

**CITY OF CORAL GABLES, FLORIDA**

**RESOLUTION NO. 2025-210**

A RESOLUTION OF THE CITY COMMISSION  
ADOPTING THE CURRENT FORM APPLICATION  
FOR DEVELOPMENT REVIEW COMMITTEE AS A  
MINIMUM STANDARD FOR SUCH APPLICATION  
FORM.

**WHEREAS**, pursuant to Section 14-108.2 of the Zoning Code, certain development applications require review by the Development Review Committee (“DRC”); and

**WHEREAS**, the DRC is an administrative and technical committee that provides input on technical issues raised by a development project for consistency with policies established by the City Commission; and

**WHEREAS**, while the DRC review shall not be construed to be an approval of any project, the DRC is intended to streamline and coordinate the review of the development process by identifying, addressing, providing input, advice, and comments, regarding applicable provisions and regulations; and

**WHEREAS**, pursuant to Section 14-108.5 of the Zoning Code, the DRC application is maintained and updated by the Planning & Zoning Division and sets forth a listing of general information required to be submitted with the application, unless determined otherwise by the DRC Chairperson to be inapplicable; and

**WHEREAS**, Planning & Zoning staff recently updated the DRC application form to replace in the listing of general information required to be submitted with the application that stated “landscape plan; vegetation assessment; and tree survey / relocation plan” with “landscape plan, arborist report, and on- or off-site tree disposition plan;” and

**WHEREAS**, the updated DRC application form is attached as Exhibit A and the City Commission wishes to adopt the current form as a minimum standard;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE CITY OF CORAL GABLES:**

**SECTION 1.** That the foregoing “**WHEREAS**” clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution upon adoption hereof.

**SECTION 2.** That the City Commission adopts the current DRC application form attached as Exhibit A as a minimum standard and directs that if any substantive

changes are made to the form by the Planning & Zoning Division, that such updated application form be provided to the City Commission.

**SECTION 3.** That this Resolution shall become effective upon the date of its passage and adoption herein.

PASSED AND ADOPTED THIS TENTH DAY OF JUNE, A.D., 2025.

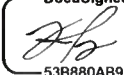
(Moved: Anderson / Seconded: Fernandez)

(Yeas: Anderson, Castro, Fernandez, Lara, Lago)

(Unanimous: 5-0 Vote)

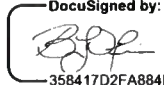
(Agenda Item: F-1)

APPROVED:

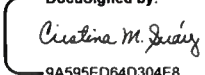
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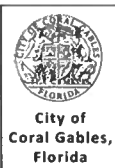
VINCE LAGO  
MAYOR

ATTEST:

DocuSigned by:  
  
358417D2FA884FF...  
BILLY Y. URQUIA  
CITY CLERK

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY:

DocuSigned by:  
  
9A595ED64D304E8...  
CRISTINA M. SUÁREZ  
CITY ATTORNEY



Level

**1**

Review

## General Procedures - Conditional

Address: 427 Biltmore Way, 2<sup>nd</sup> Floor, Coral Gables, Florida 33134Email: [planning@coralgables.com](mailto:planning@coralgables.com)

Phone: 305.460.5211

### Development Review General Procedures – Conditional Use

The Development Review Committee (DRC) is an administrative and technical committee which reviews policy and technical issues raised by a development project. The DRC is intended to streamline and coordinate the review of the development process by identifying, addressing, providing input, advice and comments regarding all applicable provisions and regulations. The review of the projects and comments on development proposals by the DRC shall not be construed to be an approval of any project presented to the Committee.

### Application review request

The undersigned applicant(s)/agent(s)/property owner(s) request(s) Level One (1) Development Review Committee consideration and review for the following application(s) (please check all that apply):

- ☐ Abandonment and Vacations
- ☐ Comprehensive Plan Map Amendment - Small Scale
- ☐ Comprehensive Plan Map Amendment - Large Scale
- ☐ Conditional Use with Site Plan
- ☐ Conditional Use without Site Plan
- ☐ Coral Gables Mediterranean Architectural Design Special Locational Site Plan
- ☐ Development Agreement
- ☐ Mixed Use Site Plan
- ☐ Planned Area Development Designation and Site Plan
- ☐ Planned Area Development Major Amendment
- ☐ Separation/Establishment of a Building Site
- ☐ Site Plan
- ☐ Subdivision Review for a Tentative Plat and Variance
- ☐ Transfer of Development Rights Receiving Site Plan
- ☐ University Campus District Modification to the Adopted Campus Master Plan
- ☐ Zoning Code Map Amendment
- ☐ Other: \_\_\_\_\_

Requests confirmed by Development Review Official (DRO) at pre-application meeting (signature): \_\_\_\_\_

### Coral Gables Mediterranean Architecture Bonus

- ☐ Coral Gables Mediterranean Style Bonus - Table 1
- ☐ Coral Gables Mediterranean Style Bonus - Table 2
- ☐ Coral Gables Mediterranean Style Bonus - Table 3
- ☐ None



City of  
Coral Gables,  
Florida

Level

**1**

Review

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### Property information

Street address of the subject property: \_\_\_\_\_

Property/project name: \_\_\_\_\_

Current land use classification(s): \_\_\_\_\_

Current zoning district(s): \_\_\_\_\_

Proposed land use classification(s) (if applicable): \_\_\_\_\_

Proposed zoning district(s) (if applicable): \_\_\_\_\_

Previous use(s)/current use(s) of the property/building(s): \_\_\_\_\_

Proposed use(s) of the property/building(s): \_\_\_\_\_

Size of property (square feet/acres) \_\_\_\_\_

Total non-residential (i.e, commercial, office, etc.) floor area (total square feet/FAR): \_\_\_\_\_

Total number of residential units per acre and total number of unit's \_\_\_\_\_

Estimated cost of the existing/proposed building/project: \_\_\_\_\_

Application(s) and date(s) of all previous City of Coral Gables submittals and type of actions related to existing/proposed building/project:

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Project Legal Description: Lot(s): \_\_\_\_\_

Block(s): \_\_\_\_\_

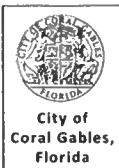
Section(s): \_\_\_\_\_

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Listing of all folio numbers for subject property:

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Level

1

Review

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Phone: 305.460.5211

### General information

Applicant(s)/Agent(s) Name(s): \_\_\_\_\_

Telephone Contact No: \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(City) (State) (ZIP Code)

Property Owner(s) Name(s): \_\_\_\_\_

Telephone Contact No: \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(City) (State) (ZIP Code)

Property Owner(s) Name(s): \_\_\_\_\_

Telephone Contact No: \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(City) (State) (ZIP Code)

Project Architect(s) Name(s): \_\_\_\_\_

Telephone Contact No: \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(City) (State) (ZIP Code)

Provide the date(s) and type(s) of application(s) previously filed with the City of Coral Gables and type of reviews, approvals, actions related to this request:



Level

**1**

Review

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### Application requirements and supporting information

Application submittal dates and meeting dates. Applications for the DRC shall be submitted in no later the first Friday of each month to tentatively be scheduled for the same monthly DRC meeting. DRC meetings are held the last Friday of each month, 9:30 a.m. First Floor Board Room, 427 Biltmore Way, Coral Gables, Florida 33134. Applicants and/or agents shall be required to attend the meeting to present the application request and respond to City Staff questions. All applications shall be complete at time of submittal.

Preapplication Conference Requirements. A Pre-application Conference is required with the Planning and Zoning Division in advance of application submittal to determine the information necessary to be filed with the application(s). The City reserves the right to request additional information as necessary.

Application submittal (order of documents). The order of the documents for the application submittal shall be as follows (required documents will be determined at pre-application meeting):

- ☐ Table of Contents with page numbers identifying all below documents.
- ☐ DRC Application.
- ☐ Statement of use and/or cover letter.
- ☐ Aerial.
- ☐ Photographs of property, adjoining properties and/or streetscape.
- ☐ Property ALTA survey and legal description.
- ☐ Architectural drawings (signed/sealed), including: Zoning chart / supporting information; site plan; floor plan(s); and all affected elevations. Maximum of 20 sheets shall be accepted.
- ☐ Landscape plan; arborist report; and on- or off-site tree disposition plan.
- ☐ Pedestrian amenities and streetscape plan.
- ☐ On-street parking analysis.
- ☐ Art in Public Places plan and/or statement.
- ☐ Lighting plan and signage plan.
- ☐ Underground utilities plan and/or statement.
- ☐ Ordinances, resolutions, covenants, development agreements, etc. previously granted for the property.
- ☐ Historical significance letter.
- ☐ City Concurrency Impact Statement (CIS).
- ☐ Traffic study.
- ☐ Name and contact information for property owner, applicant, architect, attorney, etc.
- ☐ City of Coral Gables Annual Registration Application and Issue Application Lobbyist forms.
- ☐ Warranty deed.
- ☐ Application fee equal to one tenth of one percent (.001) of the estimated total building construction cost as determined by the City (\$100.00 minimum fee and \$10,000.00 maximum fee). Payment shall be in check form, payable to the City of Coral Gables.
- ☐ Other: \_\_\_\_\_

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|---|-----------------------------|--|
| <br>City of<br>Coral Gables,<br>Florida | Level<br><b>1</b><br>Review | <h2 style="margin: 0;">General Procedures - Conditional</h2><br>Address: 427 Biltmore Way, 2 <sup>nd</sup> Floor, Coral Gables, Florida 33134<br>Email: <a href="mailto:planning@coralgables.com">planning@coralgables.com</a> Phone: 305.460.5211 |
|---|-----------------------------|--|

Posting of the property. The Applicant will post the subject property with a sign in accordance with the requirements of the Zoning Code indicating the DRC meeting date and location. The sign will be installed ten (10) days prior to the meeting and shall not be removed until after the meeting has been held, at which time it is the applicant's responsibility to remove the sign.

### Application submittal requirements

Electronic copy. A PDF of the entire application shall be submitted. The total file size shall not exceed 30 MB.

### Applicant/agent/property owner/architect affirmation and consent

(I) (We) affirm and certify to all of the following:

1. Submission of the following:
  - a. Warranty deed/tax record as proof of ownership for all properties considered as a part of the application request; or
  - b. Authorized as the applicant(s)/agent(s) identified herein to file this application and act on behalf of all current property owner(s) and modify any valid City of Coral Gables entitlements in effect during the entire review process.
2. This request, application, application supporting materials and all future supporting materials complies with all provisions and regulations of the Zoning Code, Comprehensive Land Use Plan and Code of Ordinances of the City of Coral Gables unless identified and approved as a part of this application request or other previously approved applications. Applicant understands that any violation of these provisions renders the application invalid.
3. That all the information contained in this application and all documentation submitted herewith is true to the best of (my) (our) knowledge and belief.
4. Understand that the application, all attachments and fees become a part of the official records of the City of Coral Gables and are not returnable.
5. Failure to provide the information necessary pursuant to the established time frames included but not limited to application submittal, submission of revised documents, etc. for review by City Staff and the designated reviewing entity may cause application to be deferred without further review until such time the requested information is submitted.
6. All representatives of the application have registered with and completed lobbyist forms for the City of Coral Gables City Clerk's office.
7. Understand that under Florida Law, all the information submitted as part of the application are public records.
8. The subject property will be posted by the Applicant in accordance with Zoning Code requirements. The sign shall be installed by the City ten (10) days prior to the meeting and shall not be removed until after the meeting, at which time it is the applicant's responsibility to remove the sign.
9. The application will not be heard unless the Applicant and/or agent is present at the DRC meeting.



Level

**1**

Review

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Phone: 305.460.5211

Applicant(s)/Agent(s) Signature:

Applicant(s)/Agent(s) Print Name:

Address:

Telephone:

Fax:

Email:

### NOTARIZATION

STATE OF FLORIDA/COUNTY OF

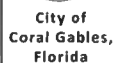
The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ by

\_\_\_\_\_  
(Signature of Notary Public - State of Florida)

(Print, Type or Stamp Commissioned Name of Notary Public)

☐ Personally Known OR ☐ Produced Identification; Type of Identification Produced





1

## Review

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Email: [planning@coralgables.com](mailto:planning@coralgables.com)

Phone: 305.460.5211

Architect(s) Signature:

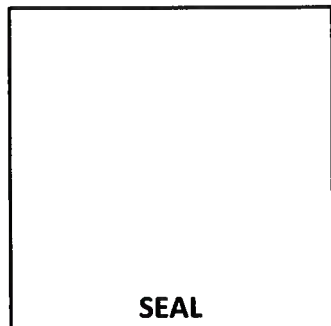
Architect(s) Print Name:

Address:

Telephone:

Fax:

Email:



### NOTARIZATION

STATE OF FLORIDA/COUNTY OF

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ by

\_\_\_\_\_  
(Signature of Notary Public - State of Florida)

(Print, Type or Stamp Commissioned Name of Notary Public)

☐ Personally Known OR ☐ Produced Identification; Type of Identification Produced