



City of Miami Springs

201 Westward Drive Miami Springs, FL 33166

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SITE PLAN APPLICATION SUBMITTAL GUIDELINES

- Plan(s) or plat(s) drawn to scale showing: (i) actual dimensions of the lot to be built upon, the size, shape, and location of the building to be erected; (ii) the size, shape, and location of any existing building on the lot; and (iii) such other information as may be necessary to provide for the enforcement of [Sec. 150-018](#).

- For subdivisions, a plat of the proposed subdivision shall be approved by the City Council as per [Sec. 150-019](#). Plat, replat, and waiver of plat procedures are found in [Sec. 150-020](#).

- Consistency with the Comprehensive Plan and the prescribed Levels of Service (LOS) concurrent with the impacts of the development according to [Sec. 150-026\(G\)](#).

NOTE: Sec. 150-026(C) explains determination process of available capacity.

- o Roadways.
- o Sanitary sewers.
- o Solid waste.
- o Drainage.
- o Potable water.
- o Public recreation.

- All drawings shall be drawn at a readable scale (per the requirements listed below) and shall include the following:

- o Scale.
- o Project name.
- o Drawing index page.
- o Property location, including the legal description, section, jurisdiction, range, and street address, if known.
- o Name, address, and telephone number of the owner of the property.
- o Name, address, and telephone number of the professional preparing the drawings.
- o Professional stamp seal (dry/wet or digital).

- Site plan(s) which depict:

- o North point.
- o Existing and proposed easements.
- o Existing and proposed utilities.
- o Property lines and setbacks.
- o Location of streets, alleys, and other ROW.
- o Locations and footprints of all structures.
- o Parking, including handicapped, motorcycle, electric vehicle, and bicycle parking, in compliance with [Sec. 150-016](#).
- o Mechanical equipment.

- Proposed site circulation, driveways, and sidewalks.
 - Loading spaces, valet areas, pick-up/drop-off points, if applicable.
 - Waste collection area(s).
 - Signs, in compliance with [Article II.](#)
 - Fences and exterior lighting.
 - Renderings or other indication of exterior design and graphics.
 - Other features (e.g., Green Building Certification, if applicable).
- Floor plan(s) drawn to appropriate scale including, but not limited to:
- Layout and elevation of each level and structures, if applicable.
 - All fixed structural interior features including improvements or enlargements, if applicable.
 - Public and private outdoor areas, if applicable.
 - Parking and loading space dimensions.
 - Width of drive aisles.
- Tabular project summary indicating the following figures, calculations, and features:
- Lot acreage and dimensions.
 - Number and type of dwelling units per acre, if applicable.
 - Square footage and number of bedrooms per dwelling unit, if applicable.
 - Square footage for all nonresidential uses (e.g., office, retail, restaurant), if applicable.
 - Lot coverage/pervious surface area.
 - Open/green space.
 - Structure setbacks.
 - Required and provided number of parking spaces, including handicapped, loading, pick-up/drop-off, and bicycle parking spaces. Include dimensions of all parking spaces.
 - Gross floor area.
 - Building height.
 - Floor area ratio as required/applicable by the zoning district.
 - Green Building Certification, if applicable.
- Landscape plan should include:
- Existing, required, and proposed vegetation.
 - Location, size, and description of all landscape materials to be installed or used.
 - Irrigation methods, if applicable.
 - A notarized Certification of Landscape per [Sec. 18A-4\(B\)\(2\)\(g\)](#) of the Miami-Dade Code of Ordinances.