



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

**SITE PLAN CHECKLIST – RESIDENTIAL DEVELOPMENT**

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

<b>Hearing (Nonrefundable): \$1,300.00</b>	<b>Cost Recovery: \$8,000.00</b>	<b>Methodology Review: \$1,500.00 DEP</b>
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**REVIEW PROCESS**

Development Review Committee (DRC), and City Council (CC) hearings are required. Multiple zoning applications will need to be processed and run concurrently together through the public hearing process.

**REQUIRED DOCUMENTS**

<p>Zoning Application Cost Recovery Affidavit (signed by property owner/notarized) FAA Notice Criteria Tool (required by HARB) MDCPS Concurrency Professional Statement of Landscaping Compliance (signed/sealed) Public Art Program Compliance</p> <p>Articles of Incorporation Certified Mailing Labels, Cover Letter, &amp; Radius Map – 500 feet (signed/sealed) Cross Access Agreement Joinder &amp; Consent Legal Description on word format Letter of Consent (to process Application on behalf of Applicant) Letter of Intent (signed/notarized) Lobbyist Registration filing &amp; payment with City Clerk’s Office Opinion of Title</p>	<p>Project Schedule Project Cost Property Deed Unity of Title</p> <p>Must address Residential Zone District Regulations (Chapter 30, Division 4) in the Letter of Intent.</p> <p><u><b>PRIOR TO PUBLIC HEARING:</b></u> Property Posting – 10 days prior to Public Hearing Courtesy Notices – 500 feet Affidavit Letter with color photos certifying property posting &amp; completion of mailed courtesy notices. City to provide template for each upon drafting newspaper advertisement</p> <p><i>**Additional documents may be required. **</i></p>
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**REQUIRED PLANS / SURVEYS / TECHNICAL REPORTS**

<p>Boundary Survey (identifying net and gross acreages) Architectural Site Plan (Sec. 30-47) Dumpster/Recycling Enclosure Dimensions (Ch. 23.5) Elevations, Floor Plans, Color Renderings (Sec. 30-47) Landscaping Plans (Chapter 29) Miami-Dade County DERM &amp; FIRE Municipal Site Plan Reviews</p> <p><i>**Additional documents may be required. **</i></p>	<p>Traffic Methodology (approved by Staff) (Chapter 1.5) Traffic Study (Chapter 1.5) Uniform Sign Plan [Sec. 23-80(b)(7)]</p>
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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](mailto:planning@homesteadfl.gov) to schedule an appointment for a complete application package submittal.