Municipal Pre-Application Meeting

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

What is the purpose of a Pre-Application Meeting?	• To familiarize County agencies with a potential application, and to familiarize the applicant with the requirements of the Code, the Comprehensive Development Master Plan and other relevant criteria and procedures. • A pre-application meeting is not intended to be an exhaustive review of all potential issues. • A pre-application meeting does not bind or preclude the County from enforcing all applicable regulations or from applying regulations in a manner differently than may have been indicated in the pre-application meeting. • Intended to be informational only and is not an approval in any manner of your proposal.
What is the application procedure?	1. Submit a complete pre-application meeting application form, together with required written and plan information identified in the pre-application meeting submittal checklist form. A pre-application fee up to $1719.25 will be assessed for all applications. If the application is located outside of the Miami-Dade County Fire service area, the pre-application fee will be $1529.25. Applications may be filed online at *https://energov.miamidade.gov/EnerGov_Prod/SelfService#/home* 2. The County will schedule and conduct a pre-application meeting after receipt of your request. You will receive an email with meeting details and a link to pay the required fee. 3. At the meeting you will meet with representatives of County agencies who will discuss the proposal with you. The County reviewing agencies include the following among others: RER DERM, RER Platting and Traffic, Miami-Dade Fire Rescue, DPTW and WASD.
When do meetings take place?	• Meetings will be every Friday. • Meetings will be scheduled between 10:00 a.m. and 12:00 p.m. • Each meeting will be 30 minutes in duration. • Pre-application forms must be submitted Wednesday by noon for the following week's Friday meeting (subject to availability). • DRI applications require additional review time and will be scheduled two weeks from submittal.
How long is the Pre-Application Meeting valid?	A pre-application meeting is valid one (1) year from the date of the conference.
Key things to remember	As you prepare for the pre-application meeting, keep in mind the following: • The property you are investigating may have private obligations, such as covenants, conditions and restrictions to which the county is not a party and does not consider in its review. • The more detailed the information submitted for review, the more information staff can provide you on the required type(s) of land use review, more explicit the response can be provided.

Applicant's Checklist

The following items must be submitted with the Pre-Application meeting request:

☐ **APPLICATION FORM.** Provide one (1) completed application form with signature(s).

☐ **WRITTEN STATEMENT.** Provide a detailed description of the proposed project or proposal including, but not limited to: the zoning district, changes to the site, structure, landscaping, parking and land use designation.

☐ **PROPOSED SITE PLAN:** Applicants are encouraged to provide as much information and detail as available. Electronic files in flattened PDF format (on a cd or flashdrive) are required. Flattened PDFs are PDF format documents that do not have mark up or layers of any kind. Please name submitted files as follows: Site Plan, Landscape Plan, Floor Plan, Elevation Plan, Traffic Information, Letter of Intent and/or Prior Zoning Approvals.

Below are required and recommended items to be shown on the Proposed Site Plan:

- Proposed name of project (e.g., subdivision or business) and the project's opening year and phases.
- Setbacks, spacing between structures, etc.
- Configuration and dimensions of all existing and proposed lots and tracts, including proposed park, open space and or drainage tracts or easements.
- Location and dimensions of all existing and proposed buildings, structures.
- Proposed traffic methodology (if project is increasing or modifying intensity).
- Area of the site (acres or square feet).
- Internal circulation system, name and location of existing and proposed roadways and roadway easements (private and public).
- Location of existing and proposed on-site driveways and off-street parking.
- Location of existing off-site driveways across the street and median openings.
- Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site

RECOMMENDED:

- Location of on-site wetlands, existing trees and water bodies (if known).
- Location and width of existing and proposed easement for access, drainage, etc.
- Location and width of existing and proposed trees and other landscaping to be planted at the site.

☐ **TRAFFIC INFORMATION:** Provide the following items to indicate the proposed traffic intensity and circulation if the project meets the minimum DIC thresholds per Section 33-303.1 of the Code, the project consists of a school under Section 33-151.15(a) of the Code or if the project is an ASPR that meets the minimum DIC thresholds. Staff will determine if additional traffic information is necessary to enable a thorough review. All necessary traffic information must receive a Notice to Proceed (NTP) prior to being developed and must be submitted at the time of a formal zoning application. Projects abutting the state roadway system shall be subject to FDOT review and approval.

REQUIRED:

- A 11"x17" location map showing a larger surrounding area, at least a 1/4-mile radius, with street names and the subject property.
- The most recent AM peak, PM peak and daily ITE trip generation estimates.
- Trip Generation: What is the project's P.M. peak hour trip generation? List all of the (ITE) Institute of Transportation Engineers code(s) that were used in determining the numbers of P.M. peak hour trips.

Trips: _____

ITE Codes: _____

RECOMMENDED:

- Location of on-site wetlands, existing trees and water bodies (if known).
- Location and width of existing and proposed easement for access, drainage, etc.
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Filing Date.: _____

Requested Pre-Application Meeting Date: _____

Applicant Information

APPLICANT'S MAILING ADDRESS, TELEPHONE NUMBER, E-MAIL: Check if primary contact ☐

Name: _____

Mailing Address: _____

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

Fax no.: _____ E-mail: _____

OWNER'S NAME, MAILING ADDRESS, TELEPHONE NUMBER: Check if primary contact ☐

Name: _____

Mailing Address: _____

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

Fax no.: _____ E-mail: _____

CONTACT PERSON/APPLICANT'S REPRESENTATIVE INFORMATION: Check if primary contact ☐

Name: _____ Company: _____

Mailing Address: _____

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

Fax no.: _____ E-mail: _____

Property Information

Name of proposed project: _____

Folio number(s): _____

Property street address or nearest intersection: _____

_____ Acreage/Size of Property: _____

Existing Zoning: _____ Existing Use: _____

Description of Proposal

_____

_____

I/we _____ hereby certify that the above statements and the information contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge.

_____   _____
Signature of Applicant, Owner or Representative   Date

Specific questions or issues to be discussed at the Pre-Application Meeting

_____

_____

_____

_____

_____

_____

Attach separate sheet if necessary

Identify staff with whom you have already discussed this proposal, particularly in relation to the above questions or issues

STAFF PERSON NAME	DEPARTMENT/AGENCY
_____	_____
_____	_____
_____	_____
_____	_____

For any questions or further information please contact RER Development Services by phone at 305-375-2640 or email *susan.furney@miamidade.gov*

To submit your application online, go to *https://energov.miamidade.gov/energov_prod/selfservice#/home*

This form is available online at *www.miamidade.gov/zoning/forms.asp*

FORM REVISION 2019/3