



**CITY OF HOMESTEAD  
DEVELOPMENT SERVICES  
PLANNING & ZONING DIVISION**

**PRE-APPLICATION MEETING REQUEST**

**Development Services: Planning & Zoning Division**

Date: \_\_\_\_\_

**Identification of Subject Property**

Project Name: \_\_\_\_\_

Subject Property Folio # : 10- \_\_\_\_\_ Subject Property Address: \_\_\_\_\_

Description of Request:

- |  |  |
|--|--|
| <input type="checkbox"/> Administrative Site Plan Review     | <input type="checkbox"/> Map Amendment (FLUM & Zoning)   |
| <input type="checkbox"/> Site Plan Review (DRC/City Council) | <input type="checkbox"/> Plat (Tentative, Waiver, Final) |
| <input type="checkbox"/> Administrative Variance             | <input type="checkbox"/> Other:                          |
| <input type="checkbox"/> Variance                            |  |
| <input type="checkbox"/> Special Exception                   |  |
| <input type="checkbox"/> Land Use Plan Amendment             |  |

Previous Zoning Approvals:

\_\_\_\_\_ Date of Approval: \_\_\_\_\_

\_\_\_\_\_ Date of Approval: \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Applicant/ Representative**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**General Instructions and Submittal Requirements**

A pre-application meeting is mandatory for all applicants intending to submit a development proposal. It is a forum in which the applicant and the review staff can discuss issues related to the project concept. The purpose of the application should be to communicate to the reviewing staff, the decision-makers, and the public what is being proposed and how the proposal meets and complies with the City's Comprehensive Plan and Land Development Regulations.



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**Please submit the following:**

1. Submit proposed site plan and current survey (strongly recommended) for staff review.
2. A narrative/letter of intent describing the proposed development including the description of the existing and proposed use(s).
3. The applicant must create a user account on the City of Homestead’s enterprise, permitting and licensing portal: [www.homesteadfl.gov/eplbuild](http://www.homesteadfl.gov/eplbuild) and email the completed form to [planning@homesteadfl.gov](mailto:planning@homesteadfl.gov) for the processing of your request and billing. The applicant must notify via email the online payment confirmation of \$250.00. All fees are non-refundable.
4. For any assistance or questions, please reach out to [planning@homesteadfl.gov](mailto:planning@homesteadfl.gov) or contact 305-224-4523 /305-224-4505

A pre-application meeting shall be scheduled with the review staff within a minimum of three (3) business days. The applicant/representative shall be notified of the date, time, and link for the Teams meeting.

**Applicant Certification**

I/We affirm and certify that I/we understand and will comply with the land development regulations and comprehensive land use plan of the City of Homestead. We/I further certify that the statements or diagrams made on any paper or plans submitted herewith are true to the best of my/our knowledge and belief. Further, I/we understand that this application, attachments and application filing fees become part of the official records of the City of Homestead.

Applicant is:  Owner  Optionee  
 Lessee  Agent  
 Contract Purchaser

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



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**OFFICIAL USE ONLY**

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Planning Staff Signature: \_\_\_\_\_