

# Lake Excavation/Lake Fill

## 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](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 a.m. and 3 p.m., 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.

---

### Department Reviews

When the application is deemed complete it is distributed to other County Departments who must review the request and provide comments. All reviewing departments are expected to provide written comments within 21 days of receipt of the application to avoid delays in the application review process. For information related to other County Department 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

---

### 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 305-375-1806 or 305-375-1807.

# Applicant's Checklist

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

- 
- Pre-application letter and attachments.
  - Letter of Intent, detailing the proposed project.
  - 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).
  - Lake Excavation/Lake Fill Plans (prepared and sealed by a Florida surveyor or engineer, showing perimeter dimensions, deep cut line, cross sections and slope descriptions).
  - 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).
  - 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.
  - Public hearing will be required in all areas east of the salt barrier line.
  - 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.
-

# Lake Excavation/Lake Fill Administrative Site Plan Review Application

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

Date Stamp Received
---------------------

Pre-Application No.: \_\_\_\_\_

**Type of Site Plan Review:**

Lake Excavation

Lake Fill

Pre-Application Meeting Date: \_\_\_\_\_

## 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. If the application contains multiple rezoning requests, a legal description for each requested zone must be provided. Attach separate sheets as needed and clearly label (identify) each legal description attached. In addition to paper version it is requested that lengthy metes and bounds descriptions be provided electronically in Microsoft Word:

**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: \_\_\_\_\_

**Area of Lake Excavation/Fill** Water surface area of lake excavation or fill: \_\_\_\_\_ acres \_\_\_\_\_ sq. ft.  
 Note: Lake fill may not exceed 40 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** \_\_\_\_\_  
 \_\_\_\_\_

**Lake History** Was the Lake approved through a public hearing? no  yes   
 Rock Pit? no  yes   
 If the lake was approved through a public hearing, provide the following:  
 Resolution Number: \_\_\_\_\_  
 Hearing Date: \_\_\_\_\_ Board: \_\_\_\_\_  
*If a Declaration of Restrictions exists for the lake, it cannot be approved by ASPR.*

**Lake Excavation/Lake Fill Administrative Site Plan Review Fee Schedule**

Basic fee		1,101.81	_____
Size of Property	per 10 acres or portion thereof of water surface area	308.23	_____

**Additional RER fees**

DERM		440.00	_____
Platting and Traffic Review		500.00	_____
Web document fee		77.25	_____
7.5% Surcharge			_____
		<b>Subtotal</b>	_____

**Agency review fees, applies to all applications:**

Miami-Dade Fire Rescue (MDFR)		190.00	_____
		<b>Subtotal</b>	_____
		<b>Total</b>	_____

**RER and other agency revision fees:** (first revision no charge, payment required for each revision thereafter)

Development Services		880.65	_____
DERM		220.00	_____
Platting and Traffic		400.00	_____
MDFR		70.00	_____
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.*

This form is available online at [www.miamidade.gov/zoning/forms.asp](http://www.miamidade.gov/zoning/forms.asp)

FORM REVISION 2019/3