



North Bay Village

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

SITE PLAN MODIFICATION APPLICATION FOR ADMINISTRATIVE APPROVAL

Page 1 of 3

Site Address _____

Owner Name _____ Owner Phone # _____

Owner Mailing Address _____

Applicant Name _____ Applicant Phone # _____

Applicant Mailing Address _____

Contact Person _____ Contact Phone # _____

Contact Email Address _____

Legal Description of Property _____

Folio Number _____ Site Plan Approval Resolution # _____

Reason for Request _____

Description of Site Plan Modifications _____

(Additional pages may be attached and submitted with this application.)

Mandatory Submittals (Applicant must check that each item is included with this application)

- Modified site plans which depict:
 - North point
 - Scale at 1/16 inch to the foot, or larger
 - Date of preparation
 - Existing and proposed easements
 - Existing and proposed utilities
 - Property lines
 - Location of streets, alleys and ROW
 - Structures
 - Mechanical equipment
 - Parking and loading spaces
 - Fences
 - Signs
 - Exterior Lighting
 - Any other physical features
- Elevations
- Property survey
- Tabular project summary indicating:
 - Total acreage
 - Dwelling units per acre
 - Number of bedrooms per dwelling unit
 - Number of each dwelling unit type
 - Pervious surface area
 - Open space
 - Structure setbacks
 - Off-street parking and loading spaces
 - Floor area of each dwelling unit type
 - Floor area of each commercial use
 - Gross floor area
 - Building height
 - Floor area ratio
- Floor plans including
 - Layout of each level
 - Layouts for each dwelling unit type
 - Parking and loading space dimensions
 - Width of drive aisles
- Landscape plan
- Application fees
- Cost recovery deposit
- Approved site plan package

Mayor
Connie Leon-Kreps

Vice Mayor
Eddie Lim

Commissioner
Dr. Richard Chervony

Commissioner
Wendy Duvall

Commissioner
Jorge Gonzalez

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Applications are incomplete until all mandatory submittals have been received by the Village Clerk.

All requests for administrative site plan approval from the North Bay Village Code shall be reviewed by the Village Planning & Zoning Official and approved or denied by the Village Manager, pursuant to Section 152.105(C)(10) of the Village Code.

All persons, firms, or corporations requesting administrative site plan approval from the Village Manager necessitating the publication of notices in the newspaper, and all relative thereto, the payment of such money in advance to the Village Clerk shall be deemed a condition precedent to the consideration of such a request, pursuant to Section 152.096(A)(2) of the Village Code.

All new and substantial improvements must comply with the Florida Building Code, Department of Environmental Resource Management (DERM), and FEMA regulations.

I (We) the undersigned, am (are) the (owner, tenant, agent, attorney) (designate one) of the subject property herein described. I (We) acknowledge and agree that during the consideration of the application before the Village Planning & Zoning Official and Village Manager, no rights shall vest on behalf of the applicant, which would be enforceable against the Village until after the Village Manager has approved the proposed request.

I (We) further acknowledge that I (We) have read and understand the conditions for administrative site plan approval pursuant to the Village Code Section 152.105. Any person submitting false information or misrepresenting in their presentation shall have all privileges granted to them by the Planning & Zoning Board, the Village Commission and Village Manager revoked.

Authorized Signature _____

Print Name _____

(In case of corporate ownership, the authorized signature shall be accompanied by a notation of the signer’s position in the corporation and embossed with the corporate seal.)

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed to before me this _____ day of _____, 20 _____,

by _____,

who is personally known to me or who has produced _____ as identification.

Notary Public Signature _____

Commission Number/Expiration _____

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Office Use Only:

Date Submitted: _____

Tentative Meeting Date: _____

Fee Paid: \$ _____

Cash or Check # _____

Date Paid: _____

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