

# Pre-Permit Submittal Review

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



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**In General** Please read carefully and comply with all instructions to avoid an incomplete application. Incomplete applications will not be accepted.

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**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 required to file an application in person 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.

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**Appointments** Applicants are encouraged to schedule an appointment prior to filing to obtain information on the Pre-Permit Submittal 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. To schedule an appointment, please call (305) 375-2640.

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**Limitations and Exclusions** Administrative Adjustments. Notwithstanding any other provision in Chapter 33 of the Code of Miami-Dade County to the contrary, the Director shall have the authority to approve requests for limited adjustments from setback, lot coverage, and lot frontage as follows:

- Single-family residence, duplex, triplex, townhouse, and accessory residential uses located in RU and EU districts:
  - Each setback may be reduced by up to 50 percent of that required by the underlying district regulations.
  - Lot coverage may be increased by up to 10 percent over the lot coverage permitted by the workforce housing intensity standards.
  - Lot frontage may be reduced by up to 10 percent below lot frontage permitted by the workforce housing intensity standards.
  - Unless specifically permitted by the underlying zoning regulations, no accessory building shall be placed in front of the front building line of the principal building.
  - Adjustments to canopy carport regulations shall not be granted pursuant to this section.

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**Submittal Requirements** All exhibits (data submitted in connection with application) including plans, become a permanent part of the zoning records of Miami-Dade County and will not be returned to the applicant. All required exhibits must be submitted with the application, or the application will be considered incomplete and will not be accepted. See applicant's checklist below.

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This material is available in an accessible format upon request. Please call Section 504/ADA Coordinator at 305-372-6779 or Florida Relay Service TDD/TTY 800-955-8771

# Applicant's Checklist

The following items must be submitted with any administrative adjustment application:

- Completed application using this form. Substitution of official application will not be accepted.
- Application fees. At the time of filing of the zoning application, a filing fee is required to cover the cost of processing the application and advertisement. If the applicant is in violation of the zoning regulations an additional fee is required. Personal checks, money orders, or cashier's checks should be made out to: Miami-Dade County. Only checks with pre-printed information will be accepted.
- Letter of Intent. All applications must be accompanied by a letter of intent describing the adjustment and why the request(s) should be approved. Signature of the applicant is required. If you are seeking a reasonable accommodation under the Americans with Disabilities Act or the Fair Housing Act, you may indicate as such in your letter of intent.
- Plan Requirements. All plans to be submitted shall contain a title block identifying the development or project, the name, title and official seal of person preparing plan, the state of preparation, scale of drawing, and property address. Plans shall be drawn on paper of adequate size (minimum suggested 11" X 17").
- Site Plans must show the complete property, have property lines labeled, show all site dimensions, indicate the sizes and uses of existing and proposed buildings, show spacing distance between building and accessory structures, show all setback distance from all buildings and accessory structures to all property lines, show individual parking spaces, access drives, existing and proposed right-of-way dedications and public or private streets measured to the centerline of the streets. The general location and distance to existing structures on adjacent property nearest to addition for which this adjustment is requested.
- 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).
- Boundary Survey (signed and sealed required with every application, **not older than 1 year**. Must show all structures and rights-of-way).
- Photographs of the property, including front, rear and both sides of all structures.
- Draft declaration of restrictions, including provisions governing the number, type and location of the workforce housing units and other provisions the Department may require to demonstrate the applicant's compliance with Chapter 33. **(Workforce Housing Developments only)**

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# Pre-Permit Submittal Review Application

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

## Type of Application:

### Workforce Housing (Indicate type)

- On-site
- Off-site construction within 2-mile radius

Location: \_\_\_\_\_

- Monetary contribution in-lieu of construction
- Rehabilitation of existing property for WHU's
- Land conveyance
- Combination of off-site construction and monetary contributions

### Affordable Housing Program

(indicate type):

- Infill Housing Initiative
- Surtax
- HOME
- SHIP
- FL Statutes 125.379 and 125.38

Date Stamp Received

## Applicant Information

NAME OF APPLICANT (Owner(s) of record of the property. If the applicant is a corporation, trust, partnership, or like entity, a 'Disclosure of Interest' is required):

\_\_\_\_\_

PROPERTY FOLIO: \_\_\_\_\_

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: \_\_\_\_\_

## Description of Proposal

\_\_\_\_\_

\_\_\_\_\_

**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:

\_\_\_\_\_

\_\_\_\_\_

**Address or Location of Property** For location, use description such as NE corner of, etc.:

\_\_\_\_\_

\_\_\_\_\_

**Size of Property** In acres: \_\_\_\_\_

**Present Zoning** \_\_\_\_\_

**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 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.)**

\_\_\_\_\_

\_\_\_\_\_

**OWNER AFFIDAVIT**

I have made every attempt to relocate/redesign the structure to avoid the adjustment(s) that are herein requested. I acknowledge that the Director of the Department of Regulatory and Economic Resources has the authority to approve, modify, or deny my application and that in granting approval of my application the Director may prescribe any appropriate conditions and safeguards necessary to protect and further the interest of the area and abutting properties.

I, \_\_\_\_\_ being first duly sworn, depose and say that I am the legal owner of record of the property described and which is the subject of the pre-permit submittal review application. This affidavit is subject to penalties of law (Perjury) and to voiding any Administrative Decision.

Sworn to and subscribed to before me \_\_\_\_\_ Signature

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ Notary Public

Commission expires: \_\_\_\_\_

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**Pre-Permit Submittal Review Fee Schedule**

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<b>Pre-permit Application Fee</b>	220.16	
	7.5% Surcharge	
	<b>Total</b>	
<b>Extension fee</b>		
Applications dormant for 120 days	150.00	

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*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.*

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

FORM REVISION 2019/