



# City of Hialeah Gardens

## *Instructions for Development Review*

10001 N.W. 87th Avenue, Hialeah Gardens, FL 33016

Phone (305) 558-3862 - Fax (305) 698-7236

### **1. Application for Development Technical Review**

Meetings of the Technical Review Committee "T.R.C." are public meetings, not public hearings. The T.R.C. is composed of representatives of the following Departments: Building, Code Compliance, Planning & Zoning, Police, Public Works, and Water & Sewer. T.R.C. shall review all applications and make an initial determination regarding the concurrency and development requirements required by the Land Development Regulations.

#### **The Conceptual Site Plan Must Be Approved By:**

**Metro-Dade Fire Department** – 111 NW 1<sup>st</sup> St. (Steven P. Clerk Center) 13<sup>th</sup> Floor. (305) 375-3885 or (305) 375-3845.

**State of Florida Department of Transportation**: 1000 NW 111 Ave. (305) 470-5367 (where any property line abuts any State Road).

### **2. Application for Zoning Site**

Meetings of the Planning and Zoning Board are public hearings. All zoning applications including variances, special exception uses, and land use amendments will be reviewed by the Board. The Board will make a recommendation to City Council for final approval.

### **3. City Council Approval**

All zoning applications will be read as ordinances before the City Council. Zoning ordinances shall have two readings at two scheduled City Council meetings, the second being a public hearing. Applicants must attend both meetings and be prepared to present site plan. A final determination will be made by a majority vote of the City Council.

**APPLICATIONS SCHEDULED FOR SECOND READING/PUBLIC HEARING WHERE THE APPLICANT/REPRESENTATIVE FAILS TO BE PRESENT WILL BE TABLED SUBJECT TO THE PAYMENT OF A \$150 FEE FOR RE-ADVERTISEMENT OF A RESCHEDULED SECOND READING/PUBLIC HEARING.**

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**I HAVE UNDERSTOOD THE ABOVE PROCEDURES**

YES  NO

Name of the applicant: \_\_\_\_\_

Name of application: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_