



## **TOWN OF MEDLEY**

### **ADMINISTRATIVE SITE PLAN REVIEW** **LAKE EXCAVATION AND LAKE FILLING SUBMISSION CHECKLIST**

The following items must be submitted to the Building Department for review of a proposed Lake Excavation or Lake Fill. Additional submittals are required for Lake Fill applications – Please see below.

- 1) 3 copies of application (attached)
- 2) 3 sets of plans (including site plan and lake slope cross-section) Note: The Lake Slope Cross Section must be part of the plan, not an attachment. Plans shall include:
  - A present and proposed topographic map.
  - The type of equipment to be used.
  - A description of signs to be posted warning the public of possible hazards.
  - The hours of operation.
  - The estimated time for the completion of the project.
  - The type and content of fill to be used.
  - A letter of intent explaining the use or intended use of the property.
  - An agreement to hold the town harmless from any claims, liabilities, costs or damages arising out of the issuance of the permit and the operation of such fill activities.
  - Current certificate of engineering competency.
- 3) Email a set of all plans to [DRC@townofmedley.com](mailto:DRC@townofmedley.com).
- 4) 3 copies of legal description, property information, and map from Miami-Dade County Property Appraiser.
- 5) Survey (Must be prepared by Registered Surveyor and must show the location of any municipal boundary on or across the property and must be dated no earlier than 1 year prior to the application date).
- 6) Architectural drawings and pictures.
- 7) Fee (See fee schedule attached)

Please note that all plans must be signed and sealed by a Registered Florida Engineer or Surveyor. The site plan shall show the size of property, all dimensions (including the distance to the centerline of adjacent streets), and the proposed setback from the property lines to the top of the slope of the lake. Cross sections shall include the information as indicated below:

The plan will be reviewed by the Building and Zoning Department, The Public Works Department for compliance with requirements of Chapter 29 – Environment, Article II. Filling of the Code of Ordinances.

**FEE SCHEDULE  
ADMINISTRATIVE SITE PLAN REVIEW FOR  
LAKE EXCAVATIONS AND LAKE FILLS**

Z800	Basic Fee	\$1,100.81
Z801	Size of Property (\$308.23 per 10 acres or portion thereof of water surface area)	\$_____
Z119	PUBLIC WORKS	\$250.00
Z120	FIRE	\$190.00
Z060	Web Document Fee	\$77.25
	<b>Subtotal</b>	<b>\$_____</b>
SUR8	8% Surcharge	\$_____
Z109	DERM	\$250.00
	<b>Total</b>	<b>\$_____</b>

**Revisions:**

Fire and Public Works Fees Apply

**First revision at no charge**

Z510	Revisions \$880.65 (per subsequent revised plan)	\$_____
Z119	PUBLIC WORKS	\$ 250.00
Z120	FIRE	\$ 190.00
	<b>Subtotal</b>	<b>\$_____</b>
SUR8	8% Surcharge	\$_____
	<b>Total</b>	<b>_____</b>

**NOTE: The 8% Surcharge will be added to all fees except the DERM fee.**



DRC NUMBER	_____
DATE SUBMITTED	_____
FEE PAID	_____
DRC APPROVAL DATE	_____

**TOWN OF MEDLEY**  
**ADMINISTRATIVE SITE PLAN APPLICATION – LAKE EXCAVATIONS AND LAKE FILLING**

A complete submittal includes all items on the “Administrative Site Plan Review Lake Excavation and Lake Filling Submission Checklist” document as well as completing this application in full. The owner and agent must sign the application with the appropriate supplemental documentation attached. Please print legibly in ink or type on this application form.

<b>PROJECT INFORMATION</b>	
OWNER'S NAME	_____
PHONE / FAX / Email	_____
AGENT'S NAME	_____
ADDRESS	_____
PHONE / FAX / Email	_____
PROPERTY ADDRESS	_____
ZONING CATEGORY	_____
DESCRIPTION OF PROPOSED WORK <b>(LAKE EXCAVATION OR LAKE FILL)</b>	_____ _____ _____
FOLIO NUMBER	_____
ADDRESS OR LOCATION OF PROPERTY	_____
LEGAL DESCRIPTION OF PROPERTY	_____ _____ _____
SECTION/TOWNSHIP/RANGE	_____

<b>Water Flow</b>	<b>Existing</b>	<b>Proposed</b>
Daily Rated Gallons & Flows		

