



North Bay Village

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141
Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.northbayvillage-fl.gov

NORTH BAY VILLAGE
EST. 1945

APPLICATION FORM FOR SITE PLAN APPROVAL

This application form is to be used to petition for Site Plan Approval pursuant to Sections 5.5 through 5.8, as well as Special Area Plan approval pursuant to Subsection 15.2.G. of the North Bay Village Unified Land Development Code.

Submit one (1) electronic file of your application, with all the required information to the Village Planning and Zoning Official via svargas@cgasolutions.com and deliver five (5) physical copies of materials to the Village offices located at 1666 Kennedy Causeway, Suite 300.

This application, including all supplemental forms and data, must be completed in accordance with the attached instructions and submitted with the required fees pursuant to the most up-to-date Fee Schedule. Site Plan Approvals require public hearings conducted by the Planning & Zoning Board and the Village Commission. Applications must be complete, and all required fees be paid in order to be accepted and placed on an agenda.

All fees shall be paid prior to the Planning and Zoning Official's review of the application. 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.

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

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 _____

7. Address or location of Property Covered by the Application: _____

8. Legal Description of Property Covered by the Application (add pages if needed):



9. Folio Number(s): _____

10. Total Site Area (square feet): _____

11. Current Land Use of Property: _____

12. Future Land Use and Zoning Designations: _____

13. Are the Future Land Use or Zoning being amended? Yes: ___ No: ___. If Yes, what are the proposed designations? _____

14. Project Type ___ Single-Family Residential ___ Multifamily/Planned Residential
Development ___ Non-Residential/Mixed-Use ___ Development Agreement Required?

15. Project Description (additional pages may be attached): _____



CONSENT TO PUBLIC HEARINGS

All requests for site plan approval from the North Bay Village Code shall be considered at Public Hearings before the Planning & Zoning Board and the Village Commission. The Village Planning and Zoning Official shall certify that the application is complete before the hearing is legally advertised. All applications shall be submitted to the Village Planning and Zoning Official on or before the deadline implemented by the Village. All persons, firms, or corporations requesting site plan approval from the Village Commission necessitating the publication of notices in the newspaper, and all relative thereto, the payment of such money in advance to the Village shall be deemed a condition precedent to the consideration of such a request.

All new and substantial improvements must comply with the Florida Building Code, Department of Environmental Resource Management (DERM), FEMA regulations and all other applicable regulatory agencies.

I (We) the undersigned, am (are) the (owner, tenant, agent, attorney) (designate one) of the subject property herein described. I (We) acknowledge and agree that during the consideration of the application before the Planning & Zoning Board and staff of North Bay Village, no rights shall vest on behalf of the applicant, which would be enforceable against the Village until after a Public Meeting is held and the Village Commission has voted favorable on the proposed request. I (We) further acknowledge that I (We) have read and understand the conditions for appearance before the Planning and Zoning Board and the Village Commission pursuant to the Village Code Section 4.4. Any person submitting false information or misrepresenting in their presentation shall have all privileges granted to them by the Planning & Zoning Board and the Village Commission revoked.

Authorized Signature _____

Print Name _____

(In case of corporate ownership, the authorized signature shall be accompanied by a notation of the signer's position in the corporation and embossed with the corporate seal.)

Signature

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed to before me this _____ day of _____, 20____,

by _____, who is

personally known to me or who has produced _____ as identification.

Notary Public Signature _____

Commission Number/Expiration _____



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.

CHECK LIST FOR THE APPLICANT

Mandatory Submittals:

- Complete Site Plan Approval Application, including all required forms and affidavits, signed by property owner or owner's representative.
- Letter of Authorization from property owner, if different from Applicant.
- Proof of ownership (e.g., fee simple title or option to acquire fee simple title within a specific period of time).
- Letter of intent signed by owner or owner's representative, which may include a narrative describing the project, whether the impact of the proposed development is favorable, adverse, or neutral on the economy, public services, environment, and housing supply of the Village, and the relationship of the proposed project to surrounding, existing, and proposed future land uses, and to existing zoning, and the Village's Comprehensive Plan. This narrative may be provided as a document separate from the letter. If variances/waivers or warrants/use exceptions are being requested, the extent of these from the requirements shall be noted in the narrative. NOTE: Applications for project variances/waivers, warrants/use exceptions may be submitted prior to or concurrently with a Site Plan Approval application. Each variance/waiver or warrant/use exception request must be submitted in its own application form with the corresponding fees. Refer to the applicable sections of the ULDC for requirements and criteria. Forms may be downloaded from the Village website or requested by emailing the Planning and Zoning Official.
- Property survey at a scale of not less than one inch (1") equals 40 feet (40'), prepared by a registered land surveyor, not more than one (1) year old and including the legal description of the property, elevation, all easements, rights-of-way, and at least two (2) benchmarks.
- Drawings index page.
- All drawings shall be drawn at a readable scale (per the requirements listed below) and shall include the following: scale; name; address and telephone number of the owner of the property for which the drawing is required; name, address and telephone number of the professional preparing the drawing; professional stamp seal (dry/wet or digital); location of the property including the legal description, section, township, range and street address, if known.
- Site plan(s) which depict:

<ul style="list-style-type: none"> <input type="radio"/> Title of proposed project <input type="radio"/> Name of site planner, engineer, architect, landscape architect, developer, and owner <input type="radio"/> North point <input type="radio"/> Existing and proposed easements <input type="radio"/> Existing and proposed utilities <input type="radio"/> Property lines <input type="radio"/> Location of streets, alleys, and ROW <input type="radio"/> Location and footprint of all structures 	<ul style="list-style-type: none"> <input type="radio"/> Mechanical equipment <input type="radio"/> Proposed site circulation, driveways, sidewalks <input type="radio"/> Parking, including handicapped, motorcycle, electric vehicle, and bicycle parking <input type="radio"/> Loading spaces, valet areas, pick-up/drop-off points <input type="radio"/> Signage <input type="radio"/> Fences and Exterior lighting <input type="radio"/> Other features (e.g., Green Building Program practices and techniques)
--	---

- Floor plans prepared at a scale no less than 1/16 inch to the foot and including.
 - Layout of each level
 - Layouts for each dwelling unit type and/or nonresidential spaces
 - Parking and loading space dimensions
 - Parking garage adaptability features
 - Width of drive aisles

- Elevations at no less than 1/16 inch to the foot scale legibly showing the finished appearance of each main facade of the building and furnishing vertical height dimensions including compliance with Sec. 10.5 of the ULDC.

- Tabular project summary indicating the following figures, calculations, and features:
 - Total acreage
 - Number of dwelling units per acre
 - Number of bedrooms per dwelling unit
 - Number of each dwelling unit type
 - Lot Coverage/Pervious surface area
 - Open/green space
 - Structure setbacks
 - Number and sizes of all off-street parking (including handicapped), loading, pick-up/drop off, and bicycle parking spaces
 - Floor area of each dwelling unit type
 - Floor area of each land use
 - Gross floor area
 - Building height
 - Floor area ratio or floor lot ratio as required/applicable by the zoning of the property
 - Compliance with the Village's Green Building Program (features selected from the point system should also be shown on the plans, when appropriate)

- Landscape plan.
 - Location of all existing and proposed structures, landscape improvements (i.e., berms, fences, fountains, furnishings, lights, etc.) parking and circulation areas, and other site improvements
 - Notes and specifications, for the installation, fertilization, and maintenance of all plant materials and irrigation
 - Tree survey depicting all existing trees, including those to be removed and to be protected and methodology for protection
 - Demonstration of sustainable principles, techniques, and practices (e.g., Green Building Program features)
 - Plant list with scientific and common names, sizes (i.e.: caliper), quantity, special requirements and location of all plant materials existing and proposed and proposed turf grass type
 - Planting and installation details, as needed, to ensure conformance with all required standards, including tree protection and erosion control.
 - A landscape maintenance plan and schedule will be submitted as a part of the landscape plans



- Preliminary Civil Engineering Plans that meet Stage 1 requirements (see supplementary checklist).
 - Stage 1 requirements addressed via letter and on plan sheets and details; the letter shall state the sheet name and number for reference.
 - Civil Site Plan and Details
 - Signing, Paving, and Grading Plan
 - Stormwater calculations
 - Details (including cross sections at the property lines and driveways and should include the slope to tie into existing grade, and exfiltration trench cross section, as applicable)
 - Water and Sewer Plan and Details
 - Drainage calculations

- Level of Service (LOS) Assessment (see Sec 5.19-5.22 of the ULDC for requirements).
 - Potable water
 - Sanitary Sewer
 - Traffic
 - Stormwater
 - Solid Waste

- Traffic Impact Statement.
- Approved Plat.
- Opinion of Title, if applicable.
- School Concurrency Availability Determination letter from Miami-Dade Public Schools.
- Information pertaining to previous building and land development experience of the Applicant.
- Evidence of Applicant's ability to acquire sufficient development funds.
 - Letter of commitment from a recognized financial institution; or
 - Certified personal or corporate financial statement

- A minimum of three (3) digital visualizations, virtual reality model, or an actual architectural model of the project building to scale. Color renderings shall provide visualization of the massing, shape, design, texture, and scale of proposed buildings and landscaping. All visualizations, digital or physical, shall demonstrate the proposed structure(s) in context with existing structures on adjacent/surrounding properties (i.e., surrounding physical conditions and environments including existing structures on either side). **MAYBE SUBMITTED UP TO 10 DAYS PRIOR TO A SCHEDULED PLANNING AND ZONING BOARD HEARING.**
 - If the proposed building is more than 150 feet in height, a professionally prepared Shadow Study shall be provided. This study shall study the solstice and equinox at 9:00 A.M., 12:00 Noon, and 3:00 P.M. occurring on the following dates: June 21st and 22nd (summer solstice), September 21st and March 21st (winter solstice), and shall utilize the correct sun angle altitude and azimuth, with sun direction clearly illustrated, and shall show all properties impacted by project shadows.
 - If an architectural model is provided, said model shall be retrieved by the developer within 30 days following the final public hearing before the Village Commission.



- Application fees and cost recovery deposit and all other fees due to the Village, per the most up-to-date adopted Fee Schedule.

Mandatory Submittals for Major Development Applications

- Development impact study showing favorable, adverse, or neutral impact on the economy, public services, infrastructure, environment, and housing supply.
 - Transportation Impact Study (TIS) for projects consisting of more than 20 residential units or more than 7,000 sq. ft. of commercial space. A waiver may be pursued per Sec. 5.6.A.1.d.
 - Environmental impact studies, soil assessments, and other types of studies prepared by a registered professional.
 - Any other impact analysis required by the Village Commission, Planning and Zoning Board, Village Manager or designee, and the Planning and Zoning Official.
- Description of the relationship of the proposed project to surrounding, existing, and proposed future land uses, existing zoning, and Comprehensive Plan.
- Listing of any special permits, variance, or exemptions or any other Village ordinance that may be required.

Optional Submittal:

- Physical architectural scale model – A physical architectural model of the site and building(s), built to an appropriate scale, and photographs of the model may be submitted instead of a 3D computer visualization or virtual reality model. Physical architectural models shall be made available at least ten (10) days prior to the Planning and Zoning Board public hearing date. If an architectural model is provided, said model shall be retrieved by the developer within thirty (30) days following the final public hearing before the Village Commission. The photographs depicting the model shall become part of the public records. The model shall demonstrate the proposed structure as well as existing structures on either side.

Applications are deemed incomplete until all mandatory submittals have been received by the Village Planning and Zoning Official.



Office Use Only:

Date Submitted: _____

Total Paid: \$ _____

Date Paid: _____

Filing Fee: \$ _____

Cash or Check # _____

Cost Recovery Dep: \$ _____