehearing	\$100.00
(D) Site Plan Review Applications	
(1) Residential Uses, excluding single-family or two-family zoning districts:	
(a) Ten dollars (\$10.00) for each dwelling unit, with a minimum fee of five hundred dollars (\$500.00).	
(2) Nonresidential Uses:	
(a) Ten dollars (\$10.00) for each one thousand (1,000) square feet of gross floor area, with a minimum fee if five hundred dollars (\$500.00).	
(3) Mixed Uses:	
(a) Ten dollars (\$10.00) for every one thousand (1,000) square feet of nonresidential gross floor area, with a minimum fee of five hundred dollars (\$500.00).	
(b) Ten dollars (\$10.00) for each dwelling unit, with a minimum fee of five hundred dollars (\$500.00).	
(4) Site Plan Revisions:	
(a) Minor	\$400.00
(b) Major	\$3,000.00
(5) Technical Review of Applications for Development (TRAD), applicable to all administrative requests	\$500.00
(E) Miscellaneous Request	
(1) Plat Approval:	
(a) Tentative plat	\$3,000.00 plus \$10.00 per lot
(b) Final plat	\$500.00 plus \$10.00 per lot
(2) Request to vacate street, alley, easement or other public place	\$2,000.00
(3) All zoning, site plan and/or variance extension requests:	
(a) Applicant request	\$100.00
(1) All additional extension requests	100.00/ per extension
(b) All extension fees are non-waivable and nonrefundable	
(c) All extension requests may be extended administratively for good cause for six (6) month intervals by the City Manager or designee upon the payment of the appropriate fee. Such extension must be administratively documented and filed with the appropriate	

department	
(4) Alcoholic beverage license application processing	\$200.00
(5) Interlocal Agreement Processing Fee	\$250.00
(6) Miami-Dade County sign processing	\$50.00
(7) Condominium conversion letter	\$100.00
(8) Zoning verification letter	\$100.00
(9) Zoning letter with research	\$100.00 plus \$50.00 per hour
(10) Restrictive covenants, easement, or developing agreement	\$500.00
(11) Modification or of restrictive covenants, easements, or development agreements and modifications of resolutions	\$500.00
(12)Unity of title or release of unity of title	\$100.00
(13) Appeal of administrative decision	\$100.00
(F) Special Limited Conditional Use	\$4,000.00
(G) Comprehensive Plan and Land Development Code Amendments	
(1) Text amendments	\$3,000.00
(2) Small scale future land use map amendments	\$750.00
(3) Large Scale Future land use map amendments	\$3,000.00
(4) Land Development Code Text Amendments	\$750.00
(H) Developments of Regional Impact	\$5,000.00 minimum, plus
(1) Residential will be charged \$0.075 per sq. of GFA	
(2) Nonresidential or mixed use will be charged \$0.10 per sq. ft. GFA	
(3) Substantial change will be charged \$0.075 per sq. ft. of change, minimum fee is \$1,500.00	
(I) Notice/Advertising	
(1) Actual costs associated with published notices shall be borne by the applicant for Land Use Plan Amendments and Rezonings. These costs shall be:	
(a) Actual cost of newspaper ads, plus \$200.00; plus	
(b) \$3.00 per label, \$100.00 minimum, for noticing all property owners within 500 feet of the subject property	
(c) Actual cost of public notice sign fabrication and installation, plus \$100.00 per sign.	
(J) Concurrency Review	\$300.00
(1) Applicant may be required to submit additional impact studies to the City prior to the review process at the applicant's expense	
(2) Plus all costs of City's consultant's fees to review and report on the applicant's submittal, and all revisions.	