



# **Pre-application Workshop**

**July 21, 2014**

# Pre-application Process

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# Pre-application process in other places

- Other municipalities in Miami-Dade County
  - Miami Beach
  - North Miami Beach
- Other examples in the State
  - Sarasota
  - Pinellas County
- Other examples in the Nation
  - New York, NY
  - Portland, OR
  - Pittsburgh, PA

# What is a Pre-application Meeting?

- A part of an applicants due diligence process
- An opportunity for an applicant and staff from all County reviewing agencies to meet and discuss a proposed development, prior to submitting a formal application
- A time for applicants to ask questions regarding standards and regulations



# Why a pre-application meeting?

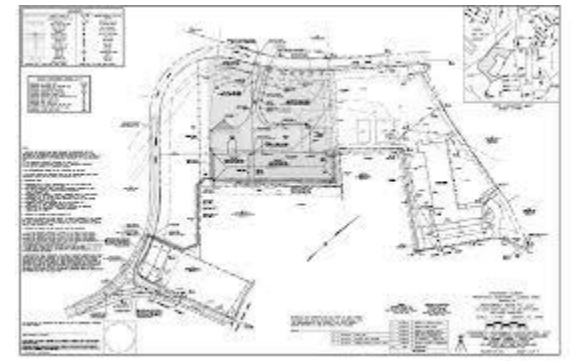
- To improve the development review process
- For accountability by both the development community and County staff
- Affords an applicant the opportunity to meet with all reviewing agency staff simultaneously
- Applicant receives input from all reviewing agencies and pertinent information for the submittal of a complete formal zoning application
- To reduce the need for multiple submittals during the formal hearing review process and to get a development approval expeditiously



# What type of Applications?

Pre-application will be required for the following:

- **All** Developmental Impact Committee(DIC)
- Administrative Site Plan Review (ASPR)
- Modification to Resolution and/or Covenant, if in conjunction with a Site Plan
- Public hearings, except individual single-family residential lots and others as determined by Development Services



# When are meetings?

- Meetings will be every Thursday
- Meetings will be scheduled between 2:00 and 4:30
- Each meeting will be 30 minutes in duration
- Applications must be received at least 5 working days prior to the desired Thursday meeting date





# What do I submit?

- A. Pre-Application Meeting Request Form
- B. Written Statement
- C. Prior Zoning Approvals
- D. Proposed Site Plan
- E. Traffic Information
- F. Any questions and issues to be discussed at the meeting





# What happens at the Pre-Application Meeting?

- Applicant will present an overview of the proposed development
- A representative from reviewing agencies will be present at the pre-application meeting
- Applicants can ask questions of staff
- Applicant will be provided with checklists and comments relevant to the proposed development
- Comments and checklist will be complete at time of pre-application meeting; however, they may be revised as a result of the meeting



# Next Steps

- After the Pre-Application meeting, a formal letter with all agency comments, checklists and contact information will be provided to the applicant within 2 business days
- If necessary the applicant may schedule additional meetings with any reviewing agency



- File a formal zoning application, be sure to include all pre-application documents

**Shorten the development  
review time, while  
improving the quality of  
the review by professional  
staff**





**First Pre-Application Meetings  
Thursday, September 18, 2014**

**Pre-application submittal due no  
later than Wednesday,  
September 10, 2014**





**Questions/Comments/Suggestions**



**For more information, please visit us online at:**  
**[www.miamidade.gov/zoning](http://www.miamidade.gov/zoning)**

**Or Call:**  
**Department of Regulatory and Economic Resources**  
**Development Services**  
**305-375-2842**

**Submit comments and suggestions to:**  
**[dpnz@miamidade.gov](mailto:dpnz@miamidade.gov)**