



Department of Planning and Transportation
6601 main Street • Miami Lakes, Florida 33014
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SITE PLAN SUBMITTAL GUIDE

This submittal guide is provided as a tool to assist with submitting the minimum information required to process your site plan application for approval. Additional information may be required depending on the project.

SUBMITTAL REQUIREMENTS

- Completed a Pre-Application Conference
- Completed Site Plan Application form signed by the tenant and the owner of record, and including any appropriate disclosures for both owner and tenant
- Application, fee and deposit
- Letter of Intent
- Color photographs that clearly identify the property, building(s), or structure(s).
- HOA/POA/ACC approval letter (or statement identifying that none of these are applicable)
- Three (3) full sized prints, at 24x36 of the site plan with supporting documentation, and two reduced sets at 11X17.
- Most recent recorded warranty deed showing the current title holder(s) of the property
- A recent, original, signed and sealed survey, prepared by a surveyor registered in the State of Florida that includes an accurate legal description and the location and type of boundary evidence, acreage/square footage of the property, at a scale of 1"= 40' or as otherwise approved by the Administrative Official.
- Tree Disposition Diagram
- School Concurrency application
- Week-day total traffic counts
- All requested variances that would require approval by the Town (if applicable). Variance requests shall be processed concurrently with the site plan application.
- State agency permits (if applicable)
- Tree removal permit (if applicable)
- Landscape and irrigation plan
- Paving and Drainage Plan
- Utility availability letters

PLAN FORMAT

- All site plans shall be prepared at a scale not smaller than one inch equals forty feet, 1" = 40'.
- All site plans shall be submitted on 24" x 36" sheets.
- Each sheet shall contain the sheet number and total number of sheets.
- All text and plans must be clear and legible.

PLAN REQUIREMENTS

All site plans submitted for review and approval shall include the following information for all existing and proposed improvements:

- Any portion of a site plan involving architecture, landscape architecture, engineering or surveying shall be certified by the individual responsible for that portion of the site plan and shall bear the seal, registration number, name and address of that person
- Name and address of the owner and/or developer
- Complete legal description of the property
- General vicinity map/location map at a scale of not less than 1" = 200' showing principle roads, city limits and other pertinent information
- Title block including:
 - Address of property
 - Folio number of property
 - Applicant's name, address, phone number, email address
 - Owner's name, address, phone number
 - Design professional name, address, phone number, email address, license/registration number, seal with signature and date
 - North arrow, legend, scale, date, and number of sheets
- Current Future Land Use Category and Zoning District of property
- Existing zoning and present use for all adjoining properties
- Site boundaries clearly identified, dimensioned and ties to section corners
- Area of the property in square feet and acres
- Base flood elevation
- Structure/pad elevations
- Location of all canals, watercourses, water bodies, and flood plains labeled with names
- Location of existing/proposed sewer lines/septic tank systems

- Location of potable water source, existing and proposed water lines/wells
- The density or intensity of the development with tabulations by area and percentage that include:
 - Total site area
 - Density (dwelling units per acre) or intensity (units per acre or floor area ratio, gross floor area to total site area)
 - Total floor area by floor
 - Impervious surface and impervious surface ratio
 - Pervious space and landscaped areas
- For all existing and proposed structures, show the location, dimensions, general use, number of floors, height and the net and gross floor area for each building to include outside display areas, and where applicable, the number, size and type of dwellings
- Location and type of enclosure for any outdoor storage, include dimension and percentage of site used for outdoor storage
- Location and dimension of all existing and proposed setbacks of structures and parking spaces
- Traffic circulation and parking areas
- Location, dimensions and character of construction of proposed curb cuts (ingress/egress)
- Location of all off-street parking, loading spaces, ramps, bicycle parking and walkways, indicating type of surface, size, angle, width of stalls and aisles, parking signage and markings together with a schedule showing the number of parking spaces required and provided; including handicap, baby stroller, and compact car spaces.
- Location, dimensions and curve data of proposed streets, alleys, fire lanes and driveways
- Existing and proposed pedestrian walkways and bicycle paths
- The location, size and character of any common open space and the form of organization proposed to own and maintain any common open space
- Location of proposed open space (parks, playgrounds, common areas) labeled with area in square feet and acres
- Location, type, size and height of fencing, walls and screen plantings
- Location and dimensions of trash/garbage/recycling system, including typical enclosure details
- Landscape and irrigation plan indicating the location, type, size and description of all proposed landscape materials. Include any drip, drip line, or other low flow non-spray technology.
- Tree removal and tree protection plan
- All proposed signs. Location, size, height (include letter heights) and orientation of all existing and proposed signs, including building signage details shown on plan elevations and method of illumination
- The location and type of lighting sources including a photometric plan. The photometric plan should include the shades, deflectors and light beam directions, as well as indicate foot candles to all property lines and beyond.

- All existing and proposed utilities, including, but not limited to:
 - Water and sanitary sewer or on-site septic tank
 - Telephone, electric, gas and other utilities
 - Solid waste disposal facilities including containers or other equipment
- All horizontal dimensions shall be in feet and decimals to the nearest 0.1 foot
- All bearings shall be in degrees, minutes and seconds to the nearest second

ADDITIONAL PLAN REQUIREMENTS

- The following items may be required at the discretion of the Administrative Official
- Contour lines at 1-foot intervals
- Location of existing streets, railroads, buildings, transmission lines, sewers and bridges
- Location of all existing and proposed street right-of-way reservations/easements labeled with their names, numbers and widths
- Location of existing culverts, drain pipes and water/sewer lines within 300 ft.
- Location of existing hydrants within 500 ft. of the site.
- Location of existing and proposed storm-water management systems showing proposed linkage
- Description of any required improvements or extension to off-site facilities
- Existing and proposed public transit routes, bus shelter/bench location and easements for such shelters/benches
- Location and type of any existing and proposed public street furniture or fixtures
- Phasing plan. In the case of plans which call for development over a period of years, a schedule showing the proposed times within which applications for building permits are intended to be filed.