

APPLICATION FOR ADMINISTRATIVE SITE PLAN REVIEW
(RESIDENTIAL)

GENERAL INFORMATION

The following items must be submitted to the Zoning Administrative Review Section for review of proposed Multi-family, Townhouse, Zero Lot Line, RU-1M(a), RU-1M(b), Cluster and Hotel developments:

- 1 copy of application (attached)
- 1 set of plans (site, landscaping, floor plans, typical lot layout, elevation) Provide CD of plans & application (see instruction for format)
- 1 set of plans not to exceed 8½" x 11" in size
- 1 copy of legal description
- Fee (See fee schedule attached)

The Site Plan must contain a complete legend (Ask for the standardized legend for your type of development at the Zoning Hearings Counter). Landscape plans must be accompanied by a Landscape Legend and a signed Certificate of Compliance (See Attached).

The plan will be reviewed by the Department of Planning and Zoning, Public Works Department and DERM for compliance with zoning regulations and for compliance with site plan review criteria. Applicants will be notified of required revisions or corrections to the plan within 15 days from the date of submission. Revised plans, once received, will again be reviewed by all departments, and if approved will proceed to the Zoning Land Use Development Division Chief for further staff review and final review resulting in written approval or denial of the plan.

An appointment is required to submit the application when your site plan review application is complete and ready to submit. Please call the Zoning Administrative Review Section at (305) 375-2640 and schedule an appointment to submit the ASPR application.

APPLICATION FOR ADMINISTRATIVE SITE PLAN REVIEW
(Residential)

S _____ T _____ R _____

FOLIO NUMBER: _____

Received Stamp

(1) APPLICANT'S NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____

(2) PROPERTY OWNER'S NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____

(3) CONTACT PERSON NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____ E-MAIL: _____

(4) NAME OF PLAN _____

NO. OF SHEETS _____

PREPARED BY _____

DATE OF PLAN _____

NUMBER OF UNITS _____

(5) DEVELOPMENT TYPE: _____

ADDRESS OR LOCATION OF PROPERTY:

(6) SIZE OF PROPERTY: _____

(7) LEGAL DESCRIPTION OF PROPERTY:

(8) ZONING DISTRICT: _____

