



# City of Hialeah Gardens

## Application for Development Technical Review Committee

10001 N.W. 87th Avenue, Hialeah Gardens, FL 33016  
Telephone (305) 558-4114 Facsimile (305) 698-7236

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Date \_\_\_\_\_

1. Applicant: \_\_\_\_\_

2. Applicant Mailing Address: \_\_\_\_\_

Telephone: Business ( ) \_\_\_\_\_ Facsimile ( ) \_\_\_\_\_

Cellular ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

3. Property Owner: \_\_\_\_\_

4. Property Owner Mailing Address: \_\_\_\_\_

Telephone: Business ( ) \_\_\_\_\_ Facsimile ( ) \_\_\_\_\_

Cellular ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

5. Address of the proposed project: \_\_\_\_\_

6. Folio # \_\_\_\_\_

7. Legal Description: \_\_\_\_\_  
\_\_\_\_\_

8. Purpose for T.R.C. (Please Specify): \_\_\_\_\_  
\_\_\_\_\_

9. All Applicants must submit the following items with this application:

a. 7 Copies of a current signed and sealed survey which is less than 6 months old

b. 7 Copies of the Site Plan (signed and sealed)

The following exhibits shall be submitted with the site plan:

- Location map.
- Scale at one inch equaling 20 feet or 30 feet.
- Lot lines and setbacks.
- Shape, size location, height of existing and proposed building, walls and entrances.
- Off-street parking, location, setbacks and size of the parking spaces (9'x 19').
- Provide zoning legend on site plan (See attached example of zoning legend)

c. Floor Plan and elevations (7 Copies)

d. Site Plan approved by Miami-Dade County Fire Department.

- e. Site Plan approved by Florida Department of Transportation (DOT), where any property line directly abuts any State road.
- f. Landscape plan (according to Miami-Dade County Code Chapter 18-A).
- g. In addition to hard copies, provide a CD with site plan, floor plan, landscape plan and elevations also plats, surveys and renderings must be submitted in **PDF format** as well as legal descriptions in **Microsoft Word format**.
- h. Traffic study (if applicable).
- i. Color photographs of the building site, any existing structures, and neighboring structures which show the character of the building site, any existing structures, and neighboring structures that show the character of the surrounding area.
- j. Proof of ownership or warranty deed.
- k. Applicants are required to schedule a pre-application conference/concept review with Zoning Department staff in order to avoid conflict, waste and expense if a concept plan needs to be changed.

10. Processing fee \$1,000.00 (non-refundable).

11. Information supporting requested variance(s):

a. Existing land use designation(s) \_\_\_\_\_

b. Existing zoning districts \_\_\_\_\_

c. Type of development proposal \_\_\_\_\_

d. Density/intensity of use \_\_\_\_\_

e. Subdivision plat, if platted \_\_\_\_\_

f. Variance requested \_\_\_\_\_

g. Reason and justification for variance \_\_\_\_\_

h. Information on other required permits, if any \_\_\_\_\_

i. Other information in order to explain proposal \_\_\_\_\_

12. All variances requested shall include a response sheet to the review standards listed below:

