CITY OF SUNNY ISLES BEACH
DEVELOPMENT REVIEW PROCESS
City Code Sec. 265-11

PRE-APPLICATION CONFERENCE
WITH CITY STAFF

COMPLETE
APPLICATION
SUBMITTAL
(CHECKLIST REVIEW)

APPLICATION REVIEW
(5 WORKING DAYS)

REVIEW & INITIAL REPORT
(14 WORKING DAYS)

DRC REVIEW

DRC RECOMMENDATION TO CITY
MANAGER AND CITY ATTORNEY

APPLICANT REVISE PLANS PER
DRC COMMENTS

PUBLIC NOTIFICATIONS
(10 DAYS PRIOR TO CITY
COMMISSION)

RE-SUBMITTAL WITH CORRECTIONS
PLANS RE-CIRCULATED
(21 WORKING DAYS)

CITY COMMISSION ZONING HEARING

COMMENTS RETURNED TO
DIRECTOR
The following items must be submitted:

Check if completed:

___ Letter of Intent, listing what is being requested, and reasons why applicant feels the request should be approved.

___ Public Hearing Application completely filled out and properly executed. The folio number(s) for the subject property is mandatory.

___ Ownership Affidavit.

___ Disclosure of interest, if owner and or applicant are a corporation, trustee or partnership and for Contract Purchaser, if any.

___ Copy of lease for one year or more, if applicant is lessee.

___ Prior to issuance of recommendation approval from the Department of Environmental Protection (DEP), and/or Department of Environmental Resources Management (DERM), Florida Department of Transportation (FDOT) for the preliminary review of plans of the proposed project. Miami-Dade County Biscayne Bay Shoreline Development Review Committee and approval from the Miami-Dade County Fire Department (MDFD) for the staging area of the proposed project.

___ Exterior coloring shall be approved by the City Commission, in accordance with a palette of colors that will be available for public consumption at the Zoning Department, for every site applicant.

FURNISH:

___ One (1) set of folded and collated plans (size 24”x 36”). Plans must be at 1”20’ scale with the initial application.

___ Six (6) full sets of plans size 11”x17”.

___ Current (6 months) land survey of the property, sealed and signed by a registered engineer or surveyor.

___ Certified sketch survey indicating radius distances, sealed and signed by a registered engineer or surveyor.

___ Digital copies of all plans, including the land survey and sketch survey of the property, in a CD or flash drive.

___ Demolition/Construction Staging and Traffic Management Plans as provided by the City and attached to this document.

___ Estimated construction schedule and fees.

___ Artwork proposal and appraised value (Public Art Advisory Committee)

When applying for Transfer of Development Rights (TDRs), the applicant shall comply with the requirements in Section 265-23.7 of the Code of Sunny Isles Beach. A three dimensional model of the proposed development without TDRs and a separate three dimensional model showing the development potential utilizing the proposed transfer of development rights. Both constructed of balsa wood, foam board, corrugated or like material.
PUBLIC HEARING APPLICATION

Hearing #__________________
Date Received_________________
Folio Number_________________

1. Proposed Project Name:____________________________________________________

2. Name of Applicant_____________________________________________________
   a. If applicant is the owner, give name exactly as recorded on deed.
   b. If applicant is lessee, attach copy of valid lease of one (1) year or more and Property
      Owners Sworn-to-Consent.
   c. If applicant is a corporation, partnership, limited partnership, or trustee, a separate
      Disclosure of Interest form must be completed.

3. Applicant Mailing Address_________________________________________________
   City_________________ State____________ Zip________
   Tel. # (during working hours)________________________ e-mail____________________

4. Name of Property Owner__________________________________________________
   Mailing Address___________________________________________________________
   City_________________ State____________ Zip________
   Tel. # (during working hours)________________________ e-mail____________________

5. Contact Person___________________________________________________________
   Mailing Address___________________________________________________________
   City_________________ State____________ Zip________
   Tel. # (during working hours)________________________ e-mail____________________

6. LEGAL DESCRIPTION OF THE PROPERTY COVERED BY THE APPLICATION
   a. if subdivided, provide lot, block, complete name of subdivision, plat book and
      page number.
   b. if metes and bounds description, provide complete legal description (including
      section, township and range).
   c. if separate request apply to different areas, provide the legal description of each
      area covered by a separate request.
   d. attach a separate, typed sheet if necessary. Verify the legal description is
      correct.

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

7. Address or location of subject property:_____________________________________
   ________________________________________________________________

8. Size of property:______________ ft. x ____________ ft. acres ______
9. Date subject property acquired [ ] or leased [ ] ________ day of ________ term of lease ________ years/months.

10. Does property owner own contiguous property to the subject property? If so, give complete legal description of entire contiguous property. (If lengthy, please type on a sheet labeled “Contiguous Property”.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

11. Is there an option to purchase [ ] or lease [ ] the subject property or property contiguous thereto?
[ ] Yes or [ ] No
If yes, who are the potential purchasers or lessees? (Complete section of Disclosure of Interest form also).
__________________________________________________________________________

12. Present zoning classification (s):__________________________________________

13. REQUEST (S) COVERED UNDER THIS APPLICATION:

Please check the appropriate box and give a brief description of the nature of the request in the space provided:
[ ] Comprehensive Plan Amendment
[ ] District Boundary Change (s)
[ ] Site Plan Approval
[ ] Conditional Use
[ ] Variance
[ ] Plat Approval
[ ] Transfer Development Rights
[ ] Vested Rights
[ ] Appeals
[ ] Other:__________________________________________

14. Has a public hearing been held on this property within the last year and a half? [ ] yes [ ] no

If yes, applicants name_____________________________________________________

Date of hearing____________________________________________________________

Nature of hearing____________________________________________________________

Decision of hearing___________________________________________________________

Resolution #_______________________________________________________________
15. Is this hearing being requested as a result of violation notice? □ yes □ no
If yes, give name to which violation notice was served
Nature of violation

16. Are there any existing structures on the property? □ yes □ no
If yes, briefly describe

17. Is there any existing use on the property? □ yes □ no
If yes, what is the use and when was it established?
Use
Established
OWNER OR TENANT AFFIDAVIT
FOR INDIVIDUAL

STATE OF __________________________  Public Hearing No. __________________

COUNTY OF __________________________

Before me, the undersigned authority, personally appeared __________________________, hereinafter the Affiant, who being duly sworn by me, on oath, deposes and says:

1. Affiant is the fee owner or tenant of the property, which is the subject of the proposed hearing.

2. The subject property is legally described as: __________________________________________

3. Affiant understands that the matters attached to and made part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application can be submitted and the hearing advertised.

4. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.

Witnesses:

________________________________________  Affiant’s Signature

________________________________________  Print Name

________________________________________  Print Name

________________________________________  Signature

________________________________________  Print Name

Sworn to and subscribed before me on the _______ day of __________________________, 20 __________

Affiant is personally known to me or has produced __________________________ as identification.

________________________________________  Notary (Stamp/Seal)

Commission Expires: __________________________
PROPERTY OWNER’S SWORN-TO-CONSENT
PERMITTING TENANT TO FILE FOR HEARING

On behalf of _______________________________________________________ Property Owner of the property legally described below and which is the subject property of the proposed hearing, does hereby grant consent to __________________________________________, as Tenant to file this application for a public hearing.

Legal Description:

_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Witnesses:

__________________________________________  Property Owner’s Signature

__________________________________________  Print Name

__________________________________________

Signature

__________________________________________  Print Name

Sworn to and subscribed before me on the _______ day of _____________________, 20 ______.
Affiant is personally known to me or has produced __________________________ as identification.

________________________
Notary (Stamp/Seal)

Commission Expires: ________________
OWNERSHIP AFFIDAVIT
FOR CORPORATION

STATE OF ___________________________ Public Hearing No. ___________________________
COUNTY OF ___________________________

Before me, the undersigned authority, personally appeared ___________________________,
hereinafter the Affiant (s), who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the president, vice-president or CEO of the ___________________________,
Corporation, with the following address:

2. The Corporation owns the property, which is the subject of the proposed hearing.

3. The subject property is legally described as:

4. Affiant is legally authorized to file this application for public hearing:

5. Affiant understands this affidavit is subject to the penalties of law for perjury and the
possibility of voiding of any zoning granted at public hearing.

6. Affiant understands that the matters attached to and made part of the application are
honest and true to the best of my knowledge and belief. I understand this application must
be complete and accurate before the application can be submitted and the hearing
advertized.

Witnesses:

__________________________ ____________________________
Signature Affiant’s Signature
Print Name Print Name

__________________________ ____________________________
Signature Affiant’s Signature
Print Name Print Name

Sworn to and subscribed before me on the _____ day of ________________________, 20____,
Affiant is personally known to me or has produced ____________________________ as
Identification.

__________________________
Notary (Stamp/Seal)

Commission Expires: ______________
OWNERSHIP AFFIDAVIT
FOR LIMITED LIABILITY COMPANY

STATE OF __________________________ Public Hearing No. __________________________
COUNTY OF __________________________

Before me, the undersigned authority, personally appeared __________________________, hereinafter the Affiant(s), who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the manager, or managing member of the __________________________ Limited Liability Company with the following address:

2. The Limited Liability Company owns or lease (circle one) the property, which is the subject of the proposed hearing.

3. The subject property is legally described as:

4. Affiant is legally authorized to file this application for public hearing:

5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.

6. Affiant understands that the matters attached to and made part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application can be submitted and the hearing advertized.

Witnesses:

_________________________ __________________________
Signature       Affiant’s Signature

_________________________
Print Name

_________________________
Signature

_________________________
Print Name

Sworn to and subscribed before me on the _____ day of __________________________, 20____, Affiant is personally known to me or has produced __________________________ as Identification.

_________________________
Notary (Stamp/Seal)

Commission Expires:_________________________
OWNERSHIP AFFIDAVIT
FOR PARTNERSHIP

STATE OF ___________________________  Public Hearing No. ____________
COUNTY OF ___________________________

Before me, the undersigned authority, personally appeared ______________________,
______________________________, hereinafter the Affiant (s), who being first duly
sworn by me, on oath, deposes and says:

1. Affiant is the general partner of the ______________________________ partnership, at the following address: ______________________________

2. Affiant as general partner is authorized to file this application for a public hearing.

3. The partnership owns the property, which is the subject of the proposed hearing.

4. The subject property is legally described as: ______________________________

5. Affiant understands this affidavit is subject to the penalties of law for perjury and the
possibility of voiding of any zoning granted at public hearing.

6. Affiant understands that the matters attached to and made part of the application are
honest and true to the best of my knowledge and belief. I understand this application must
be complete and accurate before the application can be submitted and the hearing
advertized.

Witnesses:

_________________________ (General Partner)
Signature

_________________________
Print Name

_________________________
Signature

_________________________
Print Name

Sworn to and subscribed before me on the ______ day of _________________, 20___,
Affiant is personally known to me or has produced __________________________
as Identification.

________________________________
Notary (Stamp/Seal)

Commission Expires: ________________
OWNERSHIP AFFIDAVIT
LIMITED FOR PARTNERSHIP

STATE OF _____________________________    Public Hearing No. _____________
COUNTY OF ____________________________

Before me, the undersigned authority, personally appeared ________________________,
______________________________, hereinafter the Affiant (s), who being first duly
sworn by me, on oath, deposes and says:

1. Affiant is the general partner of the _____________________________
   limited partnership, at the following address:______________________________

   ____________________________________________________________

2. Affiant as general partner is authorized to file this application for a public hearing.

3. The limited partnership owns the property, which is the subject of the proposed hearing.

4. The subject property is legally described as: _____________________________

   ____________________________________________________________

5. Affiant understands this affidavit is subject to the penalties of law for perjury and the
   possibility of voiding of any zoning granted at public hearing.

6. Affiant understands that the matters attached to and made part of the application are
   honest and true to the best of my knowledge and belief. I understand this application must
   be complete and accurate before the application can be submitted and the hearing
   advertised.

Witnesses:

_________________________________  _______________________________
   Signature                        Affiant’s Signature
   _______________________________  ________________________________
   Print Name                       Print Name
   __________________________________
   Signature
   __________________________________
   Print Name

Sworn to and subscribed before me on the _____ day of ______________________, 20____,
Affiant is personally known to me or has produced ______________________
as Identification.

________________________________
Notary (Stamp/Seal)

Commission Expires:_________________
OWNERSHIP AFFIDAVIT
FOR TRUST

STATE OF ____________________________   Public Hearing No. _____________
COUNTY OF __________________________

Before me, the undersigned authority, personally appeared ____________________________,
______________________________, hereinafter the Affiant (s), who being first duly
sworn by me, on oath, deposes and says:

1. Affiant is the trustee of the ____________________________________________
    trust, at the following address: __________________________________________

2. Affiant as trustee is authorized to file this application for a public hearing.

3. The trust owns the property, which is the subject of the proposed hearing.

4. The subject property is legally described as: ____________________________

5. Affiant understands this affidavit is subject to the penalties of law for perjury and the
   possibility of voiding of any zoning granted at public hearing.

6. Affiant understands that the matters attached to and made part of the application are
   honest and true to the best of my knowledge and belief. I understand this application must
   be complete and accurate before the application can be submitted and the hearing
   advertised.

Witnesses:

______________________________ (Trustee)
Signature ____________________
Print Name ___________________

______________________________
Signature ____________________
Print Name ___________________

______________________________
Signature ____________________
Print Name ___________________

Sworn to and subscribed before me on the ______ day of ______________________, 20____,
Affiant is personally known to me or has produced _____________________________ as
Identification.

______________________________
Notary (Stamp/Seal)

Commission Expires: _____________

City of Sunny Isles Beach   Public Hearing Application Package   Page 13 of 30
DISCLOSURE OF INTEREST

If the property which is the subject of the application is owned or leased by a **CORPORATION**, list the principal stockholders and principal officers or stockholders consist of another corporation (s), trustee (s), partnership (s) or other similar entities, further disclosures shall be required which disclosures the identity of the individual (s) (natural persons having the ultimate ownership interest in the aforementioned entity).

<table>
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<tr>
<th>Corporation Name</th>
<th>Name, Address and Office</th>
<th>Percentage of Stock</th>
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If the property which is the subject of the application is owned or leased by a **LIMITED LIABILITY COMPANY** list the members or stockholders consist of another corporation (s), trustee (s), partnership (s) or other similar entities, further disclosures shall be required which disclosures the identity of the individual (s) (natural persons having the ultimate ownership interest in the aforementioned entity).

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<tr>
<th>LLC Name</th>
<th>Name, Address and Office</th>
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If the property, which is the subject of the application, is owned or leased by a **TRUSTEE**, list the beneficiaries of the trust and the percentage of interest held by each. {Note: where the beneficiary (s) consist of corporation (s), another trust (s), partnership (s) or other similar entities, further disclosure shall be required which discloses the identity of the individual (s), (natural persons) having the ultimate ownership interest in the aforementioned entity}.

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<th>Trust Name</th>
<th>Name and Address</th>
<th>Percentage of Interest</th>
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If the property, which is the subject of the application, is owned or leased by a **PARTNERSHIP** or **LIMITED PARTNERSHIP**, list the principals of the partnership, including general and limited partners. {Note: where the other similar entities, further disclosures shall be required which discloses the identity of the individual (s) (natural person) having the ultimate ownership interest in the aforementioned entity}.

<table>
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<tr>
<th>PARTNERSHIP OR LIMITED PARTNERSHIP NAME</th>
<th>NAME AND ADDRESS</th>
<th>PERCENTAGE OF OWNERSHIP</th>
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If there is a **CONTRACT FOR PURCHASE**, whether contingent on this application or not and whether a Corporation, Trustee or Partnership list the names of the contract purchasers below, including the principal officers, stockholders, beneficiaries or partners. {Note: where the principal officers, stockholders, beneficiaries or partners consist of another corporation, trust, partnership or other similar entities, further disclosure shall be required which discloses the identity of the individual (s) (natural persons) having the ultimate ownership interest in the aforementioned entity}.

<p>| NAME |</p>
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<th>NAME, ADDRESS AND OFFICE (if applicable)</th>
<th>Percentage of Interest</th>
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Date of Contract: __________________________

If any contingency clause or contract terms involve additional parties, list all individuals or officers, if a corporation, partnership or trust.

|                                        |                        |
|                                        |                        |
|                                        |                        |

For any changes of ownership or changes in contracts for purchase subsequent to the date of the application, but prior to the date of final public hearing, a supplemental disclosure of interest shall be filed.

The above is a full disclosure of all parties of interest in the application to the best of my knowledge and belief.

Signature: __________________________

(Applicant) __________________________

Sworn to and subscribed before me,

This _______ day of ___________________, 20________

__________________________________________
Notary Public, State of Florida at Large

My Commission Expires: __________

* Disclosure shall not be required of any entity; the equity interest is which are regularly traded on an established securities market in the United States or other country; or any entity, the ownership interest of which are held in a limited partnership consisting of more than 5,000 separate interest and where no one person or entity holds more than a total of 5% of the ownership interest in the limited partnership.

Public Hearing No: __________
RESPONSIBILITIES OF THE APPLICANT

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby acknowledge that I am aware of the preliminary review of plans of the proposed project by the Department of Environmental Protection (DEP), and/or the Department of Environmental Resources Management (DERM), the Florida Department of Transportation (FDOT). In addition, the Miami-Dade County Fire Department (MDFD) for the staging area of the proposed project along with the Miami-Dade County Biscayne Bay Shoreline Development Review Committee will review and comment for approval all development applications. These comments sometimes include requirements for an additional public hearing before (DERM) and the Environmental Quality Control Board, (EQCB) in the preparation and execution of agreements to run with the land, which are recorded, prior to obtaining a building permit.

I understand that is my responsibilities as the applicant or applicants representative to promptly follow through with the compliance of DEP, DERM, MDFD, and /or Florida Department of Transportation FDOT requirements or to advise this office in writing if the application will not go forward and may be considered withdrawn. Contact with the above-mentioned agencies is advised during the hearing process.

Permit requirements: I also understand that the Florida Building Code, DEP, DERM, MDFD, and /or Florida Department of Transportation FDOT may contain requirements that affect my ability to obtain a required building permit for my project, even if the zoning application is approved at public hearing. I am aware that a Building Permit is required for all construction and that I am responsible for obtaining the required permit, all required inspections, the Certificate of Use and Occupancy or Certificate of Completion for any and all structures and additions whether proposed or existing without permits. Additionally I am aware a Certificate of Use and Occupancy must be obtained for the use of the property, if approved at a Zoning Hearing and that failure to obtain the required permits and/or Certificates of Completion, Use and Occupancy will result in the initiation of enforcement action against the occupant and owner. I further understand that submittal of Zoning Hearing application will not necessary forestall enforcement action against the property.

Fees: I understand that the hearing fees paid at the time of filing may not be the total cost of the hearing and that I will be advised of any other fees that can be associated with the public hearing application.

______________________________
Signature

______________________________
Print Name

Notary: Sworn to and subscribed before me this_______day of______________________, _____

______________________________
Notary Public-State of Florida

My commission expires ______________
ADVERTISEMENT AND MAILING REQUIREMENTS

Please be informed that there are two more steps that need to be taken by you prior to the public hearing to be heard.

*First you need to submit the legal description of the property to a firm that compiles the name and address from the County tax record of all property owners within 300 feet radius of the subject property being heard by the City Commission.

Exceptions: The City will notify and solicit comments from adjacent jurisdictions and the School Board of any request for land use amendments, variances, conditional uses or site plan approvals which impact property within 500 feet of a public school or within 500 feet of the boundaries of an adjacent jurisdiction is to be serve as per the Intergovernmental Coordination Element (ICE) Objective 4 of the Comprehensive Master Plan.

You can choose a firm from the list provided below or use another firm. The following are the names of several companies that you may want to use to obtain the required mailing labels and accompanying maps, legal description and certified letter. The City of Sunny Isles Beach does not claim responsibility for the accuracy or timely acquisition of the information provide by these companies.

Georgina Cabrera  
Data Research Associates  
(305) 207-1412

Consuelo M. Quintana  
Real Estate Data Researcher  
(305) 858-2287

Hal Lieberman  
Logear Mailing  
(305) 895-2492

Ray Hunt  
Florida Real Estate Decisions, Inc.  
(305) 757-6884

Diana Rio  
Rio Development Resources  
(305) 498-1614

diana@rdrmiami.com

*After you receive the names of the property owners, the public hearing advertisement needs to be mailed. The City will provide a copy of the advertisement and envelopes for mailing. The applicant makes the necessary number of copies of the advertisement as required per number of mailing labels. The copies and envelopes are then mailed out. We have found that it is more cost efficient for the applicant to use a mailing house because they use bulk mail. The cost associated with getting the names of the owners and the use of the mailing house service are paid directly to the respective companies. All these steps need to be done at least 10 days prior to the public hearing date. If you have, any questions contact our office at (305) 792-1710. The following is the name of the mailing company that you may want to use, however the applicant can mail their own public hearing notice or use another mailing company.
AFFIDAVIT FOR MAILING NOTICES

HEARING NUMBER

NAME OF APPLICATION

I THE UNDERSIGNED INDIVIDUAL, DO HEREBY AFFIRM THAT ON THE DATE REFERENCED BELOW, THE NOTICES FOR THE AFOREMENTIONED PUBLIC HEARING NUMBER WERE RECEIVED FROM THE APPLICANT OR REPRESENTATIVE OF ABOVE MENTIONED HEARING. SAID NOTICES WERE POSTMARKED AND MAILED THROUGH THE U.S.POSTAL SERVICE

_________________________  _______________________
SIGNATURE                 DATE
Site Plan Submission Requirements
Sec. 265-18(E)

At application time, 5 sets (11x17) and 1 (24x36) (additional copies will be requested after external DRC) of folded and collated plans containing the following:

1. Sealed current survey prepared by a Florida registered land surveyor, certified as to meeting the requirements of Chapter 21HH-6, Florida Administrative Code. At a minimum the survey shall show the property's topography, water bodies, easements, rights-of-way, existing structures and paved areas. This survey shall be based upon current ownership and encumbrance report and shall so be stated on the survey itself;

2. A tree survey is required if there are indications of existing native tree species or mature trees or palms not on the Miami-Dade County list of exotic or invasive species on the site when development is proposed within City areas of particular concern as identified in the City's Comprehensive Plan;

3. Site development plans (Scale to be one inch equals 20 feet unless prior approval is received otherwise) shall include in proper form, detail, dimension and scale, the following:

   - Location, size and height of all principal and accessory structures, including buildings, wall, fences, walkways, driveways, parking areas, including garage and loading areas.

   - The building and floor plan, including roof plan.

   - Location, character and enclosure of all outside facilities for waste storage and disposal and/or outdoor storage, if any.

   - Exterior elevation with material, color designation, architectural finish treatments, surface treatments and curbing proposed for parking and loading areas including ingress and egress drives.

   - Landscaping plan (signed and sealed by a Florida registered landscape architect and planting schedule). Plans shall include required and provided quantities of plant materials.

   - Location, size, character, height and orientation of all signs.

   - Placement, height, and fixture design of all major exterior lighting fixtures, including hours of operation illumination and shielding of exterior lighting, certification by a registered professional engineer or registered architect that exterior lighting, as designed will not exceed the footcandle levels at the adjacent private property lines.
- Off-site sketch map including, but not limited to, location of structures, utilities, rights-of-way and curb cuts within 300 feet of the subject property and other pertinent features.

- Information as to all perimeter buffer requirements for adjacent properties.

- A master site plan is required for all phased development.

- Site data information including but not limited to zoning districts, permitted and proposed FAR, lot coverage, open space, parking, building height, density, setbacks and lot size information.

- Details of all types of parking spaces and parking and truck loading areas showing ingress and egress.

- Estimated construction schedule.

- Estimated construction fees.

- Artwork appraised value.

- All signage locations, types and details.

- Engineering plans (scale to be one inch equals 20 feet unless prior approval is received otherwise) including water, sewer, paving and drainage and utility locations.

- Locations and details of all entry feature (if applicable).

- The location and owners of all adjoining lands as shown on the latest tax records, copies of all existing and proposed deed restrictions or covenants applying to the property, including covenants and agreements restricting the use, establishing future ownership and maintenance responsibilities for recreation and open space areas, existing zoning and prior zoning approvals and any other legal agreements documents and information required by the Planning and Zoning Director or the City Commission.

- Other elements integral to the proposed development as considered necessary by the City Commission.
## SUNNY ISLES BEACH
### 2019 DEVELOPMENT REVIEW SCHEDULE
#### § 265-11 (D)

<table>
<thead>
<tr>
<th>New Application Submittal Deadlines</th>
<th>Regular DRC Meeting Dates</th>
<th>Revision Submittal Deadlines</th>
<th>Commission Meeting Dates</th>
</tr>
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<tbody>
<tr>
<td>December 7, 2018</td>
<td>December 18, 2018</td>
<td>December 26, 2018</td>
<td>January 17, 2019</td>
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<td>November 1</td>
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<td>November 26</td>
<td>December 19</td>
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**NOTES:**

1. Application submittals accepted no later than 3:30 p.m.
2. Final revision submittals will be accepted no later than 3:30 p.m. of the revision submittal deadline dates. Please be advised that revision submittal deadline dates are **subject to change at the discretion of the Planning & Zoning Director**.
3. Upon a determination by the Planning & Zoning Director that the applicant has addressed all review agency comments or indicated s/he is declining to respond, the Director shall submit full recommendations to the City Manager and City Attorney prior to its issuance to the applicant and public.
4. Once the City Manager and City Attorney review said recommendation, they shall advise the Director that a public hearing shall be scheduled for the next available zoning agenda meeting.
5. Please be advised that submission dates and DRC meeting dates are **subject to change**. It is recommended that applicants contact the Planning and Zoning Department prior to submission to confirm dates.

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City of Sunny Isles Beach

Planning & Zoning Department
### Recovery Cost Fee Schedule for Planning and Zoning Services

| Service / Fee Description                                                                 | Flat Application Fee ($) | Flat Application Fee (Violation) ($) | Site Plan Review Residential ($) | Site Plan Review Commercial ($) | Size of Property (Land) Residential ($) | Size of Property (Land) Commercial ($) | Size of Building Residential R-1 ($) | Size of Building Residential R-TH ($) | Size of Building Multi-Family Residential ($) | Size of Building Commercial ($) | Number of Units Residential (Single-family/Duplex) ($) | Number of Units Residential (from 3 to 20 units) ($) | Number of Units Residential (Over 20 units/Each additional 20 units) ($) | Variance Residential (Single-Family/Duplex) ($) | Variance Residential from 3 up to 20 units ($) | Variance Residential 20 units and above ($) | Variance Commercial ($) | Conditional Uses Residential ($) | Conditional Uses Multifamily ($) | Conditional Uses Commercial ($) | Land Use Plan Amendment ($) | Rezoning ($) | Plat ($) | Transfer of Development Rights ($) | Appeals of Administrative Decisions ($) | Temporary Uses (Bond Required) ($) | Site Plan Modifications ($) |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------|----------------------------------|----------------------------------|----------------------------------------|----------------------------------------|-------------------------------------|-------------------------------------|---------------------------------------------|--------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|----------------------------------|-------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------------------------|-----------------------------|-----------------------------|
| Flat Application Fee .................................................................................................................................................. | $ 500.00                 |                                       |                                  |                                  |                                       |                                       |                                     |                                     |                                             |                                       |                                                 |                                                 |                                                 |                                 |                                 | $ 500.00                         |                                       | $ 750.00                       |                                 | $ 5,000.00                     | $ 3,000.00                     | $ 2,500.00                   | $ 10,000.00                   |