



Site Plan Review Submittal Checklist

Please refer to Section 30-30.2 and 30-30.5(g)(2) of the Village of Palmetto Bay Land Development Code for a full list of submittal requirements

<ul style="list-style-type: none"> • Original executed application signed by the applicant and by the property owner and a letter of intent. 	
<ul style="list-style-type: none"> ○ Deed, title abstract, and verified statement showing each and every individual person having a legal or equitable ownership interest in the subject property, except publicly held corporations, in which case the names and addresses of the principal, corporate officers, affiliates, partners or associates shall be included. ○ The Letter of Intent shall describe the proposed use and development. The letter should include any special requests such as variance, special use, transfer of development rights in addition to the proposed site plan. ○ The Letter of Intent shall also include identification of applicable key persons, including, owner(s); owner's authorized agent(s); contracted buyer for owner's property; architects, engineers, landscape architects; and/or any other representative(s) or professional(s) involved in the application, if any. 	
<ul style="list-style-type: none"> • Survey and legal description. 	
<ul style="list-style-type: none"> ○ Survey shall be no more than one year old, which accurately depicts site conditions certified by a state registered land surveyor. ○ A copy of any recorded plat 	
<ul style="list-style-type: none"> • Site Plan 	
<ul style="list-style-type: none"> ○ Location map including geographic coordinates at a scale not less than 1" = 1,000' ○ Location, area and use of all portions of the site including setbacks ○ The site plan shall show the name and address of the owner and/or developer, the Village of Palmetto Bay, Miami-Dade County, Florida, legal description, north arrow, date and scale of drawing and number of sheets. In addition, it shall reserve a blank space on the front page; three inches wide and five inches high for use by the village. ○ All existing and proposed street right-of-way reservations and easements, canals and watercourses, their names, numbers and widths; as well as the owner. ○ Tabular Information: <ul style="list-style-type: none"> ▪ Parking details including a breakdown indicating the number of spaces required for each proposed and existing use. Parking spaces and calculation shall be based upon section 30-70.8. ▪ Total site area ▪ Density (dwelling units per acre) or intensity (floor area ratio) ▪ Total floor area, floor area by floor, existing/proposed, and usage associated ▪ Building Height ▪ Zoning for site and adjacent sites ▪ Future Land Use for site and adjacent sites 	
<ul style="list-style-type: none"> • Vehicular circulation and Parking Plan 	
<ul style="list-style-type: none"> ○ Required parking, loading spaces and walkways, indicating type of surface, size, angle and width of stalls and aisles, together with a schedule showing the 	



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number of parking spaces provided and the number required by the provisions of Division 30-70.	
○ Location, type, material, and size of vehicular entrances to the site.	
○ Ingress and egress to site.	
○ Pavement markings and signage plan	
● Signed and sealed elevation plans showing all four elevations (north, south, east, and west) including heights, distances, and dimensions of existing and proposed new building conditions.	
● Signed and sealed floor plans providing all dimensions and uses.	
● All proposed signs and exterior lighting.	
● Open Space and Landscape Plans	
○ Include the location, type, size and description of all proposed landscape materials including the limits or extent of tree removal or tree protection pursuant to Division 30-100.	
○ Irrigation methods	
○ The location, size and character of any common open space, and the form of organization proposed to own and maintain any common open space.	
○ Percentage of site covered by building(s)	
○ Pervious space and landscaped area(s)	
○ Ground floor coverage of impervious material	
○ Location, type, size and height of fencing, walls and screen planting	
● Stormwater Plan	
○ Grading plan	
○ Provisions for the adequate disposition of natural and stormwater in accordance with the adopted design criteria and standards of the village, indicating the location, size, type and grade of ditches, catch-basins and pipes and connections to the existing drainage system on site system; and Miami-Dade County Environmental Resources Management (DERM) criteria.	
○ Detailed plans documenting the existing stormwater drainage condition of the site, the adjoining properties, and rights-of-way.	
○ Existing topography with a maximum contour interval of two feet, except where existing ground is on a slope of less than two percent, in which case either one foot contours or spot elevations shall be provided where necessary, but not more than 100 feet apart in both directions.	
○ Proposed finished grading by contours supplemented where necessary by spot elevations and in particular at those locations along lot lines.	
○ Sea Level Rise / Flood Plain Management Information	
▪ Elevation in relation to mean sea level of the proposed lowest floor, including basement to the top of roof and/or parapet of all buildings.	
▪ Elevation in relation to mean sea level to which any nonresidential building will be floodproofed, if required.	
▪ Certificate from a registered professional engineer or architect that the nonresidential floodproofed building will meet the floodproofing criteria and detailed plan documenting scope of work to ensure compliance with subsection 30-30.2(n), subsection 30-100.6, and the Florida Building Code.	



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<ul style="list-style-type: none"> ▪ Description of the extent to which any watercourse will be altered or relocated as the result of proposed development. 	
<ul style="list-style-type: none"> ▪ Survey by a profession surveyor and/or mapper to locate lowest elevation point, and spot elevations. 	
<ul style="list-style-type: none"> ▪ Certified geotechnical percolation testing to establish water drainage through soil. 	
<ul style="list-style-type: none"> • Utilities Plan 	
<ul style="list-style-type: none"> ○ Identification and location of all existing and proposed utilities, including, but not limited to: 	
<ul style="list-style-type: none"> ○ Water and sanitary sewer or on-site septic tank 	
<ul style="list-style-type: none"> ○ Telephone, electric, gas and other utilities 	
<ul style="list-style-type: none"> ○ Dumpster location including detail of enclosure 	
<ul style="list-style-type: none"> ○ Fiberoptic cable 	
<ul style="list-style-type: none"> • Any additional data, plans or specifications which the applicant believes is pertinent and will assist in clarifying the application. 	
<ul style="list-style-type: none"> • Concurrency compliance facilities and other utilities or services as required under this Code 	
<ul style="list-style-type: none"> • Copies of all permits required by other agencies to be obtained within the time required under subsection 30-30.2(k). 	
<ul style="list-style-type: none"> • Letters of No Objection from relevant outside agencies, including but not limited to the Miami-Dade County Water and Sewer Department, Miami-Dade County Fire Department, Miami-Dade County DERM, or the South Florida Water Management District (SFWMD). 	
<ul style="list-style-type: none"> • Copies of all prior approved variances, rezonings, comments, declaration of restrictions, development orders and/or zoning resolutions applicable to the site. 	
<ul style="list-style-type: none"> • Other information as required by the village as may be necessary to determine conformance with and enforcement of the requirements of Chapter 30. 	