



City of Miami Springs

201 Westward Drive Miami Springs, FL 33166

Phone: (305) 805-5034 Fax: (305) 805-5036 Website: www.miamisprings-fl.gov

BASIC SUBMITTAL APPLICATION CHECKLIST

Mandatory Submittals – For all applications

- ☐ Complete Application Form, including all required forms and affidavits, signed by property owner or owner's representative. Forms may be downloaded from the City website or requested by emailing planning@miamisprings-fl.gov.
- ☐ Letter of Authorization from property owner, if different from Applicant.
- ☐ Letter of Intent signed by owner or owner's representative, which may include a narrative describing the project(s), whether the impact of the proposed development is favorable, adverse, or neutral on the economy, public services, environment, and housing supply of the City, and the relationship of the proposed project to surrounding, existing, and proposed Future Land Uses, and to existing zoning, and the City's Comprehensive Plan. This narrative may be provided as a document separate from the letter.
If variances, special exceptions, appeals, and/or conditional uses are being requested, the extent of these from the requirements shall be noted in the narrative.
If site plans are being requested, please refer to [Site Plan Application Guidelines Form](#).
- ☐ Recent Property Survey prepared by a registered land surveyor that is less than one (1) year old accompanied by a written statement from the property owner that the survey accurately depicts the structures, landscaping, incidental furnishings or equipment and topographical features currently on the subject property according to [Sec. 150-027](#).
- ☐ Engineering, Infrastructure, and Public Works requirements, if applicable.
- ☐ Two (2) full-size sets of paper plan showing the proposed development as described in the Letter of Intent.
- ☐ Digital copies of all required documents must be submitted via email or share-file service to planning@miamisprings-fl.gov.
- ☐ Application Fee and cost recovery deposit as shown in the [Official Fee Schedule](#) on the City's website.

Additional Submittals – Per Zoning Code or as determined by the Office of the City Planner or City Manager.

- ☐ Traffic Impact Statement (methodology/analysis), if applicable.
- ☐ For Temporary Plat applications. If the property owner is not an individual (e.g., LLC), an Opinion of Title must be submitted with the application.
- ☐ For Final Plat applications. Permanent Reference Markers (PRMs) shall be installed prior to the City Surveyor's final inspection.

Street/Alley Vacation requests associated with Plats or Site Plan approval requests may be submitted concurrently with those Plat or Site Plan approval applications. Variances associated with Site Plan approvals may be submitted together with the Site Plan application.

Applications shall be deemed incomplete until all mandatory and necessary additional submittals have been received by the City of Miami Springs Planning and Zoning Department and all fees due have been paid to the City



DEVELOPMENT APPLICATION

Instructions

Please print or type all the fields, except those for "Office Use Only." This application must be filled out accurately and completely; if an item is not applicable to your development, simply write "N/A".

Office Use Only	
Application No.	Date
Escrow No.	

Property Owner – acknowledgement and contact information

Under penalties of perjury, I declare that I have read the foregoing application and all attachments to the application and that the facts stated in it are true to the best of my knowledge and belief.

Name	Signature
Email	Telephone No.
Address	

Application Type – Check the box, or circle, all options that apply

Requested Process(es)			
	Meeting <ul style="list-style-type: none"> ○ Pre-application ○ Development review 		Amendment(s) <ul style="list-style-type: none"> ○ Comprehensive Plan ○ Code ○ FLU Map ○ Zoning Map
	Site Plan review / Large-Scale Development <ul style="list-style-type: none"> ○ Project type ○ _____ 		Street or Alley Vacation or Abandonment
	Variance / Special Exception Appeal / Conditional Use <ul style="list-style-type: none"> ○ _____ ○ _____ 		Platting / Subdivision <ul style="list-style-type: none"> ○ Tentative Plat ○ Final Plat ○ Waiver of Plat

Project Description

Name				
Address				
Description				
Folio Number(s)				
Site Area	Sq. Ft.		Acres	
Existing Use	Existing		Proposed	
Residential Use	Sq. Ft.		# units	
Nonresidential Use (Sq. Ft.)	Office		Retail	
	Restaurant		Other	

Team Members, if applicable – contact information

Agent / Planner / Architect / Landscape Architect / Engineer / Land Use Attorney / Surveyor	
Name	Company
Telephone No.	Email
Agent / Planner / Architect / Landscape Architect / Engineer / Land Use Attorney / Surveyor	
Name	Company
Telephone No.	Email
Agent / Planner / Architect / Landscape Architect / Engineer / Land Use Attorney / Surveyor	
Name	Company
Telephone No.	Email

☐ Check here if additional team members are involved. Please attach contact information for the remaining team members as a separate sheet.



AGENT AUTHORIZATION FORM

Development Address	
Folio Number(s)	
Property Owner	

The undersigned, registered property owner(s) of the subject site, do hereby authorize

_____, of _____
Agent Name of Company / Firm

to act on my behalf and take all actions necessary for the processing, issuance, and acceptance of this application and all standard and special conditions associated.

Agent Address	
Telephone No.	
Mobile	
Email	

We hereby certify the above information submitted in this application is true and accurate to the best of our knowledge.

Owner signature

Agent signature

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED before me, by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____, the owner, who is ☐ personally known or ☐ produced the following identification _____ and by _____, if multiple, who is ☐ personally known or ☐ has produced the following identification _____.

Notary Public - Signature

Notary Public – Printed Name

Stamp



APPLICANT'S AFFIDAVIT FORM

The Undersigned, first being duly sworn depose that all answers to the questions in this application, and all supplementary documents made a part of the application are honest and true to the best of my(our) knowledge and belief. I(We) understand this application must be complete and accurate before the application can be submitted and the hearing advertised.

OWNER OR TENANT AFFIDAVIT

I(We), _____, being first duly sworn, depose and say that I am (We are) the ☐ Owner ☐ Tenant of the property described, and which is the subject matter of the proposed project and any related public hearing.

Owner/Tenant signature

Owner/Tenant signature

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED before me, by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____, the owner, who is ☐ personally known or ☐ produced the following identification _____ and by _____, if multiple, who is ☐ personally known or ☐ has produced the following identification _____.

Notary Public - Signature

Notary Public – Printed Name

Stamp



CORPORATION, TRUSTEE, PARTNERSHIP, LIMITED PARTNERSHIP AFFIDAVIT

I(We), _____, being first duly sworn, depose and say that I am (We are) the ☐ President ☐ Vice-President ☐ Secretary ☐ Asst. Secretary of the aforesaid ☐ Corporation ☐ Trustee ☐ Partnership ☐ Limited Partnership, and as such, have been authorized by the corporation to file this application for public hearing; and that said corporation is the ☐ Owner ☐ Tenant of the property described herein and which is the subject matter of the proposed hearing.

NOTE: where the principal officers or stockholders consists of another Corporation(s), Trustee(s), Partnership(s), or similar entities, further disclosure shall be required to identity of the natural person(s) having the ultimate ownership interest in said entity.

Name of Entity

(Corporate Seal)

By _____ %
By _____ %
By _____ %
By _____ %

Signature

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED before me, by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____, the owner, who is ☐ personally known or ☐ produced the following identification _____ and by _____, if multiple, who is ☐ personally known or ☐ has produced the following identification _____.

Notary Public - Signature

Notary Public – Printed Name

Stamp

ATTORNEY AFFIDAVIT

I, _____, being first duly sworn, depose and say that I am a State of Florida Attorney at Law, and I am the Attorney for the ☐ Owner ☐ Tenant of the property described, and which is the subject matter of the proposed hearing.

Signature

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED before me, by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____, the owner, who is ☐ personally known or ☐ produced the following identification _____.

Notary Public - Signature

Notary Public – Printed Name

Stamp

COST RECOVERY AFFIDAVIT

I hereby acknowledge and consent to the payment of all applicable fees involved as part of this application process. These fees include but are not limited to application fees, postage, advertising, Attorney fees and any outside contractors, agents, or consultant regardless of the outcome of the public hearing.

Date _____

Full name _____

Street address _____ City _____

State _____ Zip _____

Telephone _____

Email _____

Signature

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED before me, by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____, the owner, who is ☐ personally known or ☐ produced the following identification _____.

Notary Public - Signature

Notary Public – Printed Name

Stamp