



## **FINAL DEVELOPMENT ORDER & 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 two sets of plans to the Planning & Zoning Division, where a concurrency and/or site plan review number shall be issued and the required fees must be paid.

**Planning & Zoning Division**

501 Palm Avenue  
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 and reviewed by Miami Dade's Regulatory and Economic Resources Department, otherwise known as DERM.

**Environmental Resources Management**

**Overtown Transit Village North**

701 NW 1<sup>st</sup> Court Suite 400  
Miami, FL 33136

- 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 4<sup>th</sup> Avenue, Hialeah, FL 33012
- You may obtain this form at the Public Works Department
  - 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 be taken to DERM for their review at their offices located at:

**Overtown Transit Village North**

701 NW 1<sup>st</sup> Court Suite 400, Miami, FL 33136  
305-372-6789

**Miami-Dade County Permitting & Inspection Center**

11805 SW 26<sup>th</sup> Street Miami, FL 33175  
786-315-2800

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

## **Phase 2**

**Step 4** – Plans shall be routed by applicant to the following departments:

- **Planning & Zoning Division**
  - 501 Palm Avenue, Hialeah, FL 33010
    - 305-883-8075
- **Fire Review**
  - 83 East 5<sup>th</sup> Street 2<sup>nd</sup> Floor, Hialeah, FL 33010
    - 305-883-6900
- **Flood Review (Building Department)**
  - 501 Palm Avenue, Hialeah, FL 33010
    - 305-883-5825
- **Streets Department**
  - 900 East 56<sup>th</sup> Street, BLDG #4, Hialeah, FL 33013
    - 305-687-2611
- **Parks & Recreation Department**
  - 900 East 56<sup>th</sup> Street, BLDG #4, Hialeah, FL 33013
    - 305-687-2650
- **Public Works Department**
  - 3700 West 4<sup>th</sup> Avenue, Hialeah, FL 33012
    - 305-556-3800
- **Environmental Resources Management**
  - 701 NW 1<sup>st</sup> Court, Suite 300, Miami, FL 33136

**Note:** *Once dropped off at the Streets Department, the plans shall be routed (interoffice) and reviewed by Parks & Recreation and Facilities. Applicant will be notified when plans are ready to be picked up and if any comments need to be address.*

## **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 5** – Submit plans to City of Hialeah Planning & Zoning Division for final review (only if plans were initially approved during phase 2).