

Administrative Site Plan Review

Miami-Dade County Department of Regulatory and Economic Resources
Development Services Division



Pre-Application

Applicants are required to attend a pre-application meeting prior to filing for an Administrative Site Plan Review (ASPR). During the pre-application process, you will be given information on the ASPR process and review plans for deficiencies. At the time of submittal of your formal application, you are required to provide your assigned pre-application number and package that includes the letter indicating you have completed a pre-application meeting. For assistance with scheduling a pre-application meeting, please call 305- 375-2640 for more information.

Filing

In Person Applications may be filed in person with the Application Intake Section of the Miami-Dade County Department of Regulatory and Economic Resources, located on the 11th floor of the Stephen P. Clark Center, 111 NW First Street. Appointments are needed to file an application and can be scheduled between 9 a.m. and 3 p.m., Monday - Friday. To schedule an appointment, please call 305-375-2640.

Online Applications may be filed online at https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home First time users will need to create an account. The same information and materials required when filing in person are required to be submitted online.

Appointments

Applicants may meet with staff prior to filing to obtain information on the administrative site plan review process and filing requirements, to go over completed applications and forms, and to review plans. It is important to ensure applications are complete and in order at the time of filing. Appointments are needed for pre-filing meetings and can be scheduled between 9 am and 3 pm, Monday - Friday. To schedule an appointment, please call 305-375-2842.

File Processing Steps

Applications are reviewed within 21 days of being deemed complete. If the submitted plans do not meet the zoning district regulations, a deficiency letter will be issued, and the applicant must revise their plans. Once a deficiency letter is issued, the file will be placed on hold until the applicant addresses outstanding deficiencies. The first resubmittal is free and subsequent submittals, may require additional review fees. Applications that are dormant for 120 days will be assessed an extension fee to keep the file active. *Note: Expedite applications will be reviewed within 7 days of being deemed complete.*

Department Reviews

Other County agencies review applications and are expected to provide written comments within 21 days of receipt of the application to avoid delays in processing the application (or seven days for expedite applications). For information related to other County agency reviews, please contact them directly.

- RER – Division of Environmental Resources Management 305-372-6764
- RER – Platting and Traffic Review Section 305-375-2141
- Department of Transportation and Public Works – Traffic Engineering 305-375-2030
- Miami Dade Fire Rescue Department - Planning Section 786-331-4540
- Miami Dade Aviation 305-876-0479
- Parks, Recreation and Open Spaces 305-755-7997

Questions

Applicants with questions related to filing an application, or the site plan review process, should call the Application Intake Section at 305-375-2640. For a more detailed explanation of the zoning review procedures, call Voice Response Line at 305-591-7966 and direct dial 1-4-1 (for English) or 2-4-1 (for Spanish), pausing between numbers.

General information on zoning requirements, prior zoning hearing history, Declaration of Restrictions, Unities of Title and related zoning criteria is available at the Zoning Information Section, 11th Floor, Stephen P. Clark Center, 111 NW 1 Street or by calling 305-75-1806 or 305-375-1807.

Applicant's Checklist

The following items must be submitted with any zoning hearing application:

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- Pre-application letter and attachments.
 - Letter of Intent, detailing the proposed project. If you are seeking a reasonable accommodation under the Americans with Disabilities Act or the Fair Housing Act, you may indicate this in your letter of intent.
 - Application filled out completely and properly executed. (Folio numbers are mandatory).
 - Ownership affidavit(s).
 - Disclosure of Interest, if the owner, applicant or contract purchaser is a corporation, partnership, trustee.
 - Copy of executed lease for one year or more, if applicant is a lessee.
 - Owner's Sworn-to-Consent form signed by the owner-of-record of the property, giving lessee permission to file for the hearing if applicant is a lessee.
 - One (1) folded standard set of plans as described below and an electronic version in flattened PDF format. Flattened PDFs are documents that do not have mark up or layers of any kind:
 - Title Block: Plans must contain a Title Block identifying the project, name, title and address of person who prepared the plan, date prepared, and scale used.
 - Zoning Legend: All plans must contain a complete zoning data legend.
 - Site Plans (must show entire property and all dimensions measured to centerline of the streets, sizes and uses of existing and proposed buildings, spacing, setback distances, typical parking spaces, driveway and walkway widths, etc. A complete zoning legend, showing data calculations for the site, must also be shown on the plan).
 - Floor Plans (must identify all rooms, indicate dimensions of each and show internal connectivity).
 - Building Elevations (drawing must show number of stories and height to top of roof, type of window and wall finishes).
 - Landscape Plans (including Landscape Legend and Certificate acknowledging compliance with the Landscape Ordinance). A tree survey is required if the lot contains existing trees and the survey must show the caliper and height of all existing trees.
 - Boundary Survey (signed and sealed required with every application, **not older than 1 year**. Must show all structures, rights-of-way, etc. and any municipal boundary, if any).
 - Special Purpose survey for spacing radius of group homes and other similar uses (radius to be determined).
 - Lake Excavation Plans (prepared and sealed by a Florida surveyor or engineer, showing perimeter dimensions, deep cut line, cross sections and slope descriptions).
 - Legal description - must be accurate; and if lengthy, to be submitted in Microsoft Word format via e-mail, CD or other digital media, in addition to printed (hard) copy.
 - School Checklist - required for all day care centers and schools. In addition, the checklist must also be incorporated into the site plan.
 - Signage Plans: Show sign detail including sign dimensions, height and setback distance.
 - Application fees - the fees paid at time of filing may not be the total cost of the application. Application fees will be calculated at time of the pre-application.
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Administrative Site Plan Review Application

Miami-Dade County Department of Regulatory and Economic Resources
Development Services Division

Expedite

Pre-Application No.: _____

Pre-Application Meeting Date: _____

Type of Site Plan Review:

- Residential Mixed-Use
 Business/Industrial
 Urban Center/Area

Date Stamp Received

Applicant Information

NAME OF APPLICANT (Owner(s) of record of the property or lessee. If applicant is a lessee, an executed 'Owner's Sworn-to-Consent' and copy of a valid lease for 1 year or more is required. If the applicant is a corporation, trust, partnership, or like entity, a 'Disclosure of Interest' is required).

PROPERTY FOLIO(S): _____

APPLICANT'S MAILING ADDRESS, TELEPHONE NUMBER, E-MAIL:

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone no.: _____

Fax no.: _____ E-mail: _____

OWNER'S NAME, MAILING ADDRESS, TELEPHONE NUMBER:

Owner's Name (Provide name of all owners):

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone no.: _____

Fax no.: _____ E-mail: _____

CONTACT PERSON/APPLICANT'S REPRESENTATIVE INFORMATION:

Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone no.: _____

Fax no.: _____ E-mail: _____

Subject Property Legal Description

Provide complete legal description, i.e., lot, block, subdivision name, plat book and page number, or metes and bounds. Include section, township, and range. Attach separate sheets as needed and clearly identify each legal description. If lengthy, legal description is required to be submitted in Microsoft Word via email or other digital media.

**Subject Property
Legal Description
(continued)**

**Address or
Location of
Property**

For location, use description such as NE corner of, etc.:

Size of Property

In acres: _____

**Date Property
Acquired/Leased**

acquired leased: _____ (month and year)
Lease term (years): _____

**Contiguous
Property**

Is contiguous property owned by the subject property owner(s)? no yes
If yes, provide complete legal description of said contiguous property.

**Option to
Purchase**

Is there an option to purchase or lease the subject property or property contiguous thereto?
no yes (If yes, identify intended purchaser or lessee and complete 'Disclosure of Interest'
form.)

Notice of Violation

Is this application a result of a violation notice? no yes . If yes, provide name to whom the
violation notice was served and describe the violation:
**(Pursuant to Section 8CC-7(d) no zoning action may be approved for any named violator with
(i) unpaid civil penalties; (ii) unpaid administrative costs of hearing; (iii) unpaid County
investigative, enforcement, testing, or monitoring costs; or (iv) unpaid liens, any or all of which
are owed to Miami-Dade County pursuant to the provisions of the Code of Miami-Dade County,
Florida.)**

Present Zoning

**Development
Proposed**

Area of building(s) for non-residential uses: _____ square feet
Proposed residential units **OR** for application without a site plan, units permitted by the
requested zoning district _____ (total number of units).
Residential unit type(s):
 Single-Family Detached _____ Single-Family Attached _____
 Multi-Family _____



**Comprehensive
Development
Master Plan
(CDMP)
amendment**

Please indicate whether this property was subject to a recent Comprehensive Development Master Plan amendment. If so, please indicate the ordinance number:

**Peak hour trip
generation**

Indicate the estimated peak-hour vehicle trips to be generated by the proposed application:

Administrative Site Plan Review Fee Schedule

Basic fee Residential		1,467.75	_____
Basic fee Residential Expedite		2,201.63	_____
Basic fee Non-residential and Urban Center/Area		2,201.63	_____
Basic fee Non-residential and Urban Center/Area Expedite		3,302.45	_____
Size of Property	per 10 acres or portion thereof	733.88	_____
Size of Buildings Non-Residential	per 5,000 sq. ft. or portion thereof	293.55	_____
Number of Residential Units	per 15 units or portion thereof	366.94	_____

Additional RER fees

DERM		440.00	_____
DERM Expedite		660.00	_____
Platting and Traffic Review		500.00	_____
Platting and Traffic Review Expedite		750.00	_____
Web document fee		77.25	_____
7.5% Surcharge			_____

Subtotal

Agency review fees, applies to all applications:

Miami-Dade Fire Rescue (MDFR)		190.00	_____
MDFR Expedite		95.00	_____
Parks, Recreation and Open Spaces (PROS)	up to-49 units	125.00	_____
Residential	from 50-250 units	375.00	_____
	more than 250 units	625.00	_____
PROS -Residential Expedite	up to 49 units	187.50	_____
	from 50-250 units	562.50	_____
	more than 250 units	937.50	_____
PROS Review-Non-Residential		250.00	_____
PROS Review-Non-Residential Expedite		375.00	_____
Traffic Plan Review**			_____
Traffic Impact Study Review **	** See Traffic Review Fee Schedule		_____

RER and other agency revision fees (first revision no charge, each revision thereafter)

Zoning		880.65	_____
DERM		125.00	_____
Platting & Traffic		400.00	_____
MDFR		70.00	_____
PROS non-residential		150.00	_____
Extension fee – applications dormant for 120 days		150.00	_____

All application fees shall be paid in total at the time of filing of the application, and no total fee shall be credited or refunded, except when adjustment is warranted or deemed necessary due to departmental error. A refund of fifty percent (50%) of an original application fee may be refunded upon the withdrawal of an application when the written request for withdrawal is received within 60 days of the date of application. Fees for the Miami-Dade Fire Rescue Dept., Parks, Recreation and Open Spaces, and Transportation and Public Works are non-refundable. In no event however, shall an appellant of a Community Zoning Appeals Board decision be entitled to a refund of the appeal fee.

