



North Bay Village

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NORTH BAY VILLAGE
EST. 1945

REQUEST FOR A PREAPPLICATION MEETING

Informal preapplication meetings are available with Village staff to discuss processes and project questions prior to the submission of an application for development order approval. A preapplication meeting should only serve to assist a prospective applicant in the early stage of design and in understanding the permit process required. The meeting provides an opportunity to review zoning issues, review a checklist of plan requirements, discuss types of reviews required, time frames, and associated fees.

Submit one (1) electronic file of your application, with all the required information to the Village Planning and Zoning Official via svargas@cgasolutions.com. Physical copies of materials may be requested by the Planning and Zoning Official prior to the meeting.

This application must be completed fully and submitted with the required fees pursuant to the most up-to-date Fee Schedule. All fees shall be paid prior to the scheduling of a meeting. Accepted payment methods for the required fees are check or credit card when paying in person at the Village offices. You may also call (305) 756-7171 to make your credit card payment by phone. Incomplete submittals may be rejected.

Preapplication meetings generally involve the Village's Planning and Zoning Official but may also include other Village staff as needed. The Planning and Zoning Official will contact the Applicant or Agent to schedule the meeting, which may be conducted virtually or in person.

INFORMATION PROVIDED BY VILLAGE STAFF AS PART OF A PREAPPLICATION MEETING DOES NOT GUARANTEE PROJECT APPROVAL. IN NO WAY DOES A PREAPPLICATION MEETING SUBSTITUTE THE APPLICANT'S OR PROPERTY OWNER'S OBLIGATION TO RESEARCH AND DESIGN THEIR OWN PROJECT PRIOR TO SUBMITTING A COMPLETE, FORMAL DEVELOPMENT APPROVAL APPLICATION TO NORTH BAY VILLAGE.

This form is a fillable PDF. TYPE OR PRINT LEGIBLY ALL INFORMATION ON THE APPLICATION.

Contact Information

1. Property Owner Name: _____

2. Contact Phone: _____ Email Address: _____

3. Mailing Address: _____

4. Applicant Name: _____
(If different from Owner)

5. Contact Phone: _____ Email Address: _____

6. Mailing Address _____



Project Information

1. Proposed Project Name (if any): _____
2. Project Type (e.g., Multifamily, Office, Mixed-Use, etc.): _____
3. Address or Location of Project: _____
4. _____
5. Folio Number (s): _____
6. Legal Description of the Property (add pages if needed): _____

7. Current Use of Property: _____
8. Lot Size (square feet): _____
9. Future Land Use and Zoning Designations: _____
10. Proposed Use(s): _____
11. Project Description (e.g., number of residential units, average unit sizes, square footage and breakdown of nonresidential uses, amenities, etc. Types of applicable requests, if known, i.e., site plan approval, variance, waiver, special use exception, etc. Use additional pages if necessary)



REQUIRED PREAPPLICATION MEETING INFORMATION

Subject Areas Covered: Please identify the topics you would like to discuss during your preapplication meeting. This will help determine who among Village staff should be present to provide input during the meeting.

- Zoning (designation, dimensional requirements, density/intensity, design standards, parking/loading requirement, signage, etc.)
- Landscaping (plant list, standards, lighting, tree removal or relocation, etc. etc.)
- Drainage (drainage plan, grading, fill, etc.)
- Transportation (concurrency, circulation, access, improvements, etc.)
- Water & Sewer
- Building Requirements
- Other Topics: _____

Applicant Attendees: Please identify who will attend the preapplication meeting.

- Current Property Owner
- Potential Purchaser
- Realtor
- Other (Please Specify): _____
- Engineer
- Architect
- Attorney

Preapplication Documents: Additional documents may be required depending on the application type. A PDF of each document is required for the digital application submittal.

- Application Form, including Cost Recovery Affidavit (attached).
- Brief narrative of your project and what you would like to discuss, including specific questions, to guide the staff in their preparation for the meeting
- Proposed Site Plan, if applicable (conceptual/preliminary) – 1 copy at 11" x 17". Must include the following elements:
 - Proposed name of project, parcel number, and area of the site (acres or square feet)
 - Breakdown of proposed uses (number of units, density calculation, floor areas, parking spaces, etc.)
 - Configuration and dimensions of parcel(s) shoreline (if applicable) and location of public easements, if known.
 - Location and dimensions of existing and proposed structures, including docks, seawalls and other coastal improvements.
 - Location of existing and proposed on-site driveways, internal circulation, parking, pedestrian, and bicycle facilities; existing or proposed off-site roadways, medians, median openings, traffic lights, stop signs, and sidewalks adjacent to and surrounding the site, as well as driveways on bordering properties and across the street.
 - Location of existing and proposed trees and other landscape improvements.



COST RECOVERY AFFIDAVIT

I hereby acknowledge and consent commit to the payment of all applicable cost recovery fees involved as part of my application process. Cost recovery includes, but is not limited to, staff time, attorney fees, planning consultant fees and any other professional service costs incurred by North Bay Village in the review and processing of a development application, regardless of the outcome of the review and/or public hearing process. I further understand and acknowledge that failure to remit payment for incurred costs pursuant to Subsections 5.12.B. and C. (attached) of the North Bay Village Unified Land Development Code (ULDC) constitutes a violation of the Code and the Village may levy penalties to secure compliance, as outlined in Subsection 5.12.C of the ULDC.

Please type or print the following:

Date: _____

Relationship to the project: (e.g., property owner, architect, developer, attorney)

Full Name: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

I am fully authorized to commit to the expenditures contemplated by this Cost Recovery Affidavit.

Signature

SWORN AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____

Notary Public, State of Florida at Large

My Commission expires _____, 20____.



Subsections 5.12.B. and C. Regarding Cost Recovery

B. Cost Recovery Established

1. The applicant shall reimburse the Village for the actual cost of consultant or employed professional review services pursuant to the cost recovery procedures and requirements of subsection C below.
2. Payment in full by the applicant to the Village for the Village's actual expenditures for review of the application shall be a written condition of any development order. These cost recovery deposits fees shall be in addition to any and all other fees required by law, rule, or regulation of the Village Code of Ordinances.

C. Cost Recovery procedure.

1. At the time of submission of any application for development approval, the applicant shall pay the minimum cost recovery deposit fee outlined in the development approval fee and cost recovery deposit schedule set forth in this section, which funds shall be deposited into a cost recovery escrow account established for this purpose. Withdrawals shall be made to reimburse the Village for the cost of consultant services.
2. The Village shall provide the applicant with a copy of the consultant's invoice for any services charged against the applicant's cost recovery escrow account.
3. When the balance in the Village's cost recovery escrow account is reduced to one-half of its initial amount, the applicant shall deposit additional funds into such account to bring its balance up to the amount of the initial deposit. If such amount is not replenished within 30 calendar days after the applicant is notified, in writing, of the requirement of such additional deposit, the Village shall suspend its review of the application and the application shall be deemed withdrawn.
4. If an application is suspended due to nonpayment of the additional escrow deposit specified in subsection 3., a resubmission fee shall be paid, and the cost recovery deposit shall be replenished to a minimum of one-half of the original deposit amount before the application will be reviewed.
5. Prior to the scheduling or noticing of any board or commission hearing, the Village Manager's review of the application shall be complete, and the cost recovery escrow account balance shall be replenished to equal at least one-half of the initial deposit amount.



Office Use Only:

Date Submitted: _____

Total Paid: \$ _____

Date Paid: _____

Filing Fee: \$ _____

Cash or Check # _____

Cost Recovery Dep: \$ _____