



TOWN OF MEDLEY

SITE PLAN SUBMISSION CHECKLIST

Development review meetings are held every other Wednesday at 10:30 am at Town Hall (7777 NW 72nd Ave, Medley, FL 33166). Plans and completed applications (including all supporting documentation) must be submitted to the Building Department at least 7 business days prior to the meeting, with the payment of applicable fees, at which time they will be considered. Incomplete plans and applications will not be processed.

Applicant must submit three copies of 11x17 sets and email a set of all plans to DRC@townofmedley.com.

All Site Plan Applications shall include the following:

- (1) All plans (site, plot and building) must be prepared by a licensed architect or engineer. Plans must be signed and sealed by a licensed architect or engineer.
- (2) Architectural drawings and pictures.
- (3) A recent, sealed survey (less than six months old), based on mean sea level, shall be attached to each set of plans submitted.
- (4) The applicant shall submit three complete sets of plans at the time of application.
- (5) Plans must be drawn to scale and must include a plot plan with setbacks shown, a floor plan, elevations, typical wall sections, structural details, electrical details, plumbing details, finished floor elevations, and any other details that apply to the project and are requested by the Building Official.
- (6) Shop drawings of manufactured or prefabricated structures must also be submitted.
- (7) Plans showing the parking and vehicular circulation on and around the property to be developed must also be submitted by the applicant.
- (8) Draining plans must be prepared in accordance with the county public works manual standards and constructed according to the approved drainage plan.
- (9) Water and sewer layouts shall be included in a plan that must meet the requirements of the county water and sewer authority department.
- (10) Property information and map from Miami-Dade County Property Appraiser.



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

TOWN OF MEDLEY SITE PLAN APPLICATION

A complete submittal includes all items on the "Site Plan 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.

PROJECT INFORMATION	
OWNER'S NAME	
PHONE / FAX / Email	
AGENT'S NAME	
ADDRESS	
PHONE / FAX / Email	
PROPERTY ADDRESS	
ZONING CATEGORY	
DESCRIPTION OF PROPOSED WORK	
FOLIO	

PART 1 - GENERAL SITE INFORMATION		
	REQUIRED	PROVIDED
Zoning Designation		
Plot Size		
Setbacks (F/R/S)		
Lot Coverage		
Height		
Current Use		
Proposed Use		

PART 2 - PROPOSED DEVELOPMENT			
2.1 Building Area	2.2 Landscaping (Green Areas)		
Ground Floor Offices: _____ SF	Required: _____ SF	_____ %	
Warehouse: _____ SF	Provided: _____ SF	_____ %	
Total: _____ SF	Impervious Area: _____ SF	_____ %	

