

City of Hialeah
Planning & Zoning Division



FINAL DEVELOPMENT ORDER AND CONCURRENCY & SITE PLAN REVIEW PROCESS

TWO FULL SETS OF ARCHITECTURAL DRAWINGS WITH ALL DISCIPLINES, INCLUDING BUT NOT LIMITED TO, SITE ENGINEERING INCLUDING PAVING AND DRAINAGE, SITE LIGHTING, DUMPSTER ENCLOSURE DETAILS, LANDSCAPING AND IRRIGATION, AND PROPERTY SURVEY WITH ELEVATIONS MUST BE PRESENTED AS A REQUISITE FOR THIS PROCESS.

PHASE 1

Step #1 Submit plans to the **Planning & Zoning Division**, where a concurrency and/or a site plan review number shall be issued and the required fees must be paid.

Planning & Zoning Division
501 Palm Avenue, 2nd Floor
Hialeah, FL. 33010
(305) 883-8075

Step #2 As a prerequisite for any New Development Order, all plans with an issued concurrency/site plan review number, will need to be taken to and reviewed by Miami Dade's Regulatory and Economic Resources Department, otherwise known as DERM.

Prior to submitting plans for DERM review, a **Sewer Capacity Certification Letter Application** must be completed by the applicant and Hialeah utility company located at:

City of Hialeah Public Works Department
(Department of Water & Sewers)
3700 West 4th Avenue
Hialeah, FL 33012
(305) 556-3800

You may obtain this form at the Public Works Department or at the Planning & Zoning Division for your convenience.

This step is a requirement in order to obtain a sewer certification allocation letter.

Step #3 Once a Sewer Capacity Certification Letter has been obtained, plans can then be taken to **DERM** for their review at their offices located at:

Environmental Resources Management Main Building
Overtown Transit Village North
701 NW 1st Court
Suite 300
Miami, FL 33136
(305) 372-6789
derm@miamidade.gov

**Only after the steps in Phase 1 have been completed, can they proceed to Phases 2 and 3.
Note that all departments must have signed both sets of plans.**

THE ORDER OF STEPS MUST BE FOLLOWED AS SHOWN:

PHASE 2

Step #4 Plans will be returned by applicant to the Planning & Zoning Division for review by the department, followed by the **Flood** review. Once ready, applicant will be notified when plans can be picked up.

Step #5 Plans will then be submitted to the **Fire Department** for their review and pay any required fees at:

Fire Department
83 East 5th Street, 2nd Floor, Hialeah
(305) 883-6900

Step #6 Once the plans have been reviewed by the Fire Department, applicant will be notified and plans will be taken (by applicant) to the Streets Division at:

City of Hialeah Streets Division
900 East 56th Street, Building 4
Hialeah, FL. 33013
(305) 687-2611.

Once dropped off, the plans will be routed to the following departments (interoffice) and reviewed by **Streets, Parks & Recreation, Solid Waste, and Facilities.**

Applicant will be notified when plans are ready to be picked up and if any comments need to be addressed.

PHASE 3

Note that all projects requiring a Site Plan Review and/or Concurrency must have completed these steps **PRIOR** to submitting for a building permit.

Step #6 Submit plans to **City of Hialeah Public Works Department (Water & Sewers)** for final review (only if plans were not initially approved during Phase 1).

CONTACTS

Planning & Zoning Division

501 Palm Avenue, 2nd Floor
(305) 883-8071

Fire Review

83 East 5th Street, 2nd Floor, Hialeah
(305) 883-6900

Flood Review

501 Palm Avenue, 2nd Floor, Hialeah
(305) 883-8012

Streets Department

900 East 56th Street, Building 4, Hialeah
(305) 687-2611

Construction & Maintenance Department

(305) 687-2620

Solid Waste Division

5601 East 8th Avenue, Hialeah
(305) 687-2617

Parks & Recreation Department

(305) 687-2650

City of Hialeah Public Works Department (Department of Water & Sewers)

3700 West 4th Avenue, Hialeah, FL 33012
(305) 556-3800

Environmental Resources Management

Overtown Transit Village North
701 NW 1st Court, Suite 300, Miami, FL 33136
(305) 372-6789