



TOWN OF MIAMI LAKES

15700 NW 67th Avenue
Miami Lakes, FL 33014
(305) 364-6100/Fax (305) 558-8511
www.miamilakes-fl.gov

ADMINISTRATIVE SITE PLAN APPROVAL APPLICATION

_____ File #

_____ Date Received

1. Name(s) of Applicant _____

- _____
- If applicant is owner, give name exactly as recorded on deed.
 - If applicant is corporation, partnership, limited partnership, or trustee, a separate Disclosure of Interest form must be completed.

Signature of Applicant _____

Address of Property _____

City _____ State _____ ZIP _____

Tel. # (during working hours) _____ Other _____

E-Mail: _____ Mobile #: _____

2. Name of Property Owner (if different from applicant) _____

Signature of Property Owner _____

Mailing Address _____

City _____ State _____ ZIP _____

Tel. # (during working hours) _____ Other _____

Signature of Property Owner _____

3. Contact Person (if different from applicant) _____

Mailing Address _____

City _____ State _____ ZIP _____

Tel. # (during working hours) _____ Other _____

E-Mail: _____ Mobile #: _____

4. 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 description (including section, township, and range).
- c. Attach a separate typed sheet, if necessary. Please verify the accuracy of your legal description

5. Size of property: _____ × _____ Acres _____

6. 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.")

7. Present zoning classification(s): _____ Present land use classification(s): _____

8. Is site plan approval being requested as a result of a violation notice? Yes No

If yes, give name to whom violation notice was served _____

Nature of violation _____

9. Please describe proposed improvements in detail

REQUIRED DOCUMENTS FOR ADMINISTRATIVE SITE PLAN APPROVAL

- A. Completed application form
- B. Certified survey of the property. The survey must accurately depict the current conditions on the property. The survey must show all additions, fencing, paving and driveways. If you wish to keep the certified copy staff will make a copy of your survey
- C. Site Plan – A site plan drawn to scale showing all proposed improvements, lot coverage and setbacks to property lines. If applicable, the site plans must include a table with all required zoning information such as setbacks, height, lot coverage, required parking, landscaping, etc.
- D. Color photographs of the property. Digital photos may be included on disk in lieu of color prints.
- E. A letter describing the request
- F. Applicable Fees

A.	Administrative	
	Individual Single Family on Waterfront Lot	\$100 plus notification cost with a deposit of \$50
	Individual Townhouse	\$100 plus notification cost with a deposit of \$50
	Individual Single Family or Two Family Residential	\$100 plus notification cost with a deposit of \$50
	All Others	Cost recovery with a deposit of \$1000
B.	Public Hearing	
	Single and Two Family and Townhouse Developments	Cost recovery with a deposit of \$3500
	All others	Cost recovery with a deposit of \$3500