



Site Plan Review Submittal Requirements

SUBMITTAL QUICK FACTS

A scheduled appointment with the Planning and Zoning Division is required for all submittals.

Applications are not automatically scheduled for any public meeting. Applications must be determined to be complete by Staff before any processing occurs.

Each package shall be complete, folded, and stapled.

For fee calculation, please refer to our fee schedule available in our office or online at:
<https://www.palmettobay-fl.gov>

The Planning and Zoning Division will coordinate with the applicant on all required hearing notifications. The applicant is responsible for all notification costs.

MEETING DATES AND SUBMITTAL DEADLINES

The Village Council typically holds Zoning Hearings once a month as follows:

| Meeting Date | Submittal Deadline |
|--------------|--------------------|
| 1/23/2023 | 12/1/2022 |
| 2/27/2023 | 1/16/2023 |
| 3/20/2023 | 2/6/2023 |
| 4/17/2023 | 3/6/2023 |
| 5/15/2023 | 4/3/2023 |
| 6/26/2023 | 5/15/2023 |
| 7/17/2023 | 6/5/2023 |
| 9/18/2023 | 8/7/2023 |
| 10/16/2023 | 9/4/2023 |

Meeting dates are subject to change.

9705 East Hibiscus Street
Palmetto Bay, Florida 33157
Phone (305) 259-1234

<https://www.palmettobay-fl.gov>

Provide one digital package (unless otherwise specified) containing the items below; and one 24" X 36" package fully signed and sealed with all original documents.

Pursuant to Land Development Code Section 30-30.2(d)(13)(e), upon receipt of an application, the village shall have 15 business days to determine whether the application is complete (accepted) or deficient (rejected). The village shall notify the applicant in writing of his/her determination and shall provide written findings as to any deficiencies. The village shall not be required to take further action on the application until the deficiencies are remedied. Once the application is determined to be complete, it shall be reviewed in accordance with the applicable provisions of Chapter 30. Every modification to the application shall require an additional completeness determination which may delay processing, review or action on the application.

Incomplete applications will not be reviewed and will be postponed until all required components are submitted.

SUBMITTAL REQUIREMENTS

See Submittal Review Checklist for Further Details

- Original executed application signed by the applicant and by the property owner and a letter of intent.
- Survey and legal description.
- Site Plan
- Vehicular circulation and Parking 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
- Stormwater Plan
- Utilities Plan
- Any additional data, plans or specifications which the applicant believes is pertinent and will assist in clarifying the application.
- Concurrency compliance facilities and other utilities or services as required under this Code
- Copies of all permits required by other agencies to be obtained within the time required under subsection 30-30.2(k).
- 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).
- Copies of all prior approved variances, rezonings, comments, declaration of restrictions, development orders and/or zoning resolutions applicable to the site.
- Other information as required by the village as may be necessary to determine conformance with and enforcement of the requirements of Chapter 30.

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.