



**CITY OF HOMESTEAD  
DEVELOPMENT SERVICES  
PLANNING & ZONING DIVISION  
100 CIVIC COURT  
HOMESTEAD, FLORIDA 33030  
[WWW.HOMESTEADFL.GOV](http://WWW.HOMESTEADFL.GOV)**

**SITE PLAN CHECKLIST – MIXED USE DEVELOPMENT**

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

<b>Hearing (Nonrefundable):</b> <u>\$1,300.00</u>	<b>Cost Recovery:</b> <u>\$8,000.00</u>	<b>Methodology Review:</b> <u>\$1,500.00 DEP</u>
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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\*** *\*\* Additional documents may be required.*

<p>Zoning Application          Cost Recovery Affidavit (signed by property owner/notarized)          FAA Notice Criteria Tool (required by HARB)          MDCPS Concurrence          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)          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</p> <p>Must address Mixed-Use &amp; Non-Residential Development Standard (Chapter 30, Division 9) in the Letter of Intent.</p> <p>Must address Sec. 30-396.62 SWPUN/Commercial Subarea in the Letter of Intent.</p> <p><b><i>PRIOR TO PUBLIC HEARING:</i></b>          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>
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**REQUIRED PLANS / SURVEYS / TECHNICAL REPORTS\*** *\*\* Additional documents may be required.*

<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>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.