



**Development Services Department  
Planning & Zoning Division**

**Planning & Zoning Application  
Electronic Submittal Instructions**

*\*\*Instructions are Subject to Change\*\**

As of Wednesday, March 18, 2020, Development Services is closed to the public to promote "Social Distancing" and safety for residents and staff in light of the current national and regional COVID-19 outbreak. Staff is still working and will conduct business online.

**I. Electronic Documents Instructions**

1. The following is a general outline of the City of Homestead's application process for land development and entitlement items, such as, but not limited to, Unified Site Plan Reviews, Rezoning, Large/Small Scale Comprehensive Plan Amendments, Special Exceptions, T-Plat(s) and Final Plat(s), Variances, Certificate of Use Approvals, etc.
2. Applicant shall coordinate with P&Z Staff in order to obtain pre-application checklist(s) for each request. All pre-application meetings are being conducted virtually.
3. Incomplete application(s) and documents will not be accepted. I.e., property owner's signature and a notary required on Cost Recovery Affidavit, etc.
4. Create a DropBox link, FTP site link, etc. to upload documents for review. *DO NOT* password protect the link.
5. *AN ELECTRONIC COPY OF THE CITY ISSUED CHECKLIST SHALL BE SUBMITTED WITH PROJECT SUBMITTAL.*
6. Please save and insert each required document in individual PDF's and name each file, as follows:  
\* Do not add to the file names below. Do not include project names, file numbers, etc. Name documents as follows.
  - a. Pre-Application Checklist (provided by Staff)
  - b. Application
  - c. Letter of Intent
  - d. Letter of Consent
  - e. Cost Recovery Affidavit (*Note: signed by property owner. Must be notarized.*)
  - f. Certified Mailing Labels
  - g. Opinion of Title
  - h. Unity of Title
  - i. Joinder by Mortgagee
  - j. HOA Documents
  - k. Legal Description (*Note: on a MS WORD doc*)
  - l. School Concurrency
  - m. Online Payment Receipt
  - n. Etc.
7. Do not combine all the required documents into one (1) PDF file.

**II. Electronic Technical Plans and Reports Instructions**

1. Incomplete required documents and/or plans from the provided checklist(s) will not be accepted.
2. All plan sheets and technical report covers are to be *electronically sealed and signed* by the applicable Florida licensed architect, landscape architect, engineer, or surveyor.
3. Technical drawings shall be in submitted in high-resolution.
4. Do not combine all the required plans into one (1) PDF file.
5. For technical plans, please save and insert each required plan per PDF file.
  - a. Boundary Survey (*note: required with every application, no older than 1 year. Must show all structures, rights-of-way, easements, dedications etc. and any municipality boundary, if any.*)
  - b. Site Plan
  - c. Building Elevations (*Note: color elevations*)
  - d. Floor Plans
  - e. Landscaping Plan (*Note: including Landscape Legend and Certificate acknowledging compliance with the City's Landscape Ordinance*)



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- f. Irrigation Plan
  - g. Paving & Drainage Plans and Percolation Tests
  - h. Signage Plans (*Note: Show sign detail including sign dimensions, height and setback distance, line of sight triangles.*)
  - i. Photometrics
  - j. Traffic Study (*Note: Attach City APPROVED Methodology to the Traffic Study*)
  - k. Tentative Plat
  - l. Final Plat
  - m. Etc.
6. Master Plan Amendments to the DRI
- a. Please include a cover sheet identifying Tab descriptions of PDF binder.
  - b. Create bookmarks in PDF binder for each Tab (section) of binder, including cover.
    - Cover
    - Table of Contents
    - Proposed Changes by Sector
    - Report of Notification of Proposed Changes to a Previously approved DRI
    - Exhibit A approved 1985 Master Development Plan & Exhibit B approved 1985 Land Use Data Chart
    - Exhibit C currently approved Master Development Plan & Exhibit D currently approved Land Use Data Chart
    - Exhibit E proposed Master Development Plan & Exhibit F proposed Land Use Data Chart
    - Exhibit G graphic summary of changes since 1985 & Exhibit H cumulative changes by sector since 1985
    - Exhibit I Substantial Deviation Chart
    - Exhibit J current DRI legal description
    - Exhibit K composite exhibit of Ordinances, Resolutions, Amendments, and Agreements index
      - Attach copy of each Ordinance, Resolution, Amendment, and Agreement

### III. Submittal Instructions

#### 1. PAYMENTS:

Development Services is now accepting [online payments](#). Under the current Declared State of Emergency, the convenience fee will be passed onto the applicant/customer. Please contact [planning@cityofhomestead.com](mailto:planning@cityofhomestead.com) for your 6-digit account number.

Visit [www.cityofhomestead.com/payonline](http://www.cityofhomestead.com/payonline) to make your payments online. In order to process your payment, please have your 6-digit account number ready, which will be tied to the hearing number issued.

#### 2. SUBMITTALS:

- a. Email [lessandraalvarez@cityofhomestead.com](mailto:lessandraalvarez@cityofhomestead.com) to advise her that an application is forthcoming.
- b. Email [planning@cityofhomestead.com](mailto:planning@cityofhomestead.com) with the DropBox or FTP site link containing the application materials.
- c. Include a copy of your payment receipt in the submittal.
- d. The request for duplicitous emails is to ensure that City Staff is opening a legitimate link.
- e. Provide a password if a technical plan or report is password protected.
- f. Do not combine multiple applications in one DropBox/FTP file. For example, Site Plan request, Certificate of Use, Rezoning, Tentative Plat, etc. shall be submitted as separate file links.

#### 3. COMPLETENESS REVIEW: Upon submittal of an application, Staff will conduct a Completeness Review and will notify the applicant of any missing or deficient materials prior to processing the application for review.



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4. Additional documentation and/or technical plans may be required during review.
5. *Preliminary Site Plan Miami-Dade FIRE and DERM Reviews:*  
Miami-Dade FIRE and DERM are both accepting electronic submittals for Preliminary Site Plan Review. Upon finalizing the Completeness Review, Staff will provide letters for your submittals to FIRE and DERM. Upon submittal, Applicant shall provide City Staff with the County M and/or Z processing numbers.

<p><b>Miami-Dade FIRE:</b> Lt. Robert Simmons, Fire Inspector <i>Fire Engineering &amp; Water Supply Bureau</i> Miami Dade Fire Rescue Phone: 786-315-2775 Fax: 786-315-2922 <a href="mailto:simmons@miamidade.gov">simmons@miamidade.gov</a></p>	<p><b>Miami-Dade DERM:</b> Christine Velazquez, Chief Code Coordination and Public Hearings Miami-Dade Department of Regulatory and Economic Resources Division of Environmental Resources Management (DERM) 305-372-6764 <a href="mailto:Christine.Velazquez@miamidade.gov">Christine.Velazquez@miamidade.gov</a></p>
<p>Applicants may email Lt. Robert Simmons a PDF plan for a courtesy review. He would indicate if the plan is approvable or not. FIRE should have electronic reviews offered soon for an official review.</p>	<p>Submit application to DERM Online Portal:  <a href="https://www.miamidade.gov/Apps/RER/EPSPortal/PlanReview/DermUpload/Landing">https://www.miamidade.gov/Apps/RER/EPSPortal/PlanReview/DermUpload/Landing</a></p>

6. Please be sure that all applicable City of Homestead Code Provisions/Chapters are referenced within technical drawing submittal package. Commonly used code sections can be found below:

**CHAPTER 1.5 – Concurrency Management System:**

***Sec. 1.5-5 Management and Monitoring Program (f) Transportation***

***Concurrency Management:***

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH1.5COMASY\\_SI.5-5MAMOPR](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH1.5COMASY_SI.5-5MAMOPR)

**CHAPTER 3 - Alcoholic Beverages:**

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH3ALBE](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH3ALBE)

**CHAPTER 23 – Signs and Advertising:**

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH23SIAD](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH23SIAD)

**CHAPTER 24 – Streets, Sidewalks and Other Public Places:**

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH24STSIOTPUPL](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH24STSIOTPUPL)

**CHAPTER 25 – Subdivisions and Platting:**

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH25SUPL](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH25SUPL)

**CHAPTER 29 – Vegetation:**

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH29VE](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH29VE)

**ARTICLE III – District Regulations (i.e. R-1, R-3, B-1, I-1, etc.):**

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH30ZO\\_ARTIIIDIRE](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH30ZO_ARTIIIDIRE)



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**ARTICLE IV – Supplemental District Regulations:**

**Division 2 – Off-Street Parking:**

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH30ZO\\_ART1VSUDIRE\\_DIV2OREPA](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH30ZO_ART1VSUDIRE_DIV2OREPA)

**Division 3 – Density:**

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH30ZO\\_ART1VSUDIRE\\_DIV3DE](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH30ZO_ART1VSUDIRE_DIV3DE)

**Division 4 – Standards for Housing for Specific Occupancy:**

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH30ZO\\_ART1VSUDIRE\\_DIV4STHOSPOC](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH30ZO_ART1VSUDIRE_DIV4STHOSPOC)

**Division 5 – Fence Restrictions:**

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH30ZO\\_ART1VSUDIRE\\_DIV5FERE](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH30ZO_ART1VSUDIRE_DIV5FERE)

**Division 9 – Mixed Use and Non-Residential Development Standards:**

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH30ZO\\_ART1VSUDIRE\\_DIV9MIUSNSIDEST](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH30ZO_ART1VSUDIRE_DIV9MIUSNSIDEST)

**CHAPTER 31 – Wireless Communication Towers and Antennas:**

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH31WICOTOAN](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH31WICOTOAN)

**CHAPTER 32 – Design Guidelines:**

[https://library.municode.com/fl/homestead/codes/code\\_of\\_ordinances?nodeId=PTIICOCI\\_CH32DEGU](https://library.municode.com/fl/homestead/codes/code_of_ordinances?nodeId=PTIICOCI_CH32DEGU)

**Development Services Department  
Planning & Zoning Division Contacts**

**Development Services Contacts**

- Joseph M. Corradino, AICP, Director: [jcorradino@cityofhomestead.com](mailto:jcorradino@cityofhomestead.com)
- Michelle M. Lopez, Deputy Director: [mlopez@cityofhomestead.com](mailto:mlopez@cityofhomestead.com)
- David G. Hennis, Assistant Director: [dhennis@cityofhomestead.com](mailto:dhennis@cityofhomestead.com)
- Jackie Maytan, Administrative Assistant: [jmaytan@cityofhomestead.com](mailto:jmaytan@cityofhomestead.com)

**Planning & Zoning Contacts**

- Eddy Nuñez, Zoning Associate: [enunez@cityofhomestead.com](mailto:enunez@cityofhomestead.com)  
*General questions related to the zoning code, comprehensive plan, zoning districts, land use designations, master plans.*
- Alessandra Alvarez, Planning & Zoning Assistant: [alessandraalvarez@cityofhomestead.com](mailto:alessandraalvarez@cityofhomestead.com)  
*General questions related to the administrative and public hearings, public records, and entitlements.*
- Cathy Milford, Business Licensing: [cmilford@cityofhomestead.com](mailto:cmilford@cityofhomestead.com)  
*Matters related to obtaining a Business Tax Receipt, transfers, existing businesses.*
- Ericka Bourraine: [ebourraine@cityofhomestead.com](mailto:ebourraine@cityofhomestead.com)  
*Inquiries related to Cost Recovery accounts, School Concurrency, and Business Licensing.*

**Document Submittals:**

[planning@cityofhomestead.com](mailto:planning@cityofhomestead.com)

**Payments:**

[www.cityofhomestead.com/payonline](http://www.cityofhomestead.com/payonline)