



**COMMUNITY PLANNING & DEVELOPMENT  
DEPARTMENT - PLANNING**

**APPLICATION for CONDITIONAL USE PERMIT / AMENDMENT /  
MISCELLANEOUS**

**SUBMIT ALL  
SECTION 1: APPLICATION**

**HELPFUL INFORMATION  
SECTION 2: CHECKLIST  
SECTION 3: FEE SCHEDULE  
SECTION 4: DEPARTMENT CONTACTS**

**City of North Miami  
Community Planning & Development Department  
12400 NE 8 Avenue North Miami, FL 33161  
305-895-9825  
[www.northmiamifl.gov](http://www.northmiamifl.gov)**



## SECTION 1: APPLICATION FOR CONDITIONAL USE PERMIT

**INSTRUCTIONS:** Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable).

**Check one type ONLY (Use separate applications if applicable)**

☐ Conditional Use Permit

☐ Conditional Use Permit Amendment

☐ Transfer of NRD

### DEVELOPMENT/PROJECT NAME:

DEVELOPMENT/PROJECT ADDRESS OR LOCATION:

Legal Description (attach separate sheet if necessary):

All Tax ID Folio Numbers:

Project Narrative (Brief description)(Please attach Letter of Intent as a separate sheet)

Residential Use(s)/Unit Type(s):

Number of Residential Units:

Non-Residential Use(s) (Type & sq. ft.):

Current Use(s) of Property:

Proposed Use(s) of Property:

Is the property platted?

OR Book & Page:

Plat Name:

Is the property an existing legal lot of record?

If No, please explain.

Site Area (sq. ft. & acres):

Existing Zoning Designation(s):

Proposed Zoning Designation(s):

Existing Land Use Designation(s):

Proposed Land Use Designation(s):

Will the plat be affected by this application? If yes, please explain.

Is the property the subject of Code Enforcement Action?  
If yes, Code Enforcement Case No.:

### PROPERTY OWNER / APPLICANT / AGENT INFORMATION

Property Owner (s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Agent \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### CONTACT PERSON

Identify one person to serve as the contact for the City during the application process. This will be the person notified by the City regarding comments and meetings (if needed).

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### CERTIFICATION

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application I am acting with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I understand that all materials required by the City of North Miami must be submitted prior to having this application processed and that additional fee or materials may be required as a result of processing of this application.

Owners Signature

Date

### OWNER'S SWORN-TO-CONSENT PERMITTING AGENT TO FILE FOR A HEARING

I, \_\_\_\_\_, being the first duly sworn, depose and say that I am the owner of the property describe herein and which is the subject matter of the proposed hearing, do hereby authorize \_\_\_\_\_ to file this application for a public hearing.

Signature

Date

### NOTARIZATION

STATE OF FLORIDA/COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_

(Signature of Notary Public – State of Florida)

(Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ Type of Identification Produced \_\_\_\_\_

### FOR CITY STAFF USE ONLY

☐ Application Fee: \$ \_\_\_\_\_

☐ Mail Public Notice Required

☐ Sign Public Notice Required

Application Complete: YES \_\_\_ NO \_\_\_

### SUPPORTING DOCUMENTS RECEIVED

☐ Proof of Ownership

☐ Warranty Deed

☐ Letter of Consent

☐ Project Narrative/Letter of Intent

☐ Required Submittal Documents

APPLICATION NO: \_\_\_\_\_

INTAKE DATE: \_\_\_\_\_

RECEIPT NO.: \_\_\_\_\_

RECEIVED & REVIEWED BY:

\_\_\_\_\_

COMMENTS:



**OWNER'S LIMITED POWER OF ATTORNEY PERMITTING APPLICANT TO FILE FOR THE REQUEST**  
**(CORPORATION)**

**STATE OF FLORIDA**  
**COUNTY OF MIAMI-DADE**

On behalf of \_\_\_\_\_, a \_\_\_\_\_ (state) corporation,  
\_\_\_\_\_ being first duly sworn, deposes and says that as the  
President/Vice-President, or CEO (circle one) of the aforesaid Corporation, which is the owner of the property legally described below  
and which is the subject property of the proposed request, does hereby grant limited power of attorney to \_\_\_\_\_  
\_\_\_\_\_, as applicant, to file this application for the proposed request.

**LEGAL DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESSES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Address

By: President, Vice-President or CEO (circle one)

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
Affiant is personally known to me or has produced \_\_\_\_\_ as identification.

Notary \_\_\_\_\_

Commission Expires:



**OWNER'S LIMITED POWER OF ATTORNEY PERMITTING APPLICANT TO FILE FOR THE REQUEST**  
**(INDIVIDUAL)**

**STATE OF FLORIDA**  
**COUNTY OF MIAMI-DADE**

I, \_\_\_\_\_, the fee owner, which is the fee owner of the property legally described below and which is the subject of the proposed request, do hereby grant limited power of attorney to \_\_\_\_\_, to file this application for the proposed request.

**LEGAL DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESSES:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Fee Owner's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
Affiant is personally known to me or has produced \_\_\_\_\_ as identification.

Notary \_\_\_\_\_

Commission Expires:



## SECTION 2: CHECKLIST

1. **Completed** application form, including information on the subject property location, folio number, legal description and appropriate Affidavit and/or disclosure forms.
2. Pay processing fee totaling **\$1,081**. Checks should be made payable to the "City of North Miami".
3. Required to pay a cost recovery fee for Architectural Review (if applicable) of **\$1,500**.
4. Must include development fee(s) of **\$541 + \$22 per acre** for property non-residentially zoned lots and/or **\$216+ \$1 per acre** for residentially zoned lots.
5. Required to pay a publishing fee of **\$1250 and a sign fee of \$134.00 per street frontage**.
6. Provide proof of ownership (submit a copy of a deed, tax record, etc.).
7. Provide **one (1) 24" x 36", and two (2) 11" X 17" of the development plans, signed and sealed by the appropriate design professional, one (1) 8 "x 10" of the complete application packet, and one (1) electronic copy of the entire submission package.**
8. **Kindly include the following:**
  - A. Letter of Intent summarizing the project, the total number of bonus units requested, and how the project satisfies the requirements of Section 3-405.
  - B. Development Plans, including site plan, renderings, elevations, landscape plan, phasing plan, if applicable, and architect narrative of how the project meets the design standards of 5-802 (H).
  - C. Economic Impact Analysis, including the impact of the proposed development upon property values within the surrounding neighborhood.
  - D. Traffic Impact Analysis, including parking demand analysis if requesting parking reductions.
  - E. Environmental Hazards Analysis, if applicable.
  - F. Utility Impact Report for water, sewer, fire & drainage.
  - G. Sustainable Building Program Checklist, signed and dated, and the project architect letter acknowledging that the project will be designed for LEED or national equivalency certification.
9. The following items may be not be applicable to all applications. City staff will advise if so required.
  - a) Shadow Study, if adjacent to R-1 and R-2 zoned properties and/or properties developed with single family structures.
  - b) View Impact Study, if adjacent to R-1 and R-2 zoned properties and/or properties developed with single family structures.

NOTE: Prior to submitting an application for a Conditional Use Permit, a pre-application meeting is required.  
Contact the City Planner for additional information regarding the application and review process.

# Community Planning & Development

## SECTION 3: FEE SCHEDULE

\*Please note that all application fees submitted are non-refundable.

Application	Fee
Affordable Housing Needs Assessment	\$3,244 (Cost Recovery)
Abandonment of Right of Way/Easement/Alleyway	\$2,974
Annexation	\$541 (plus Noticing) Applicant also pays separate election fees.
Appraisal of City Rights of Way/Alleyway	\$649 Abutting Residential/\$1,081 Abutting Non Residential
Campus Master Plan	\$1,135 + \$8.00/100 sq.ft.
Campus Master Plan Amendment	\$541
Comprehensive Plan Determination Letter	\$234
Conditional Use Permit	\$1,081
Conditional Use Permit Amendment	\$541
Conditional Use Permit Master Plan Development/ Non Residential	\$541 + \$22 per acre
Conditional Use Permit Master Plan Development/ Residential	\$216 + \$1.00 per acre
Continuation of a Public Hearing Item	\$112
Development Agreement	\$4,150
Development of Regional Impact (DRI) Review	\$17,853
DRI – Notice of Proposed Change(NOPC)	\$6,920
Land Development Regulations – Text Amendment (Including Establishment of Use)	\$ 2,162
Land Use Plan Amendment – Comprehensive Plan Text Amendment	\$ 4,325
Land Use Plan Amendment – Map Amendment	<Small Scale \$2,811 ; >Large Scale \$4,325
Review of legal documents i.e. easement, deeds, agreements , dedications	\$66 per hour
Rezoning/LDR Zoning Map Amendment	\$ 2,595
Plat – Final Plat	\$1,000 Residential. \$1,500 Non Residential.
Plat -Tentative Plat	\$1,000 Residential plus cost recovery with deposit of \$750 \$1,500 Non Residential plus cost recovery with deposit of \$750
Plat -Waiver of Plat	\$1,000 Residential. \$1,500 Non Residential
Public Hearing Only (Non DRC proposed items seeking Resolution adoption by City Council)	<u>\$324</u>
Publishing/ Noticing	\$1,250 deposit*
*Note: In the event that the publication and notice charges exceed the amount of the deposit above, the applicant shall be responsible to pay the City the full cost of such charges.	
Signs (Public Notice)	\$134
Traffic Impact Analysis Review	Cost Recovery, subject to the assessment of the consultant.
Unity of Title Review	\$541
Vested Rights Determination	\$1,829

## SECTION 4: CITY STAFF CONTACT LIST

Name	Phone No.	E-mail
<b>For Planning Commission</b>		
<b>Stephanie Thomas</b> Planning Commission Secretary	305.893.6511 ext. 19005	<a href="mailto:stomas@northmiamifl.gov">stomas@northmiamifl.gov</a>
<b>Debbie Love, AICP</b> City Planner	305.893.6511 ext. 19003	<a href="mailto:dlove@northmiamifl.gov">dlove@northmiamifl.gov</a>
<b>Planner (Vacant)</b>	305.893.6511 ext. 19003	<a href="mailto:dlove@northmiamifl.gov">dlove@northmiamifl.gov</a>
<b>Tanya Wilson, AICP</b> Planning Zoning & Development Director	305.893.6511 ext. 19001	<a href="mailto:twilson@northmiamifl.gov">twilson@northmiamifl.gov</a>
<b>For Development Review Committee</b>		
<b>Marline Monestime, Senior Zoning Technician</b>	305.893.6511 ext. 19012	<a href="mailto:mmonestime@northmiamifl.gov">mmonestime@northmiamifl.gov</a>
<b>Derrick Cook, MBA</b> Zoning Manager	305.893.6511 ext. 19004	<a href="mailto:dcook@northmiamifl.gov">dcook@northmiamifl.gov</a>
<b>Isaiah Valcin, Zoning Clerk</b>	305-893-6511 ext. 19011	<a href="mailto:ivalcin@northmiamifl.gov">ivalcin@northmiamifl.gov</a>
<b>For Public Works Department</b>		
<b>Wisler Pierre-Louis,</b> Public Works Director	305-893-6511 ext. 12501	<a href="mailto:pwisler@northmiamifl.gov">pwisler@northmiamifl.gov</a>
<b>Chuks Okereke</b> City Engineer	305-895-9838	<a href="mailto:cokereke@northmiamifl.gov">cokereke@northmiamifl.gov</a>

<b>FPL</b>	Access this link <a href="http://www.fplmaps.com/pml/">http://www.fplmaps.com/pml/</a> ; enter property zip code to obtain the project manager and contact information.	
<b>AT&amp;T Network Operations</b>	Joel Gonzalez 6195 NW 82nd Avenue, Miami, FL 33166; Florida Mgr. OSP Planning/Engineering jgl184@att.com Attn: Joel Gonzalez	305.222-8740
<b>TECO Peoples Gas</b>	Joan Domning Email: JDomning@tecoenergy.com	813-275-3783 NOTE: *Teco Peoples Gas prefers to correspond through email*
<b>Dept. of Environmental Resource Mgt.</b> <b>Office of Plan Review Services</b>	11805 SW 26 Street, Suite 124 Miami, FL 33175	786-315-2800
<b>Miami Dade Subdivision Control Dept.</b>	<b>Julio Delgado</b>	305-375-2141
<b>Florida Dept Of Transportation - Permit Office</b>	<b>Attn: Ali Khalilahmadi, PE,</b>	305-470-5367
<b>School Board of Miami-Dade County</b>	<b>Attn: Ivan Rodriguez</b>	305-995-4899/ <a href="mailto:lrrodriguez@dadeschools.net">lrrodriguez@dadeschools.net</a>





## Land Development Regulations (LDRs) Article 5, Division 8, Section 5-803

## NORTH MIAMI FLORIDA Sustainable Building Program

For all new commercial, multifamily construction, addition or substantial improvement for commercial property, the following sustainable building program shall be applied:

### Minimum Green Building Principles:

- ☐ Energy Star rated equipment and/or appliances
- ☐ LED lighting and compact fluorescent bulbs must be used and reported to the City's community planning and development department by completing the Energy Star pledge
- ☐ Utilization of water re-use for irrigation; and/or rain sensors on irrigation system
- ☐ Utilization of plant materials for landscaping of the Florida Friendly Plant List
- ☐ Maximize water use efficiency in buildings to obtain reductions in water usage through the utilization of high-efficiency fixtures (water faucets, water closets, urinals, showerheads, etc.)
- ☐ Design the building/project to maximize energy performance through compliance with the mandatory and prescriptive requirements of ASHRAE/IESNA 90.1
- ☐ Limit disruption of natural water flows by managing stormwater runoff through the implementation of a stormwater management plan that reduces impervious cover, promotes infiltration, and captures and treats stormwater runoff using acceptable best management practices (BMPs)
- ☐ Reduce heat-island effect by using roofing materials having a solar reflectants index (SRI) equal to or greater than:

Roof-type	Slope	SRI
Low-sloped roof	Less than or equal to 2:12	78
Steep sloped roof	Greater than 2:12	29

- ☐ For a minimum of seventy-five (75) percent of the roof surface
- ☐ Utilize two (2) of the following low-emitting materials:
  - Adhesives;
  - Sealants;
  - Paints and coatings;
  - Carpet;
  - Composite wood; or
  - Agri-fiber products

**Signed by:**

**Print Name & Title:**

**Date:**



## Minimum Green Building Principles:



- ☐ Low Impact Development
  - Stormwater Management
    - The project shall include stormwater retention infrastructure designed as a public amenity; or
    - Site design to achieve at least 10% more stormwater retention than minimum required; and
    - Permeable Paving System for minimum of 80% of the site's hardscape, exclusive of parking areas.
  - Other Elements (Must include at least 4 of 7)
    - Green Wall(s) in High-Traffic Areas (minimum 1000 sf required)
    - Rainwater Harvesting
    - Rooftop Gardens
    - Minimal Excavation Foundations
    - Graywater Re-use
    - Bioswales
    - Rain gardens
- ☐ Sustainable Landscape Design
  - 100% Florida native; and
  - 100% native tree preservation (if applicable); and
  - Additional trees in areas identified as deficient within the North Miami Street Tree Management Plan.



New commercial/noncity construction, addition or substantial improvement for commercial property shall be required to attain a "certified" or higher designation under the LEED-NC or an equivalent Rating System.

\*Renovation, remodels, and other building upgrades not meeting the above criteria are encouraged to incorporate the maximum number of LEED-or equivalent approved green building practices as are feasible from a practical and fiscal perspective, however, LEED or equivalent certification will not be required.



An applicant seeking a bonus under the provisions of Article 4, shall submit a signed and sealed statement by an architect that the required number of criteria for the applicable nationally certified green building rating system are satisfied.

After approval of a bonus, a design phase rating shall be issued by the USGBC or other certifying entity prior to the issuance of a building permit.

Upon completion of the project, the developer shall submit all documentation to the certifying entity for review and final certification

I/WE CERTIFY & ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE

**Signed by:**

**Print Name & Title:**

**Date:**

### Incentives for Green Buildings:



- Fast-track review and permitting for the DRC and permitting
- Reduced permitting fee, which shall equal five (5) percent of the fee required, subject to availability of funds
- Final project recognition by the City
- Press releases
- Featured on the City's website
- Bonuses as provided in Article 4 of LDRs

