

ZONING HEARING PREFILING APPOINTMENT AND REVIEW INFORMATION

APPOINTMENTS: Call 305-375-2640 to schedule a pre-filing review appointment and then a filing appointment with a Zoning Development Specialist. Community Zoning Appeals Boards hear almost all zoning items. To determine which Community Zoning Appeals Board has jurisdiction in your area, you can log onto our Internet site at www.miamidade.gov/planzone and click on Meetings & Hearings and then Community Councils. Scroll down to maps.

SUBMITTALS OF ALL PLAN REVISIONS OR ANY OTHER REVISIONS REQUIRE AN APPOINTMENT. NO DROP-OFFS WILL BE ACCEPTED. CALL (305) 375-2640 TO SCHEDULE AN APPOINTMENT.

IMPORTANT NOTE: Incomplete applications will not be accepted. you are strongly encouraged to make a pre-filing appointment with a Zoning Development Specialist to review your zoning hearing application to provide you with full information, to check for completeness and to review your plans and provide feedback to you for plan modifications prior to filing. Once complete, the hearing application may only be submitted during the filing periods: The 1st & 3rd Monday of each month and the following Tuesdays by appointment only. The following Wednesdays are available for filing on a wait-in-line, first-come-first-served basis. Make your appointments to file your hearing application in advance.

REVIEWS: The following departments will review all applications to be heard before the Community Zoning Appeals Board, the Board of County Commissioners or a municipality. You need to contact DERM, Public Works, Fire Department and Aviation early in the process or prior to filing for a review of your application/plans to ensure that your application will not be held up pending additional information, documentation or changes which may be needed by either of these offices. All applicable departments must provide comments prior to recommendation. Hearings will not be scheduled until the recommendation has been completed.

ZONING EVALUATION - 11th Floor; To Request Pre-Evaluation for your zoning hearing, fill in the request form. Print form from website www.miamidade.gov/planzone/ and fax to 305-679-7548 or call (305) 375-2566. Allow 1 week.

PLANNING DIVISION - 12th Floor Department of Planning and Zoning (305) 375-2810
Contact: Frank M^cCune in the Metropolitan Division for a determination of Master Plan consistency.

PUBLIC WORKS REVIEW - 14th Floor Public Works Dept. Contact Leo Rodriguez at (305) 375-2115. The Zoning Review Section for information regarding street dedication requirements prior to completion of your plans. Additionally be advised that your hearing will not proceed for recommendation until this Department has cleared concurrency review and comments have been received. **Day Care Centers & Schools** may require a traffic study. Contact Ricardo Gavilan or Harvey Bernstein at (305) 375-2030 for a determination.

D.E.R.M. (Department of Environmental Resources Management) (305) 372-6503 or (305) 372-6502
701 N.W. 1st Court – Suite 2-129; Contact: Enrique Cuellar. Be advised that your hearing will not proceed for recommendation until DERM has reviewed & cleared it for all aspects of Chapter 24. If your proposed business use requires EQCB approval, please apply for and obtain approval prior to filing for zoning hearing.

ZONING INFORMATION: Researching the current zoning of your site and obtaining the history of all prior hearings on the property will assist you in preparing your hearing application. Contact the **Planning and Zoning Information Center** on the 12th Floor for copies of all Resolutions and/or Agreements that apply to the subject site. (Department of Planning and Zoning) (305) 375-1806 or (305) 375-1807.

SCHOOL BOARD REVIEW: Required for any residential requests increasing density and any liquor use with spacing issues from schools. Contact: Corina Esquijarosa at: 305-995-4899.

PARK & RECREATION REVIEW: Park & Recreation Dept. (305) 755-7812; 275 N.W. 2 Street, Ste. 430; Contact: Randy Koper; Required for residential applications over 50 units including EU-, RU-, PAD & TND zoning districts not lying within municipalities.

FIRE REVIEW: Fire Dept. (786) 331-4542; 9300 N.W. 41st Street; Contact: Guillermo Castillo; Planning Section. Required on All applications.

AVIATION REVIEW: Aviation Dept. (305) 876-8080; P. O. Box 025504, Miami, FL 33101-5504; Contact: Jose Ramos, Chief of Aviation Planning; Required on applications located in an airport height and land use restricted zone and other certain height thresholds.