



## Miami Shores Village

10050 Northeast Second Ave

Miami Shores, Florida 33138

Telephone (305) 795-2207 Fax (305) 756-8972

[www.miamishoresvillage.com](http://www.miamishoresvillage.com)

### PLANNING & ZONING BOARD APPLICATION

Please refer to the appropriate sections of the Village's Land Development Regulations available at [www.municode.com](http://www.municode.com) when designing your project and completing this application. A pre-application meeting with Planning Staff is required, may be scheduled at your convenience, and will help in understanding the process and application requirements. We will be glad to assist you in any way possible. All applicants, agents, and owners are responsible for turning in all revisions and material accurate and adequate to the request.

This application, with all supplemental data and information, must be completed in accordance with the specific instructions in this application. Complete applications and all supplemental information must be filed with the Planning and Zoning office by 4 p.m. on the submittal date deadline. Incomplete applications will not be accepted, and a hearing date will not be set until a complete application is received.

Fees and Services are found on the last page.

All application materials become the property of Miami Shores Village. Application material not required for the property file is recycled after the hearing. **Should you want any application material returned to you please make your request directly to the Board at the hearing and after the Board makes their decision.**

**PLEASE NOTE:** Staff reports and agendas will not be mailed to applicants, they may be found by following the link at [www.miamishoresvillage.com](http://www.miamishoresvillage.com). After the hearing, the final decision of the Planning and Zoning Board may be found by going to the Agenda Minutes.

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It is the policy of the Planning and Zoning Board of Miami Shores Village that it is generally inappropriate for Board Members to discuss, with petitioners, their agents or affected parties, a land use petition which is subject to a public hearing, outside of a formal hearing before the Planning and Zoning Board

**Applicant:** shall mean the legal or beneficial owner(s) of all the land proposed to be included in a development, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land.

**Agent of the owner:** the person authorized to act as agent or representative of the owner shall be limited to architects, attorneys, engineers, surveyors, planners, or persons having power-of-attorney to act.

**IMPORTANT:** The Applicant and/or Agent(s) must attend the hearing to present the proposal.

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**APPLICATION & HEARING TYPE REQUEST:**

|   |   |
|---|---|
| <p><b>Single-Family</b></p> <p>Please check multiple slots (If applicable) per the type of application you are applying for:</p>                      | <p>Site Plan Review</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Garage conversion</li> <li><input type="checkbox"/> Addition (+400 sq. ft.)</li> <li><input type="checkbox"/> Small addition visible from right-of-way</li> <li><input type="checkbox"/> Dock and/or Seawall</li> <li><input type="checkbox"/> Façade modification</li> <li><input type="checkbox"/> New construction</li> <li><input type="checkbox"/> _____</li> </ul> <p>Development Order Extension</p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul>  |
| <p><b>Multi-Family &amp; Non-Residential</b></p> <p>Please check multiple slots (If applicable) per the type of application you are applying for:</p> | <p>Site Plan Review</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Commercial</li> <li><input type="checkbox"/> Education</li> <li><input type="checkbox"/> Community Facility</li> <li><input type="checkbox"/> Multi-Family</li> <li><input type="checkbox"/> _____</li> </ul> <p>Variance / Special-Conditional Use / Other</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> </ul> <p>Comprehensive Plan</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Zoning Map</li> <li><input type="checkbox"/> Text</li> </ul> <p>Development Order Extension</p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> </ul> |

| Staff Use Only  |  |
|-----------------|--|
| Application No. |  |
| Date            |  |
| Reviewer        |  |



## APPLICANT INFORMATION SHEET

### Property Information

|                 |  |
|-----------------|--|
| Address         |  |
| Folio No.       |  |
| Owner's Name    |  |
| Owner's Address |  |
| Owner's Phone   |  |
| Owner's Email   |  |

### Applicant Information – if different than owner

|                     |  |
|---------------------|--|
| Applicant's Name    |  |
| Applicant's Address |  |
| Applicant's Phone   |  |
| Applicant's Email   |  |

### Agent Information

|                 |  |
|-----------------|--|
| Agent's Name    |  |
| Agent's Address |  |
| Agent's Phone   |  |
| Agent's Email   |  |

| Staff Use Only  |  |
|-----------------|--|
| Application No. |  |
| Date            |  |
| Reviewer        |  |



**CONSENT FOR INSPECTION OF PROPERTY AND POSTING OF PROPERTY**

I, \_\_\_\_\_, the owner of the premises located at \_\_\_\_\_ do hereby consent to the inspection of said premises and the posting of public notice by an employee of Miami Shores Village, Florida, in conjunction with an application for \_\_\_\_\_, without further notice.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**OATH OR AFFIRMATION**

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Print Name

NOTARY SEAL:

\_\_\_\_\_  
Signature of Notary Public – State of Florida

\_\_\_\_\_  
Name of Notary Typed, Printed, or Stamped

Please check one:

- Personally known to me; or
- Produced identification.

Type of Identification Produced: \_\_\_\_\_



## **OWNER'S AFFIDAVIT OF CONSENT AND DESIGNATION OF AGENCY**

I/We \_\_\_\_\_ as Owner(s) of Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, Sections \_\_\_\_\_, Plat Book and Page \_\_\_\_\_ Located at \_\_\_\_\_ desire to file an application for a public hearing before the Planning and Zoning Board and I/WE understand and agree with the following:

- 1) That the Planning and Zoning Board will table or may deny the application if the property owner or agent is not present at the hearing.
- 2) That it is the responsibility of the property owner to submit a complete true and correct application before a hearing will be scheduled before the Planning and Zoning Board.
- 3) That the submittal of inaccurate or false information will result in an incomplete application, tabling or denial of the application or revocation of any Board approvals.
- 4) That the requirements of the Village Code, Miami-Dade County, the Florida Building Code, and other government agencies may affect the scheduling of a hearing and the ability to obtain/issue a permit for the proposal.
- 5) That the proposal and plans submitted must be compliant with the Village Code and that any plan that fails to comply with code requirements and for which no exception exists, must be corrected to comply with the Village Code prior to the public hearing.
- 6) That property owner is responsible for complying with all the conditions and/or restrictions imposed by the Planning and Zoning Board in connection with the request and will comply with those conditions and/or restrictions and that failure to do so will void and approvals delay issuance of permits to proceed with the request.
- 7) The undersigned owner(s) and agent(s) certifies under penalties of perjury that all the statements contained in this application, including any statement attached to the application or any papers or plans submitted herewith are true and correct.

Will on my/our own make application in connection with this request for a public hearing and present before the Planning and Zoning Board.

Do hereby authorize \_\_\_\_\_ to act on my/our behalf, in connection with this request for a public hearing, by submitting the required application and materials and presenting the application and materials before the Planning and Zoning Board.

I/We understand that if my/our request is denied, I/We have ten (10) days from the date of hearing to appeal the decision of the Planning and Zoning Board to the Village Council.



## OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by.

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Agent(s)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Notary Public-State of Florida

\_\_\_\_\_  
Signature of Notary Public-State of Florida

\_\_\_\_\_  
Name of Notary Typed, printed, or stamped

\_\_\_\_\_  
Name of Notary Typed, printed, or stamped

NOTARY SEAL :

NOTARY SEAL :

(Please check one)

- Personally known to me;  Produced identification.  
 online notarization

(Please check one)

- Personally known to me;  Produced identification.  
 online notarization

Type of Identification Produced: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

Multiple agents (if applicable)

Agent #2:

Agent #3:

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by.

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by.

\_\_\_\_\_  
Signature of Agent(s)

\_\_\_\_\_  
Signature of Agent(s)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Notary Public-State of Florida

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Signature of Notary Public-State of Florida

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Name of Notary Typed, printed, or stamped

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Name of Notary Typed, printed, or stamped

NOTARY SEAL :

NOTARY SEAL :

(Please check one)

- Personally known to me;  Produced identification.  
 online notarization

(Please check one)

- Personally known to me;  Produced identification.  
 online notarization

Type of Identification Produced: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

**IMPORTANT: THE APPLICANT OR AGENT(S) MUST ATTEND THE HEARING TO PRESENT THE PROPOSAL**

## **APPLICANT'S RESPONSE TO VARIANCE CRITERIA**

The applicant for a Variance must fully comply with [Section 702](#) of the Village Code and provide a complete and accurate written document supporting the request and stating why it meets each of the four (4) criteria described below.

### **Sec. 702. - Hardship variances.**

A variance is a relaxation of the terms of the ordinance where such action will not be contrary to the public interest by such petition demonstrating compliance with the requirements, limitations and criteria specified below, and where, owing to conditions peculiar to the property, other than conditions relating to the financial circumstances of the applicant or the result of actions of the applicant, a literal enforcement of this ordinance would leave the property owner with no reasonable use of the property. The Planning and Zoning Board may consider the fact a property is listed on the National Historic Register or has been designated as a historic landmark by the Miami Shores Village Council, as a basis for granting a variance.

An applicant who is of the opinion that it is impossible to apply strictly one or more of the provisions of Appendix A Zoning to their property, may appeal to the Planning and Zoning Board, fully setting forth:

- (1) The alleged peculiar and unusual conditions affecting the property.
- (2) The alleged reasons why such conditions make it impossible strictly to apply specified provisions of this ordinance to the property.
- (3) The variance in such strict application that the applicant believes to be necessary in order to enable him to make a reasonable use of the property.
- (4) The reasons why the applicant is of the opinion that such variance would be in harmony with the intent and purpose of this ordinance, would not be detrimental to the existing use or prospective development of property in the vicinity, and would not give to the applicant an advantage with respect to the use of his property that is not enjoyed by the owners of similarly situated property.

After notice to the parties in interest, as prescribed in its rules, the Planning and Zoning Board shall act as follows:



**First:** Determine whether or not there are peculiar and unusual physical conditions applying to the property of the Applicant, other than conditions relating to his financial circumstances; and if so but not otherwise;

**Second:** Determine whether or not such conditions are such that it is impossible strictly to apply specified provisions of this Ordinance to such property; and if so but not otherwise;

**Third:** Determine the minimum Variance in such strict application that will enable the owner to enjoy the reasonable use of the property without being detrimental to the existing use or prospective development of property in the vicinity and without giving the Owner an advantage that is not enjoyed by the owners of similarly situated property; and

**Fourth:** Grant the aforesaid Variance, subject to such conditions as the board deems to be necessary in furtherance of the purposes of this Ordinance.

In no case shall any such Variance permit the establishment of any use that is not specifically permitted in the district under the regulations applying thereto as set forth in this Ordinance.





**Miami Shores Village- Planning, Zoning and Resiliency Services and Fee Schedule  
Approved in 2022**

| <b>Site Plan Review and Proposed Service Types</b> | <b>Fees</b>        |
|--|--------------------|
| Garage Conversion                                  | <b>\$500.00</b>    |
| Additions more than 400 square feet                | <b>\$500.00</b>    |
| Second Floor Additions                             | <b>\$750.00</b>    |
| Dock/Seawall                                       | <b>\$500.00</b>    |
| New Construction Residential                       | <b>\$1,500.00</b>  |
| Signage  | <b>\$350.00</b>    |
| Commercial Site Plan Modification Review (*)       | <b>\$2,500.00</b>  |
| Commercial Site Plan Review (*)                    | <b>\$5,000.00</b>  |
| Building Permit Plan Review- Residential           | <b>\$70.00</b>     |
| Building Permit Plan Review- Commercial            | <b>\$100.00</b>    |
| T-Plat Application                                 | <b>\$5,000.00</b>  |
| Final Subdivision/Plat or Replat Application       | <b>\$500.00</b>    |
| Abandonment/ROW vacation                           | <b>\$4,000.00</b>  |
| Waiver of Plat (*)                                 | <b>\$2,000.00</b>  |
| Rezoning (Residential)                             | <b>\$1,000.00</b>  |
| Rezoning (Commercial)                              | <b>\$7,000.00</b>  |
| Rezoning (Mixed-Use)                               | <b>\$10,000.00</b> |
| Annexation   | <b>\$5,000.00</b>  |
| Residential Variances (*)                          | <b>\$1,000.00</b>  |
| Commercial Variances (*)                           | <b>\$2,000.00</b>  |
| Special Exceptions/Conditional Uses                | <b>\$1,500.00</b>  |
| Certificate of Appropriateness                     | <b>\$250.00</b>    |
| Concurrency Reviews                                | <b>\$500.00</b>    |



|  |                    |
|--|--------------------|
| Comprehensive Plan Amendment (Text)  | <b>\$5,000.00</b>  |
| Comprehensive Plan Amendment (Map)   | <b>\$15,000.00</b> |
| Small-Scale Comprehensive Plan Amendment (Map)   | <b>\$8,000.00</b>  |
| Zoning Code Amendment (Text)   | <b>\$5,000.00</b>  |
| Unity of Title/ Declarations/ Recordation  | <b>\$500.00</b>    |
| Zoning Verification Letter   | <b>\$150.00</b>    |
| Alcohol Application Approval (*)   | <b>\$500.00</b>    |
| LBTR Review (CU Review)  | <b>\$100.00</b>    |
| Research per Hour  | <b>\$50.00</b>     |
| Vested Rights  | <b>\$1,500.00</b>  |
| Appeals  | <b>\$1,000.00</b>  |
| Temporary Residential Uses   | <b>\$200.00</b>    |
| Temporary Uses- Commercial/Institutional   | <b>\$800.00</b>    |
| Sidewalk Café  | <b>\$500.00</b>    |
| Development Order Extensions (Residential)   | <b>\$100.00</b>    |
| Development Order Extensions (Commercial)  | <b>\$500.00</b>    |
| (*) Cost Recovery includes but is not limited to:<br>Notices, newspaper ad, posters, posting, research | <b>\$1,500.00</b>  |





## 2024 CALENDAR

### Approved Planning and Zoning Board Hearing Schedule

|  |   |
|--|---|
| <b>MEETING LOCATION:</b><br>9900 NE 2ND Avenue<br>Miami Shores, FL | <b>MEETING TIME:</b><br>THURSDAYS AT 6:30 P.M.<br><br>4 <sup>th</sup> Thursday of Month Unless<br>Otherwise Noted<br><br>Note: November & December meetings<br>Are the third Thursday of the month. |
|--|---|

| DEADLINE FOR SUBMITTAL OF<br>COMPLETE ZONING PERMIT APPLICATION | PLANNING BOARD<br>HEARING DATE               |
|---|--|
| N/A   | JANUARY 25, 2024                             |
| N/A   | FEBRUARY 22, 2024                            |
| FEBRUARY 9, 2024  | MARCH 28, 2024                               |
| MARCH 8, 2024   | APRIL 25, 2024                               |
| APRIL 12, 2024  | MAY 23, 2024                                 |
| MAY 10, 2024  | JUNE 27, 2024                                |
| JUNE 14, 2024   | JULY 25, 2024                                |
| JULY 12, 2024   | <b>NO AUGUST MEETING</b>                     |
| AUGUST 9, 2024  | SEPTEMBER 26, 2024                           |
| SEPTEMBER 13, 2024  | OCTOBER 24, 2024                             |
| OCTOBER 11, 2024  | NOVEMBER 21, 2024 – 3 <sup>rd</sup> Thursday |
| NOVEMBER 15, 2024   | DECEMBER 19, 2024 – 3 <sup>rd</sup> Thursday |
| DECEMBER 13, 2024   | JANUARY TBD, 2025                            |



## **REQUIRED CHECKLIST FOR SITE PLAN REVIEW APPLICATION SUBMITTAL**

*The Village will not process applications if the required exhibits and information are not included in the application submittal. Application materials will not be returned to the applicant. Should you want any application material returned to you please make your request directly to the Board at the hearing and after the Board makes their decision.*

### **Part 1 – Meeting with the Planning, Zoning and Resiliency Department**

Please reach out to the Planning, Zoning and Resiliency Department to schedule a preliminary meeting to review your project, go over the application, and determine what documents will be required.

**Disclaimer:** Required Documentation for a Complete Application, **see pages 12 through 16 for additional details.**

- Pre-application meeting with planning staff.
- Application fee paid in full.

### **Part 2 – Initial Submittal (Digital)**

One (1) original set of all documents and plans are required as part of the submittal and should be turned in through the CSS portal in the following link [https://bldg.msvfl.gov/energov\\_prod/selfservice#/applicationAssistant?sectionName=All&moduleId=3&categoryName=All&showTemplates=false](https://bldg.msvfl.gov/energov_prod/selfservice#/applicationAssistant?sectionName=All&moduleId=3&categoryName=All&showTemplates=false)  
*Alternatively, the Applicant may choose to submit a flash drive by the deadline with all required documents in PDF format.*

- Completed application.** Only **pages 2 through 6** are needed and must be properly filled out and notarized; if any of these pages are not correctly completed, the application will be rejected or tabled to the next scheduled meeting.
  - o Page 4. Sign “Consent for Inspection of Property and Posting of Property” form and have notarized.
  - o Page 5 & 6. Sign “Owner’s Affidavit of Consent and Designation of Agency” form and have notarized.

**NOTE:**

1. When an application is executed on behalf of a business entity, appropriate documentation demonstrating the signatory’s authority to represent said entity must be provided.
2. Only property owners and/or tenants of commercial properties may be applicants. Architects, contractors, etc. may only be listed as agents.



**Letter of intent.** Describe the request in full. Explain the purpose of the application, benefit(s) in the change, and reasons why this application should be approved. Specify the exact nature of the use or operation applied for, together with any pertinent technical data, which will clarify the proposal, the square footage, and any additional relevant information.

**Proof of ownership.** A copy of the most recent tax bill, Property Appraiser's office record, or a copy of the most recently recorded Warranty Deed is required.

*NOTE:* If the property is owned by a business entity, please provide a copy of Sunbiz with the authorized agent.

**Elevation certificate.**

**Survey.**

- Technical specifications. "an original signed and sealed survey prepared by a Florida registered surveyor no more than five (5) years old which shows the property as described pursuant to the legal description contained in the warranty deed."
- If the survey is dated more than six (6) months prior to the filing of the application, an affidavit certifying the survey as accurate must be submitted.
- The survey must include scale, north arrow, lot lines, easements, utilities, septic system, rights-of-way, ground elevation, all structures, walls, and fences, existing vegetation, and all physical improvements.

**Color photographs.** Please show all sides of the existing building on 8.5" x 11" sheets.

### Part 3 – Required Plans

Provide existing and proposed plans; use clouding to identify the area(s) of new work; all plans shall be legible, with a proper scale can be 1:8, 1:16, or 3:32, show a north arrow, and be properly labeled and numbered.

**Demolition Plan**, if applicable.

**Site Plan.** Plans must show required and proposed lot coverage, open space, green space, parking, and percentage of front yard coverage calculations.

- Prepared, signed, and sealed by a Florida registered architect or engineer. The use of raised seal is mandatory.
- Location map clearly showing the subject and adjacent properties and their relationship to streets located within one-half mile.
- Site boundaries per the legal description.
- Location of all utilities on the site and the manner in which they will be provided to the proposed structures.
- Location of all fences and walls
- Drawing and revision date



- Site Plan Data Table.
  - Site area (square feet and acres), building footprint coverage, existing uses by floor (sq. ft., existing area vs proposed additions), gross floor area non-residential development uses, parking data (sq. ft. and percent of lot covered by parking in front yard), FAR, building height (above grade and street grade), number of stories, setbacks table, open space in rear yard (sq. ft. and percent of total area), landscape area, parking, any other applicable and relevant information pertaining to the application. **(Existing, Required and Proposed)**

**□ Site Plan Features.**

- Adjacent ROW to opposite property lines (indicate all nearby curb cuts), waterway width, drainage (existing and proposed), outline of adjacent buildings (approximate height and number of stories), dimensioned property lines, and building, the proposed square footage and the existing, eyebrows/eaves or projections of any kind in any of the yards.

**□ Floor Plans.** If applicable, plans must show floor area ratio (FAR), building cubage (interior cubic volume of building. Sec 201), and roof plan.

- Delineate and dimension overall structure and individual room dimensions, indicating use of spaces use clouding to identify the area of new work.
- Show property lines and setbacks on all plans
- Typical floor plan for each floor of a multi-story structure
- Roof plan showing flat or peak roof with slope dimensioned, indicate percent of roof that is flat if a mix of roof types.
- Show any eaves, eyebrows, or projections that are extending into any of the yards and provide the dimensions.

**□ Building Elevations.** If applicable, identify building roof materials and colors.

- All plans and graphics must show dimensions and be to scale and scalable
- All building facades must be shown with directional labels (i.e. North, South) and building names if more than one building on plan
- Existing and new conditions to be clearly shown and new conditions or changes clouded
- Dimensions, including height and width of all structures and each rental space
- Dimension grade at street grade, building site and finished floor elevation, NGVD and Datum.
- Storefronts, awnings, entryway features, doors, windows
- Indicate architectural elements, materials and colors



- Drainage Plans.** Identify and specify stormwater drainage/retention plans. Plans must be signed and sealed by an appropriate professional showing successful retention of the first one inch of rainfall and where and how the excess rainfall will be disposed, based on a 25-year frequency storm on site.
- Landscape Plan.** Show existing and proposed landscape
  - For garage conversion, please provide driveway required landscape strip. Sec. 521.- Required off-street parking  
[https://library.municode.com/fl/miami\\_shores\\_village/codes/code\\_of\\_ordinances?nodetd=PTIICOOR\\_APXAZO\\_ARTVSURE\\_DIV5OREPARE\\_S521\\_REOREPA](https://library.municode.com/fl/miami_shores_village/codes/code_of_ordinances?nodetd=PTIICOOR_APXAZO_ARTVSURE_DIV5OREPARE_S521_REOREPA)
  - Existing and proposed plant location type, canopy size and number of trees being removed or replaced. (Tree disposition chart)
  - The removal of living trees from property within the Village shall be governed by Sections 24-49 through 24-49.9.
  - Miami Dade County minimum landscape and certification requirements apply. Chapter 18 of Miami-Dade county please refer to the following link <https://www.miamidade.gov/zoning/code-landscape.asp>

#### Part 4 – Special Proposals (if applicable)

This section applies to Variances, Development Order Extensions, Special Proposals, ...

##### Variances

- Follow pages 7 through 8.

##### Development Order Extensions

- A letter explaining the extenuating circumstances that led to the Planning and Zoning Board request for an additional 6-months extension.
- Provide evidence of previous signed development orders, or administrative extensions provided by staff as well as correspondence requesting for an extension prior to the expiration date, and any applicable building permit numbers that were submitted before the expiration date.



## **Deliverables for Revisions: (Hybrid submittal) Paper Format**

- ✓ Staff will provide revision comments approximately within one to one and a half week from the deadline date of the initial submittal (**Digitally**) sent through the CSS portal. Correspondence will be directed to the owner, applicant, and agent listed on the application.
- ✓ There will be a week to a week and a half deadline for the revised plan set and application items to be submitted to staff in **paper format** with a **(USB) flash drive** to be placed for the Planning and Zoning Board Agenda.

**Please Note:** If plans do not address the initial comments, or show as unclear and incomplete, applications **will not be accepted**, and a hearing date will not be set until a complete application is received. When submitting revised plans, sheets must show the existing and proposed plan, side-by-side, with proposed changes clouded on the revised portion and the Site Survey attached at the front of the plans.

One (1) original signed and sealed set of plans 24" by 36" must be submitted folded neatly with the clouded corrections and a response narrative of the revision comments as well as seven (7) copies of the set of plans 11" by 17" also signed and sealed with the latest revision date. A flash drive with clear plans and application package.

**All documents** (Planning and Zoning Board Applications, with the items listed on the Part 2 Checklist, and plans must be collated and banded together at the time of the revision deadline date. *(DISCLAIMER: revisions turned in after the informed due date provided by staff will automatically be pushed to the next hearing date and will not be part of the agenda)*

