



APPLICATION FOR
ADMINISTRATIVE SITE PLAN REVIEW
WHEN NO PUBLIC HEARING IS REQUIRED

In an effort to facilitate the Administrative Site Plan Review (ASPR) process, the Department of Planning and Zoning has prepared a check list of required exhibits that shall be prepared by a registered architect or landscape architect. Said exhibits shall be submitted to the Department along with the ASPR application and shall include the following:

1. **Site plan(s) must include:**
 - A. Sub-district location and land use plan designation;
 - B. Street layouts and designations, as per ordinance 06-06;
 - C. Locations, shape, size and height of existing buildings;
 - D. Pedestrian and vehicular circulation systems;
 - E. Drive-through facilities circulation systems, if any;
 - F. Indication of street vistas;
 - G. Lot line, setbacks and build-to-lines;
 - H. Location of open spaces including anchor points, if applicable;
 - I. Location, layouts of drive through facilities, including ingress and egress;
 - J. Location, layouts and drives of on-street and off-street parking loading facilities and waste collection areas;
 - K. Indication of signage; and
 - L. Indication of any site or building methods used to conserve energy.
2. **Landscape plans, including specifications of species of plant material, location, and size in accordance with division 30-100.1 entitled "Environmental Regulations" of the Village of Palmetto Bay Code of Ordinance.**
3. **Street cross-sections, including adjacent buildings and open space.**
4. **Floor plans, elevations and sections of all buildings, including total gross square feet of area for each floor and all dimensions relating to the requirements of ordinance 06-06 entitled "Franjo Triangle and U.S. 1 Island Zoning District".**
5. **Figures indicating the following:**
 - A. Gross and net acreage;
 - B. Total square footage for each use by type;
 - C. Total number of dwelling units;
 - D. Total number of parking spaces required and provided;
 - E. Amount of passive and active open space in square feet;
 - F. Such other design data as may be needed to evaluate the project's compliance with the requirements of ordinance 06-06 including traffic impact analyses and studies.



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Planning Staff Use Only

ASPR Appl No:	Zoning District:	District Map:
Folio(s) #:		Council District:
Date Received:	Staff Approval:	Dated Processed:

OWNER/APPLICANT INFORMATION

Applicant's Name _____ Company _____
 Address: _____ Telephone: () _____ Fax: () _____
 City: _____ State: _____ Zip: _____ E-mail: _____

Property Owner's Name (if different than applicant) _____
 Address: _____ Telephone: () _____ Fax: () _____
 City: _____ State: _____ Zip: _____ E-mail: _____

Contact Person for Project Information _____
 Address: _____ Telephone: () _____ Fax: () _____
 City: _____ State: _____ Zip: _____ E-mail: _____

1. PROJECT LOCATION AND SIZE

Street Address of Project _____
 Lot Dimensions _____ Lot Area (sq. ft.) _____ Total Project Size (sq. ft.) _____

2. PROJECT DESCRIPTION

Describe what is to be done _____

Present Use: _____ Proposed Use: _____

3. CALCULATION OF FEES

Check all that apply

- Individual Single Family, Two (2) Family or Live Work Unit \$50.00
- All other uses min fee \$1,500 plus
 - Per Acre or less \$500 and
 - Per Ten (10) Units or portion thereof \$200 or
 - Per 5,000 sq ft or portion thereof _____ \$200

Total \$

Submittal of the first revised plan will be assessed at no additional charge. Subsequent revisions will be processed at an additional charge of \$250 per revised plan. Final calculation of fees will be determined by the Department of Planning and Zoning Staff.