



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

ADMINISTRATIVE SITE PLAN REVIEW (ASPR) CHECKLIST – COMMERCIAL

FEES / PAYMENT* *Accepting Online Payment (6-Digit Account Number)*

Hearing (Nonrefundable): <u>\$650.00</u>	Cost Recovery: <u>\$8,000.00</u>	Methodology Review: <u>\$1,500.00 DEP</u>
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REVIEW PROCESS

Development Review Committee (DRC)

REQUIRED DOCUMENTS

Zoning Application Cost Recovery Affidavit (signed by property owner/notarized) FAA Notice Criteria Tool (required by HARB) Professional Statement of Landscaping Compliance (signed/sealed) Articles of Incorporation Legal Description on word format Lobbyist Registration filing & payment with City Clerk's Office Letter of Consent (to process Application on behalf of Applicant) Letter of Intent (signed/notarized) Opinion of Title	Previously Approved Entitlements (Ordinances and/or Resolutions) Project Cost Project Schedule Property Deed Public Art Program Compliance Must address 'Changes to the Approved Site Plan Criteria' (Sec. 30-47d) in the Letter of Intent. Must address 'Mixed Use & Non-Residential Development Standards' (Ch. 30, Div. 9) in the Letter of Intent. <i>**Additional documents may be required. **</i>
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REQUIRED PLANS / SURVEYS / TECHNICAL REPORTS

Boundary Survey (identifying net and gross acreages) Architectural Site Plan (Sec. 30-47) Compliance with Mixed Use & Non-Residential Development Standards (Ch. 30, Div. 9) Dumpster/Recycling Enclosure Dimensions (Ch. 23.5) Elevations, Floor Plans, Color Renderings (Sec. 30-47) Landscaping Plans (Chapter 29) Miami-Dade County DERM & FIRE Municipal Site Plan Reviews	Traffic Methodology (approved by Staff) (Chapter 1.5) Traffic Study (Chapter 1.5) Preliminary Uniform Sign Plan [Sec. 23-80] <i>**Additional documents may be required. **</i>
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***GENERAL NOTES:** All required documents, technical plans, and technical reports shall be submitted electronically (PDF File). Refer to the *Planning and Zoning Application – Electronic Submittal Instructions* on our City's website. **Incomplete applications, supporting documents, technical plans, and technical reports will not be accepted nor will the application proceed past Completeness Review to DRC.** Additional documentation may be required during review. Please contact (305) 224-4523 or planning@homesteadfl.gov to schedule an appointment for a complete application package submittal.