



Planning and Zoning Application Form

City of Homestead, Florida – Development Services Department

Project Number: _____ Submittal Date: _____ Initialed by: _____

Request For: Comprehensive Plan Amendment Rezoning Variance Special Exception

Site Plan Subdivision/Plat Other _____

DO NOT WRITE ABOVE THIS LINE

Reason for request: _____

NOTICE TO APPLICANT: This zoning application and supporting documents, technical plans, and technical reports will need to be submitted electronically (PDF File). Therefore, please follow the *Planning and Zoning Application – Electronic Submittal Instructions* on our City’s website. All technical plan sheets and technical report cover are to be electronically sealed and signed by an applicable Florida licensed architect, engineer, landscape, or surveyor. Incomplete applications, supporting documents, technical plans, and technical reports will not be accepted. Property owner shall sign the Cost Recovery Affidavit form provided within Department application packet. Projects valued over \$750,000 are subject to the Public Art Program (City Code Sec. 32-38). Additional documentation may be required during review. Please contact (305) 224-4523 to schedule an appointment for a pre-application meeting and/or application submittal.

Name of Applicant: _____

Address of Applicant: _____

City: _____ State: _____ Zip: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ Ext. _____ Fax Number: _____

Name of Property Owner: _____ (If different from applicant)

Address of Property Owner: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Legal description of property covered by application: Attach a hard copy **and** provide digitally.

List Folio No. _____

Subdivision: _____ PB Page: _____ Lot: _____ Block: _____

Dimension of the property covered by application: _____

Address of property covered by application: _____

Land Area: _____ Acres (Sq. Ft. if < 1 acre)

Existing Building: _____ Sq. Ft.

Proposed Building: _____ Sq. Ft.

Existing No. of Lots/Units: _____

Proposed No. of Lots/Units: _____

Proposed Lots (if applicable): Provide typical lot layout;

Include front, side, rear yards; accessory building setbacks, maximum coverage; minimum green space.

Ownership of property obtained? _____

When was contract for purchase or deed signed? _____

When was lease signed? _____

Term: From _____ To _____

Mortgage Holder Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Where property is not owned by the applicant, is a letter attached giving the consent by the owner to the applicant to request a change? Yes No

Has contract to purchase been attached? Yes No

Existing Future Land Use Designation: _____ Proposed Future Land Use Designation: _____

Zoning classification at present: _____ Zoning request: _____

Has permit been applied for? Yes No Was application for permit denied? Yes No

Special conditions or reasons believed justifying change or restriction or appeal? _____

Has a violation been issued? Yes No

If yes, give date of violation _____ With a brief explanation _____

If yes, applicant's name _____ Date of hearing _____

Nature of hearing _____ Decision of hearing _____

Past Ordinance / Resolution# _____

Are there any existing structures on the property? Yes No

If yes, briefly describe _____

Is there any existing use on the property? Yes No

If yes, briefly explain ____

Has a dedication been made for official right-of-way or Unity of Title, if necessary? Yes No

Has a site plan layout been submitted to the Building Official? Yes No

THE UNDERSIGNED UNDERSTANDS THIS APPLICATION SHALL BE COMPLETE AND ACCURATE BEFORE A HEARING CAN BE ADVERTISED.

I, _____ BEING FIRST DULY SWORN, DEPOSE AND SAY THAT

I am the OWNER

I am the LESSEE

I am the LEGAL REPRESENTATIVE of THE OWNER or LESSEE

OTHER (please explain) _____

of the property described which is the subject matter of this application; and that all the answers to the questions in said application, and all sketches and data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief.

Signature: _____ Print Name: _____

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

Signature of Notary Public

(NOTARY SEAL) _____
Name of Notary Typed, Printed, or Stamped

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____

PERMISSION TO ENTER UPON PREMISES

I hereby grant to the City of Homestead staff of the appropriate departments, and members of the Planning and Zoning Board of the City of Homestead, authority to enter upon my property to inspect said property either during normal business hours of a commercial establishment or during daylight hour to view the exterior of a residential property.

Yes No

Refusal of authorization for entry on the property to the official of the City of Homestead shall not in any way prejudice the applicant in the public hearing procedure.

Signature: _____ Print Name: _____

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

Signature of Notary Public

(NOTARY SEAL) _____
Name of Notary Typed, Printed, or Stamped

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____

COST RECOVERY AFFIDAVIT

Pursuant to City Code Section 2-500 (1) *Cost recovery*. To the extent that any application for review by the city under chapter 30 "Zoning" or, except as otherwise specified, other City Code provisions requires additional review by city staff, city contractors, agents or consultants, the actual cost of such additional review shall be passed on to the applicant.

I, _____, hereby acknowledge and consent to the payment of all applicable fees as it relates to the application and request for the review and processing of the requested Administrative or Public Hearing. Fees shall include but are not limited to additional review by city staff, city contractors, agents or consultants, advertisement(s), recordings, mailings, and any additional costs related to the submitted application.

Pursuant to City Code Section 2-500(6) *Interest charge; enforcement*. Unpaid costs and fees payable to the city under this section, including unpaid costs and fees that exist at the time of the adoption of this subsection (6), which are more than thirty days overdue shall be delinquent and shall accumulate interest at the rate of one and one-half (1.5) percent per month upon the unpaid balance until paid. Overdue costs, fees and interest accrued thereon may be collected and enforced in any manner that is allowed by law, and the city shall be authorized to recover its reasonable attorney's fees incurred in such collection.

Affidavit to be executed by property owner. All rights and entitlements run with the property.

(Ord. No. 00-09-33, Ord. No. 2004-11-44, Ord. No. 2008-03-06)

Date: _____ List Folio No. (one application per folio) _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Tel: _____

Email: _____

Signature: _____ Print Name: _____

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

Signature of Notary Public

(NOTARY SEAL) _____
Name of Notary Typed, Printed, or Stamped

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____

PROFESSIONAL STATEMENT OF LANDSCAPING COMPLIANCE

Required for all Site Plan Applications

Legal Description: Lot _____, Block _____, Subdivision _____, P.B. _____, Page _____,

Development Name _____

Located at (address) _____

I/We hereby certify that the landscaping/irrigation plan being submitted for the above captioned complies with the requirements of the City of Homestead Ordinance **2001-04-11** (landscape ordinance) as to species, height, trunk width and location at time of planting, and that the species as shown are in accordance with the accepted species and that none of the species are from the prohibited list.

Additionally automatic sprinkler systems (if applicable) comply with requirement of said ordinance as to the type of heads, spray system, location, etc.

I/We further certify that I/We am/are authorized under Chapter 481, Florida Statutes to prepare and submit this landscaping/irrigation plan.

Professional Signature

Seal:

Print Name

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

Signature of Notary Public

(NOTARY SEAL) _____
Name of Notary Typed, Printed, or Stamped

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____

PUBLIC ART PROGRAM

Pursuant to Chapter 32, Article V, Public Art Program, of the City Code, it is the intent and purpose of the article to further the commitment of the City of Homestead to the aesthetic enrichment of the community through the creation of works of art so that citizens and visitors to the City of Homestead are afforded an opportunity to enjoy and appreciate works of art. The requirements of this article shall be construed to promote the aesthetic values of the entire community and to encourage the preservation and protection of works of art. The public art requirements found in this article are development standards based upon the aesthetic needs of the community and are not intended to be either an impact fee or a tax.

Sec. 32-38. - Applicability.

(a) All development projects, as defined in section 32-31 of this article, with a project cost as provided for under the development order or building permit(s), which exceeds seven hundred-fifty dollars (\$750,000.00) shall be subject to the provisions of this article. (b) A single-family home (including interior and/or exterior modifications, additions or new construction) exceeding a project cost of five hundred dollars (\$500,000.00) shall also be subject to the provisions of this article. All interior, exterior modifications, additions, or new construction to a single residential unit (versus developments for commercial sale of three (3) or more residential units) with a project cost under five hundred dollars (\$500,000.00) shall be exempt from the requirements of this article. (c) The city council may exempt the following from the public art program: (i) The project consists of the reconstruction of structures which have been damaged by fire, flood, wind, or other natural disaster, (ii) Schools, and/or (iii) Churches or places of worship.

(Ord. No. 2010-04-11, § 2, 4-19-10; Ord. No. 2011-10-19, § 2, 10-19-11; Ord. No. 2012-03-02, § 2, 3-21-12)

Sec. 32-39. - Building permits.

(a) Prior to issuance of a final building permit, the applicant or developer for projects subject to this article shall be required to comply with one of the following **[Please check one (1) box]:**

(1) *In-lieu public art fee.* Pay one percent (1%) of the cost of the proposed development project, not to exceed five hundred thousand dollars (\$500,000.00), as an "in lieu" public art fee; or

(2) *Donation of public art.* Donate art which has been approved by the PAC and city council, having a documented minimum value of one percent (1%) percent of the cost of the development project excluding land acquisition and off-site improvement costs; or

(3) *Placement of art on site.* Place art on site, which shall have a minimum value of one and a quarter percent (1.25) percent of the cost of the proposed project excluding land acquisition and off-site improvement costs, not to exceed five hundred thousand dollars (\$500,000.00). The owner shall provide documentation to the city that the art fee has been deposited into an escrow account for said purpose prior to the issuance of a building permit. Prior to placement on the development site, the art must be approved by the PAC and city council and conform to the adopted public art guidelines.

(Ord. No. 2010-04-11, § 2, 4-19-10; Ord. No. 2011-10-19, § 2, 10-19-11, Ord No. 2024-10-27)

Estimated Project Cost: _____

Signature: _____ Print Name: _____

SWORN AND SUBSCRIBED BEFOREME THIS _____ DAY OF _____ 20_____

Signature of Notary Public

(NOTARY SEAL)

Name of Notary Typed, Printed, or Stamped

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____



City of Homestead Public School Concurrency Concurrency Management System Entered Requirements

Applicant Fields	Information
Application Type	
Application Sub-Type	
Applicant Name *	
Applicant Phone *	
Applicant Email *	
Applicant Address *	
Contact Fields	Information
Contact Name *	
Contact Phone *	
Contact Email *	
Local Govt. Name	City of Homestead
Local Govt. Phone	305-224-4523
Local Govt. Email	planning@homesteadfl.gov
Local Govt. App. Number (OFFICIAL USE ONLY)	
Plat Number from County (if final plat)	
Property Fields	Information
Master Folio Number *	
Additional Folio Number	
Total Acreage *	
Proposed Land Use/Zoning *	
Single-Family Detached Units *	
Townhouse Units *	
Multi-Family Units *	
Total # of Units *	
Redevelopment Information (MUSPs) - Re-development applications are for those vacant sites for which a local government has provided vested rights; or for an already improved property which does not have to be re-platted as deemed by the local government. The number of units to be input into the CMS is the net difference between the existing vested number of units and the newly proposed number of units. <i>Example: an existing 20-unit structure will be torn down for redevelopment. The newly proposed development calls for 40 total units. Local government shall input 20 units in the CMS (net difference between the 20 units vested less the newly proposed 4 units).</i>	
<i>Required Fields for Application</i> *	

 Owner(s)/Attorney/Applicant Name

 Owner(s)/Attorney/Applicant Signature

STATE OF FLORIDA
 COUNTY OF MIAMI-DADE

The foregoing was acknowledged before me this _____ day of _____
 20_____, by _____
 who is a(n) **individual/partner/agent/corporation** of _____ a(n)
individual/partnership/corporation. He/She is personally known to me or who has produced _____
 _____ as identification and who did (did not) take an oath.

(Stamp)

 Signature

Planning and Zoning Services Fee Schedule

A. Administrative Review - Applications and Services

Table 1.1: Administrative Review - Applications and Services Fees

Description	Fee
Site plan review, no public hearing (ASPR - New Construction)	\$650.00
Administrative variances on urban design (each)	\$780.00
COA - Certificate of Appropriateness (Standard)	\$520.00
Pre-Application Meeting	\$250.00

B. Staff Review - Applications and Services

Table 1.2: Staff Review - Applications and Services Fees

Description	Fee
Administrative variances (each)	\$300.00

C. Public Hearing - Applications and Services

Table 1.3: Public Hearing - Applications and Services Fees

Description	Fee	Proposed Multiplier	Multiplier Description
Comprehensive Plan, Small Scale Amendment	\$3,900.00		-
Comprehensive Plan Amendment	\$7,800.00		-
Annexation, minimum	\$650.00		-
Vacation closure	\$650.00		-
Platting with lots, Preliminary Plat	\$975.00	\$65	Each lot
Final Plat (up to 10 lots)	\$650.00	\$26	Each additional lot over 10

Platting without lots (for roads/ infrastructure only) Preliminary	\$1,300.00		Yes
Platting without lots (for roads/ infrastructure only) Final	\$975.00		Yes
Waiver of plat, minimum fee	\$1,300.00	\$65	Each lot
Rezone, One family district (A-1, A-1, R-1), if less than one acre	\$520.00		-
Rezone, One family district (A-1, A-1, R-1), if greater than one acre	\$1,040.00		-
Rezone, One or two-family district (R- 2), if less than one acre	\$650.00		-
Rezone, One or two-family district (R- 2), if greater than one acre	\$1,300.00		-
Rezone to R-TH, R-CH or R-3	\$780.00	\$0.13	plus 13 cents for every 10 sq. ft. of land area
Rezone, Commercial and industrial	\$780.00	\$0.13	plus 13 cents for every 10 sq. ft. of land area
Rezone, PUD Minimum	\$1,950.00	\$0.13	plus 13 cents for every 10 sq. ft. of land area
PUD master plan review, sketch plan	\$1,300.00		-
PUD master plan review, master plan	\$2,600.00		-
Site plan review, requiring a public hearing	\$1,300.00		-
Special exception, minimum	\$910.00	\$350	plus \$350 per additional SE item
Variance, A-1, A-2, R-1, R-2 minimum	\$650.00	\$130	plus \$130 per additional variance
Variance for signs, fences, and walls in all other districts, minimum	\$650.00	\$65	Plus \$65/additional variance
Variance, other sections of code in all other districts, minimum	\$975.00	\$130	plus \$130/additional variance
COA - Certificate of Appropriateness (Special)	\$780.00		
Public hearing not listed herein	\$650.00		

D. New - Additional Applications and Services

Table 1.5: Applications and Services Fees

Description	Fee	Proposed Multiplier	Multiplier Description
Pre-Application Meeting	\$250.00		-
Use of Third-Party Reviewers / Consultants	Actual Cost	10.0%	Actual cost plus 10.0%
Site Posting (Failure to Post Site)	\$150.00		-
Temporary Use	\$250.00		-
Administrative Extensions	\$100.00		-
Covenants	\$100.00		Minimum cost recovery \$3,000.00 (deposit)
Change of Applicant/Point of Contact/Representative Fee (per instance)	\$100.00		Per instance
Map and GIS Analysis/Production (Geo-Planning Requests)	\$35.00		Per hour
Scanning Fee	\$-	At cost	At cost
School Concurrency Staff Processing for Public Hearings and Entitlements	\$75.00		
School Concurrency Staff Processing of Informational Letter	\$50.00		