



Development Services Department  
Planning & Zoning Division

## PLANNING & ZONING APPLICATION ELECTRONIC SUBMITTAL INSTRUCTIONS

*\*\*Instructions are Subject to Change\*\**

### I. PRE-APPLICATION

**A pre-application virtual conference is required prior to submittal.**

1. Applicant shall coordinate with P&Z Staff in order to schedule a pre-application meeting. Meetings are conducted virtually via the ZOOM app.
2. City Staff shall provide applicant with pre-application checklist(s) for each request and submittal instructions.

### II. PAYMENTS

**Development Services is now accepting online payments. All payments shall be made by credit card at [www.homesteadfl.gov/payonline](http://www.homesteadfl.gov/payonline).**

1. Request a project account number at [planning@homesteadfl.gov](mailto:planning@homesteadfl.gov). Provide project name for a project code, application type request, and applicant name for a 6-digit account number.
2. Visit [www.homesteadfl.gov/payonline](http://www.homesteadfl.gov/payonline) to make your payments online. In order to process your payment, please have your 6-digit account number ready, which will be tied to the hearing number issued.
3. Select Planning & Zoning when making a payment online.

### III. SUBMITTAL REQUIREMENTS

**Please email complete applications and related documents to [planning@homesteadfl.gov](mailto:planning@homesteadfl.gov) as a complete package. *\*\*Incomplete applications will not be processed.***

1. Email [planning@homesteadfl.gov](mailto:planning@homesteadfl.gov) with the DropBox or FTP site link containing the application materials.
2. Include a copy of your payment receipt in the submittal.
3. Do not password protect documents or submittals.
4. Do not combine multiple applications in one DropBox/FTP file. For example, Site Plan request, Special Exception, Rezoning, Tentative Plat, etc. shall be submitted as separate file links.

### IV. COMPLETENESS REVIEW

Upon submittal of an application, Staff will conduct a Completeness Review and will notify the applicant of any missing or deficient materials prior to processing the application for review.

***\*\*Incomplete applications WILL NOT proceed to the DRC phase for review.***

#### I. Electronic Documents Instructions

The following is a general outline of the City of Homestead's application process for land development and entitlement items, such as, but not limited to, Unified Site Plan Reviews, Rezoning, Large/Small Scale Comprehensive Plan Amendments, Special Exceptions, T-Plat(s) and Final Plat(s), Variances, etc.

**Incomplete application(s) and documents will not be accepted.**



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- a. Create a DropBox link, FTP site link, etc. to upload documents for review.  
**\*\*DO NOT password protect the link.**
- b. An electronic copy of the city issued pre-application checklist shall be submitted with project submittal.
- c. Please save and insert each required document in individual PDF's and name each file, as follows:  
**\*\*DO NOT add to the file names below. \*DO NOT include project names, file numbers, etc. DO NOT combine all the required documents into one (1) PDF file.**

Name documents as follows.

1. Pre-Application Checklist (*Note: provided by Staff and required for all submittals*)
2. Application
3. Letter of Intent
4. Letter of Consent
5. Cost Recovery Affidavit (*Note: signed by property owner. Must be notarized.*)
6. Certified Mailing Labels
7. Opinion of Title
8. Unity of Title
9. Joinder by Mortgagee
10. DRAFT HOA Documents
11. DRAFT Declaration of Restrictions and/or Protective Covenants
12. Legal Description (*Note: on a MS WORD doc*)
13. School Concurrency
14. Online Payment Receipt

### III. Technical Plans and Reports Submittal Instructions

Incomplete documents and/or plans from the provided checklist(s) **WILL NOT** be accepted.

All plan sheets and technical report covers are to be **electronically sealed and signed** by the applicable Florida licensed architect, landscape architect, engineer, or surveyor. **DO NOT combine all the required plans into one (1) PDF file.**

- a. Technical PDF Drawings
  1. All drawings and supporting documents in the plan package must be in PDF format.
  2. PDF Files shall have only one layer (flattened) without any embedded objects.
  3. PDF Files shall not be encrypted or password protected.
  4. Documents should be scanned at no greater than 300 dpi – High Resolution files.
  5. File naming and size limit:
    - i. The file name shall not contain: a) Any leading or trailing spaces. b) Special characters such as: parenthesis “( )”; double periods “..”; question marks “?”; etc.
    - ii. Plan sheets shall be submitted as ONE (1) PDF per plan sheet.
    - File name shall contain the discipline code as the first letter followed by a user-definable numerical field. For example: *A-101 05052021*
    - iii. Digital Signature Requirement



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- Design professionals shall submit digitally signed and sealed plans
- b. For technical plans, please save and insert each required plan per PDF file.
  1. Boundary Survey (NOTE: No older than 1 year. *Must show NET & GROSS acres, all structures, rights-of-way, easements, dedications etc. and any municipality boundary, if any.*)
  2. Site Plan
  3. Building Elevations (NOTE: *Color Elevations*)
  4. Floor Plans
  5. Landscaping Plan (NOTE: *Include Landscape Legend and Certificate acknowledging compliance with the City's Landscape Ordinance*)
  6. Irrigation Plan
  7. Paving & Drainage Plans and Percolation Tests
  8. Signage Plans (NOTE: *Show sign detail including sign dimensions, height and setback distance, line of sight triangles.*)
  9. Photometric Plans
  10. Traffic Study (NOTE: *Attach City APPROVED Methodology to the Traffic Study. Unapproved traffic methodologies will not be accepted in lieu of a traffic study for a site plan application. Methodology review to be completed prior to site plan submittal. A complete Traffic Study is required for Site Plan Application.*)
  11. Tentative Plat
  12. Final Plat
  13. Etc....

### IV. Technical Plans Re-submittal Instructions

- a. All resubmittals shall be accompanied by comment response narratives. Resubmittals shall contain entire plan sets for all disciplines. a) For example A-101 05262021.
- b. Plan revisions sheets shall be labeled w/ revision no. and date. Sheet revisions shall be clouded and tagged.
- c. For all resubmittals the corrected files should be named the same as the original with the date of the rework.

*\*\* Additional documentation and/or technical plans may be required during review.*

### V. MIAMI-DADE COUNTY MUNICIPAL SITE PLAN REVIEWS

Applicant shall obtain Municipal Site Plan Review by Miami-Dade DERM and FIRE prior to ASPR approval or Site Plan advertisement for City Council hearing.

Applicant shall provide City Staff with the following at earliest available time:

- MDC DERM and FIRE “M” number(s) accordingly
- Review/approval comments
- Stamped plans from MDC FIRE, upon approval

*\*\* Staff reserves the right to request additional MDC agency review(s) when deemed appropriate and/or necessary.*



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<p><b>Miami-Dade FIRE Contact:</b>          Kellyi Bennett, <i>Fire Safety Specialist 2</i>          Miami-Dade Fire Rescue Department          Fire Plans Review  <b>PH:</b> (786) 315-2771  <b>EMAIL:</b> <a href="mailto:kellyi.bennett@miamidade.gov">kellyi.bennett@miamidade.gov</a></p> <p>Alejandro “Alex” Cuello  <b>EMAIL:</b> <a href="mailto:alejandro.cuello@miamidade.gov">alejandro.cuello@miamidade.gov</a></p>	<p><b>Miami-Dade DERM Contact:</b>          Christine Velazquez,          Chief Code Coordination and Public Hearings          Miami-Dade Department of Regulatory and          Economic Resources          Division of Environmental Resources          Management (DERM)  <b>PH:</b> 305-372-6764  <b>EMAIL:</b> <a href="mailto:Christine.Velazquez@miamidade.gov">Christine.Velazquez@miamidade.gov</a></p>
<p>Submit application and site plans via MDC’s municipal permit process as permit type <i>MBLD Category</i> then put <i>0111</i> on the line next to it for Site Plan Review.  <a href="https://www.miamidade.gov/global/economy/building/how-to-apply-for-permit.page">https://www.miamidade.gov/global/economy/building/how-to-apply-for-permit.page</a></p>	<p>Submit application to DERM Online Portal:  <a href="https://www.miamidade.gov/Apps/RER/EPSPortal/PlanReview/DermUpload/Landing">https://www.miamidade.gov/Apps/RER/EPSPortal/PlanReview/DermUpload/Landing</a></p>

**VI. COMMONLY USED CITY OF HOMESTEAD CODE PROVISIONS & CHAPTERS:**

*(For implementation within technical drawings)*

- **CHAPTER 1.5 – Concurrency Management System:**  
[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodid=PTIICOCI\\_CH1.5COMASY\\_SI.5-5MAMOPR](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodid=PTIICOCI_CH1.5COMASY_SI.5-5MAMOPR)
- **CHAPTER 23 – Signs and Advertising:**  
[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodid=PTIICOCI\\_CH23SIAD](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodid=PTIICOCI_CH23SIAD)
- **CHAPTER 24 – Streets, Sidewalks and Other Public Places:**  
[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodid=PTIICOCI\\_CH24STSIOTPUPL](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodid=PTIICOCI_CH24STSIOTPUPL)
- **CHAPTER 25 – Subdivisions and Platting:**  
[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodid=PTIICOCI\\_CH25SUPL](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodid=PTIICOCI_CH25SUPL)
- **CHAPTER 29 – Vegetation:**  
[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodid=PTIICOCI\\_CH29VE](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodid=PTIICOCI_CH29VE)
- **ARTICLE III – District Regulations (i.e. R-1, R-3, B-1, I-1, etc.):**  
[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodid=PTIICOCI\\_CH30ZO\\_ARTIIIDIRE](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodid=PTIICOCI_CH30ZO_ARTIIIDIRE)
- **ARTICLE IV – Supplemental District Regulations:**
  - Division 2 – Off-Street Parking:**  
[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodid=PTIICOCI\\_CH30ZO\\_ARTIVSUDIRE\\_DIV2OREPA](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodid=PTIICOCI_CH30ZO_ARTIVSUDIRE_DIV2OREPA)
  - Division 3 – Density:**  
[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodid=PTIICOCI\\_CH30ZO\\_ARTIVSUDIRE\\_DIV3DE](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodid=PTIICOCI_CH30ZO_ARTIVSUDIRE_DIV3DE)
  - Division 5 – Fence Restrictions:**  
[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodid=PTIICOCI\\_CH30ZO\\_ARTIVSUDIRE\\_DIV5FERE](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodid=PTIICOCI_CH30ZO_ARTIVSUDIRE_DIV5FERE)
  - Division 9 – Mixed Use and Non-Residential Development Standards:**  
[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodid=PTIICOCI\\_CH30ZO\\_ARTIVSUDIRE\\_DIV9MIUSNSIDEST](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodid=PTIICOCI_CH30ZO_ARTIVSUDIRE_DIV9MIUSNSIDEST)
  - Chapter 32 – Design Guidelines:**  
[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodid=PTIICOCI\\_CH32DEGU](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodid=PTIICOCI_CH32DEGU)



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**VII. DEVELOPMENT SERVICES DEPARTMENT PLANNING & ZONING DIVISION CONTACTS**

Planning & Zoning Contacts

- General questions related to the zoning code, comprehensive plan, zoning districts, land use, master plans.
  - [zoning@homesteadfl.gov](mailto:zoning@homesteadfl.gov)
  
- General questions related to the administrative and public hearings, public records, and entitlements.
  - [planning@homesteadfl.gov](mailto:planning@homesteadfl.gov)
  
- Matters related to obtaining a Business Tax Receipt, transfers, existing businesses.
  - [businesslicensing@homesteadfl.gov](mailto:businesslicensing@homesteadfl.gov)
  
- Application submittals, Cost Recovery account inquiries, and School Concurrency.
  - [planning@homesteadfl.gov](mailto:planning@homesteadfl.gov)