

## APPLICATION FOR ADMINISTRATIVE SITE PLAN REVIEW (URBAN CENTER DISTRICT)

### GENERAL INFORMATION

The following items must be submitted to the Administrative Review Section for review of proposed Mixed-Use developments in the Urban Center District:

- 1 copy of application (attached)
- 3 sets of plans 24' X 36' in size (site, landscaping, floor plans, typical lot layout, elevation) & CD with plans & docs (PDF format, layered plans must be flattened)
- 1 copy of legal description
- 1 copy of current valid survey
- 1 copy of Pre-Application Letter (if applicable)
- Fee (See fee schedule attached)

The Site Plan must contain a complete legend. Landscape plans, accompanied by a Landscape Legend and a signed Certificate of Compliance, along with floor plans, elevations and typical lot layout (See Attached).

The plan will be reviewed by the Department of Regulatory and Economic Resources: Development Services, Platting and Traffic Review, Division of Resources Management (DERM), and Fire Department and for compliance with zoning regulations and for compliance with site plan review criteria and other requirements. Applicants will be notified by the Planner of required revisions or corrections to the plan within 21 days from the date of submission. Revised plans, once received, will again be reviewed by all departments, and if approved will proceed for further staff review and final review resulting in written approval or denial of the plan.

- FIRE RESCUE DEPARTMENT reviews and comments on applications. Call (786) 331-4540 to obtain information required for proper plans review by this department.
- AVIATION DEPARTMENT reviews and comments on applications located within certain areas of all airports located in Miami-Dade County. Additional fees will be assessed for applications exceeding certain height thresholds. Call (305) 876-0479 for information on height thresholds.

**FEES:** Be advised that a fee is required for DERM and for the Public Works Department (See attached fee schedule).

An appointment is required to submit the application when your site plan review application is complete and ready to submit. Please call **(305) 375-2842** to schedule an appointment to submit the ASPR application.

**APPLICATION FOR ADMINISTRATIVE SITE PLAN REVIEW**  
**(Urban Center District)**

S \_\_\_\_ T \_\_\_\_ R \_\_\_\_

Folio Number: 30-\_\_\_\_\_

Received Stamp

(1) Applicant's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ E-mail: \_\_\_\_\_

(2) Property Owner's Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ E-mail: \_\_\_\_\_

(3) Contact Person Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_ E-mail: \_\_\_\_\_

(4) Name of Plan: \_\_\_\_\_  
No. of Sheets: \_\_\_\_\_  
Prepared by: \_\_\_\_\_  
Date of Plan: \_\_\_\_\_  
Number of Units: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

(5) Area of UCD Development: ☐ Bird Road ☐ Cutler Ridge ☐ Downtown Kendall  
☐ Goulds ☐ Leisure City ☐ Model City  
☐ Naranja ☐ North Central ☐ Ojus  
☐ Palmer Lake ☐ Perrine ☐ Princeton

(6) Size of Property: \_\_\_\_\_  
Development Type: \_\_\_\_\_  
Address or Location of Property: \_\_\_\_\_  
\_\_\_\_\_

(7) Legal description of Property: \_\_\_\_\_  
\_\_\_\_\_

## APPLICANT'S AFFIDAVIT

The Undersigned, first being duly sworn depose that all answers to the questions in this application, and all supplementary documents made a part of the application are honest and true to the best of (my)(our) knowledge and belief. (I)(We) understand this application must be complete and accurate before the application can be submitted.

\*\*\*\*\*

### OWNER OR TENANT AFFIDAVIT

(I)(WE), \_\_\_\_\_, being first duly sworn, depose and say that (I am)(we are) the ☐ owner ☐ tenant of the property described and which is the subject matter of the application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Sworn to and subscribed to before me  
this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Notary Public:\_\_\_\_\_  
Commission Expires:\_\_\_\_\_

\*\*\*\*\*

### CORPORATION AFFIDAVIT

(I)(WE), \_\_\_\_\_, being first duly sworn, depose and say that (I am)(we are) the ☐ President ☐ Vice-President ☐ Secretary ☐ Asst. Secretary of the aforesaid corporation, and as such, have been authorized by the corporation to file this application; and that said corporation is the ☐ owner ☐ tenant of the property described herein and which is the subject matter of the proposed application.

Attest:\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Office Held

(Corp. Seal)

Sworn to and subscribed to before me  
this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Notary Public:\_\_\_\_\_  
Commission Expires:\_\_\_\_\_

\*\*\*\*\*

### PARTNERSHIP AFFIDAVIT

(I)(WE), \_\_\_\_\_, being first duly sworn, depose and say that (I am)(we are) partners of the hereinafter named partnership, and as such, have been authorized to file this application; and that said partnership is the ☐ owner ☐ tenant of the property described herein which is the application.

By \_\_\_\_\_ %  
By \_\_\_\_\_ %

\_\_\_\_\_  
(Name of Partnership)  
By \_\_\_\_\_ %  
By \_\_\_\_\_ %

Sworn to and subscribed to before me  
this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Notary Public:\_\_\_\_\_  
Commission Expires:\_\_\_\_\_

\*\*\*\*\*

### ATTORNEY AFFIDAVIT

I, \_\_\_\_\_, being first duly sworn, depose and say that I am a State of Florida Attorney at Law, and I am the Attorney for the Owner of the property described and which is the application.

\_\_\_\_\_  
Signature

Sworn to and subscribed to before me  
this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Notary Public:\_\_\_\_\_  
Commission Expires:\_\_\_\_\_

**OWNERSHIP AFFIDAVIT  
FOR  
CORPORATION**

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_  
\_\_\_\_\_ hereinafter the Affiant(s), who being first duly sworn by me, on  
oath, deposes and says:

1. Affiant is the president, vice-president or CEO of the Corporation, with the following address:  
\_\_\_\_\_  
\_\_\_\_\_
2. The Corporation owns the property which is the subject of the application.
3. The subject property is legally described as:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Affiant is legally authorized to file this application.
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding any zoning approval granted.

**Witnesses:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Affiant's signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Sworn to and subscribed before me on the \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Affiant is personally known to me or has produced \_\_\_\_\_  
as identification.

Notary

(Stamp/Seal)

Commission Expires:

**OWNERSHIP AFFIDAVIT  
FOR  
INDIVIDUAL**

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_, hereinafter the Affiant, who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the fee owner of the property that is the subject of the application.

2. The subject property is legally described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding any zoning approval granted.

**Witnesses:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Affiant's signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
. Affiant is personally known to me or has produced \_\_\_\_\_ as  
identification \_\_\_\_\_.

Notary

(Stamp/Seal)

Commission Expires:

### DISCLOSURE OF INTEREST\*

If a CORPORATION owns or leases the subject property, list principal stockholders and percent of stock owned by each. [Note: Where principal officers or stockholders consist of other corporation(s), trust(s), partnership(s) or other similar entities, further disclosure shall be made to identify the natural persons having the ultimate ownership interest].

CORPORATION NAME: \_\_\_\_\_

<u>NAME AND ADDRESS</u>	<u>Percentage of Stock</u>
_____	_____
_____	_____
_____	_____
_____	_____

If a **TRUST** or **ESTATE** owns or leases the subject property, list the trust beneficiaries and the percent of interest held by each. [Note: Where beneficiaries are other than natural persons, further disclosure shall be made to identify the natural persons having the ultimate ownership interest].

TRUST/ESTATE NAME \_\_\_\_\_

<u>NAME AND ADDRESS</u>	<u>Percentage of Interest</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If a PARTNERSHIP owns or leases the subject property, list the principals including general and limited partners. [Note: Where the partner(s) consist of another partnership(s), corporation(s), trust(s) or other similar entities, further disclosure shall be made to identify the natural persons having the ultimate ownership interests].

PARTNERSHIP OR LIMITED PARTNERSHIP NAME: \_\_\_\_\_

<u>NAME AND ADDRESS</u>	<u>Percentage of Ownership</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If there is a **CONTRACT FOR PURCHASE**, by a Corporation, Trust or Partnership list purchasers below, including principal officers, stockholders, beneficiaries or partners. [Note: Where principal officers, stockholders, beneficiaries or partners consist of other corporations, trusts, partnerships or other similar entities, further disclosure shall be made to identify natural persons having the ultimate ownership interests].

NAME OF PURCHASER: \_\_\_\_\_

<u>NAME, ADDRESS AND OFFICE</u> (if applicable)	<u>Percentage of Interest</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date of contract: \_\_\_\_\_

If any contingency clause or contract terms involve additional parties, list all individuals or officers, if a corporation, partnership or trust.

_____	_____
_____	_____
_____	_____
_____	_____

**NOTICE:** For any changes of ownership or changes in purchase contracts after the date of the application, but prior to the date of zoning approval, a supplemental disclosure of interest is required.

The above is a full disclosure of all parties of interest in this application to the best of my knowledge and belief.

**Signature:** \_\_\_\_\_  
(Applicant)

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. Affiant is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
(Notary Public)

My commission expires: \_\_\_\_\_

\*Disclosure shall not be required of: 1) any entity, the equity interests in which are regularly traded on an established securities market in the United States or another country; or 2) pension funds or pension trusts of more than five thousand (5,000) ownership interests; or 3) any entity where ownership interests are held in a partnership, corporation or trust consisting of more than five thousand (5,000) separate interests, including all interests at every level of ownership and where no one (1) person or entity holds more than a total of five per cent (5%) of the ownership interest in the partnership, corporation or trust. Entities whose ownership interests are held in a partnership, corporation, or trust consisting of more than five thousand (5,000) separate interests, including all interests at every level of ownership, shall only be required to disclose those ownership interest which exceed five (5) percent of the ownership interest in the partnership, corporation or trust.

## INSTRUCTION SHEET FOR PREPARER OF LANDSCAPE/IRRIGATION PLAN

Attached is a copy of the landscaping compliance/certification letter required to be submitted for initial plan's review and certification for final inspection.

**PROFESSIONAL PREPARER:** Please transfer entire copy onto your letterhead, in the format provided, fill in the necessary information and submit as required.

**OWNER/BUILDER:** Please complete the attached certification letter and submit as required.

Your attention and cooperation are appreciated.



Owner/Corp.

# OWNER'S STATEMENT OF LANDSCAPE COMPLIANCE

PROCESS NUMBER \_\_\_\_\_

I/We hereby certify that as owner/agent for owner of Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision  
name \_\_\_\_\_, P.B. \_\_\_\_\_ Page \_\_\_\_\_, (or metes and bounds)  
legal description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Located at (address) \_\_\_\_\_, that the  
landscaping/irrigation plans being submitted comply with the requirements of Chapter 18A (Landscape  
Code) and that the species, as shown are in compliance with those approved by Miami-Dade County  
and that none of the species were selected from the "prohibited species" list. Further, if an automatic  
sprinkler system is being provided it, too, complies with the requirements of the ordinance as to type of  
heads, spray system, location, etc.

I/We further certify that I/we am/are authorized under Chapter 481, Florida statutes to prepare and  
submit this landscaping/irrigation plan.

Owner's Signature \_\_\_\_\_

Agent's Signature/Title \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name of Corporation (Owner) \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged, before me this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_ by \_\_\_\_\_, of \_\_\_\_\_  
a \_\_\_\_\_ corporation, on behalf of the corporation.  
He/She is personally known to me or has produced \_\_\_\_\_ as  
identification and did/did not take an oath.

Witness my signature and official seal this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_ in the County and State aforesaid, the date and year last aforesaid.

Notary Public \_\_\_\_\_

Print Name \_\_\_\_\_

## PROFESSIONAL PREPARER'S STATEMENT OF LANDSCAPING COMPLIANCE

PROCESS NUMBER \_\_\_\_\_

Legal description: Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision \_\_\_\_\_  
 P.B. \_\_\_\_\_, Page \_\_\_\_\_, Development name \_\_\_\_\_  
 Located at (address) \_\_\_\_\_

I/We hereby certify that the landscaping plan being submitted for this zoning hearing complies with the requirements of Chapter 18A (Landscape Code) as to species, height, trunk width and location at time of planting, and that the species as shown are in accordance with the accepted species approved by Miami-Dade County and that none of the species were selected from the "Prohibited Species" list.

Additionally automatic sprinkler system (if applicable) comply with requirement of said ordinance as to type of heads; spray system, location, etc.

I/We further certify that I/we am/are authorized under Chapter 481, Florida statutes to prepare and submit this landscaping/irrigation plan.

Seal:

\_\_\_\_\_  
Professional Preparer's Signature\_\_\_\_\_  
Print Name

STATE OF \_\_\_\_\_  
 COUNTY OF \_\_\_\_\_

I, an officer authorized to take acknowledgments, according to the law and duly qualified and so acting, do hereby certify that on this date appeared before me \_\_\_\_\_  
 to me known to be the person described in and who executed the foregoing instrument and he/she acknowledged to me the execution thereof to be his/her free act and deed for the uses and purposes therein mentioned;

Witness my signature and official seal this \_\_\_\_\_ day of \_\_\_\_\_  
 \_\_\_\_\_ in the County and State aforesaid, the date and year last aforesaid.

\_\_\_\_\_  
Notary Public\_\_\_\_\_  
Print Name



PROFESSIONAL PREPARER'S STATEMENT OF LANDSCAPING COMPLIANCE

PROCESS NUMBER \_\_\_\_\_

Legal description: Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision \_\_\_\_\_  
P.B. \_\_\_\_\_ Page \_\_\_\_\_, Development name \_\_\_\_\_  
Located at (address) \_\_\_\_\_

I/We hereby certify that the landscaping plan being submitted for this zoning hearing complies with the requirements of Chapter 18A (Landscape Code) as to species, height, trunk width and location at time of planting, and that the species as shown are in accordance with the accepted species approved by Miami-Dade County and that none of the species were selected from the "Prohibited Species" list.

Additionally automatic sprinkler system (if applicable) comply with requirement of said ordinance as to type of heads, spray system, location, etc.

I/We further certify that I/we am/are authorized under Chapter 481, Florida statutes to prepare and submit this landscaping/irrigation plan.

Seal:

\_\_\_\_\_  
Professional Preparer's Signature

\_\_\_\_\_  
Print Name

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
by \_\_\_\_\_, of \_\_\_\_\_  
a \_\_\_\_\_ corporation, on behalf of the corporation.  
He/She is personally known to me, or has produced \_\_\_\_\_ as  
identification and did/did not take an oath.

Witness my signature and official seal this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_ in the County and State aforesaid, the date and year last aforesaid.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

**FEE SCHEDULE  
ADMINISTRATIVE SITE PLAN REVIEW FOR  
URBAN CENTER DISTRICT**

Z707	Basic Fee	\$2,201.63
Z705	Number of Units (\$366.94 per 15 units or portion thereof)	
Z708	Size of Property (\$880.65 per 10 acres or portion thereof)	_____
Z709	Size of Buildings (\$293.55 per 5,000 sq. ft. or portion thereof)	_____
Z109	DERM	\$250.00
Z119	PUBLIC WORKS	\$250.00
Z120	FIRE	\$190.00
Z060	Web Document Fee	\$77.25
	<b>Subtotal</b>	_____
CN02	6% Concurrency Fee	_____
	8% Surcharge	_____
	<b>Total \$</b>	_____

**REVISIONS:**

**First revision at no charge**

Z711	Revision \$880.65 (per subsequent revised 8% Surcharge)	_____ _____
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**NOTE: 8% surcharge will be added to all fees except DERM and concurrency.**