MIAMIBEACH

PLANNING DEPARTMENT
City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139

LAST UPDATED: 9/27/2021
(SUBJECT TO CHANGE)

2022 SCHEDULE OF LAND USE BOARD MEETINGS

APPLICATIONS WITH A REQUIRED DRC MEETING:

- HPB and DRB projects proposing new construction and those that may pose an impact on public right-of-way mobility may be required to attend a Development Review Committee (DRC) meeting as part of the application process. DRC Meeting replaces the pre-application meeting.

- DRC Review Meeting – The DRC meets once a month, please consult this schedule of deadlines or the Planning Departments web page. If it is determined that your project does require DRC review, you will be contacted via email for the next available DRC meeting date. DRC plan submittal must be done 10 days prior DRC Review Meeting.

- Project NOT Requiring DRC Review – If it is determined that your project does NOT require DRC review, you will be contact via email to schedule a pre-application meeting with Planning staff.

APPLICATIONS WITH A REQUIRED TRAFFIC STUDY:

- Commercial and mixed-use developments over 5,000 gross square feet and multi-family projects with more than four (4) units or 15,000 gross square feet shall require a transportation study analysis and mitigation plan, prepared by a professional traffic engineer, licensed registered in the State of Florida. If the proposed project meets this criteria you must meet with the City's Transportation Department prior to completing this request for a pre-application/DRC meeting. (Please consult this schedule of deadlines or the Planning Departments web page.)

- Applications requiring a traffic study must meet with, Transportation, and peer reviewer Thirty (30) days prior to First submittal deadline to determine the methodology for the traffic impact study and obtain Transportation Department's requirements check list.

    - Fifteen (15) days before First submittal: applicant must submit the traffic study via Citizen Self Service (CSS).
    - Seven (7) days prior to First submittal: Transportation Department/Peer Reviewer will provide first round of comments to the applicant.
    - Applicant must address comments and submit revised traffic study/plans for CSS First submittal deadline including a narrative responding to Transportation/Peer Reviewer comments.
    - For more information regarding transportation study requirements, please contact Josiel Ferrer-Diaz, Assistant Transportation Director.

Due to the COVID 19 emergency, scheduled meetings are hosted as Hybrid Meetings virtual unless otherwise noticed. Please note that only complete applications are scheduled for consideration by Land Use Boards and the number of applications placed on an agenda may not exceed 15 in order to allow sufficient time for the applicants to present, and the board to duly consider each item during the scheduled meeting. Complete applications will be scheduled for the next available agenda on a first come – first serve basis unless the applicant requests to be scheduled on a future agenda. The timeline represented herein may be extended if application is incomplete or submittals not made on a timely manner.

Please note - Submittals are due at 12:00 (noon) on the calendar date of the 'Final Submittal (CSS & PAPER)' column listed below:

2022 SCHEDULE - APPLICATIONS WITH A REQUIRED TRAFFIC STUDY:

DESIGN REVIEW BOARD & HISTORIC PRESERVATION BOARD												
TRANSPORTATION MEETING 30 DAYS PRIOR TO CSS FIRST SUBMITTAL	TRAFFIC STUDY SUBMITTED BY APPLICANT VIA CSS 15 DAYS PRIOR TO CSS FIRST SUBMITTAL	TRANSPORTATION FIRST ROUND OF COMMENTS TO APPLICANT 7 DAYS PRIOR TO CSS FIRST SUBMITTAL	DRC PLAN SUBMITTAL 10 DAYS PRIOR DRC MEETING	DRC MEETING PRE-APP MEETING WITH PLANNING NO LATER THAN	NEW FILE FEE PAY-BY DATE	CSS FIRST SUBMITTAL (REVIEWED BY ALL DISCIPLINES)	COMMENTS ISSUED BY ALL DISCIPLINES	FINAL SUBMITTAL (CSS & PAPER)	NOTICE TO PROCEED ISSUED BY PLANNING	AGENDA FINALIZED & ALL FEES MUST BE PAID BY	MEETING DATE	
											DRB	HPB
09/17/2021	10/04/2021	10/11/2021	10/01/2021	10/11/2021	10/15/2021	10/18/2021	10/29/2021	11/08/2021	11/15/2021	11/17/2021	**01/04**	**01/11**
10/15/2021	11/01/2021	11/08/2021	10/29/2021	11/08/2021	11/12/2021	11/15/2021	11/24/2021	12/06/2021	12/13/2021	12/15/2021	**02/01**	**02/08**
11/12/2021	11/29/2021	12/06/2021	11/24/2021	12/06/2021	12/10/2021	12/13/2021	12/23/2021	01/03	01/10	01/12	**03/01**	**03/08**
12/17/2021	01/03	01/10	12/30/2021	01/10	01/14	01/18	01/28	02/07	02/14	02/16	**04/05**	**04/12**
01/14	01/31	02/07	01/28	02/07	02/11	02/14	02/25	03/07	03/14	03/16	**05/03**	**05/10**
02/18	03/07	03/14	03/04	03/14	03/18	03/21	04/01	04/11	04/18	04/20	**06/07**	**06/14**
03/18	04/04	04/11	04/01	04/11	04/15	04/18	04/29	05/09	05/16	05/18	**07/05**	**07/12**
AUGUST RECESS												
05/20	06/06	06/13	06/03	06/13	06/17	06/21	07/01	07/11	07/18	07/20	**09/06**	**09/13**
06/17	07/05	07/11	07/01	07/11	07/15	07/18	07/29	08/08	08/15	08/17	**10/04**	**10/18**
07/15	08/01	08/08	07/29	08/08	08/12	08/15	08/26	09/06	09/12	09/14	**11/01**	**11/08**
08/19	09/06	09/12	09/02	09/12	09/16	09/19	09/30	10/10	10/17	10/19	**12/06**	**12/13**

2022 SCHEDULE - APPLICATIONS NOT REQUIRING TRAFFIC STUDY:

DESIGN REVIEW BOARD, BOARD OF ADJUSTMENT & HISTORIC PRESERVATION BOARD										
DRC PLAN SUBMITTAL 10 DAYS PRIOR DRC MEETING	DRC MEETING PRE-APP MEETING WITH PLANNING NO LATER THAN	NEW FILE FEE PAY-BY DATE	CSS FIRST SUBMITTAL (REVIEWED BY ALL DISCIPLINES)	COMMENTS ISSUED BY ALL DISCIPLINES	FINAL SUBMITTAL (CSS & PAPER)	NOTICE TO PROCEED ISSUED BY PLANNING	AGENDA FINALIZED & ALL FEES MUST BE PAID BY	MEETING DATE		
								DRB	BOA	HPB
10/01/2021	10/11/2021	10/15/2021	10/18/2021	10/29/2021	11/08/2021	11/15/2021	11/17/2021	**01/04**	**01/07**	**01/11**
10/29/2021	11/08/2021	11/12/2021	11/15/2021	11/24/2021	12/06/2021	12/13/2021	12/15/2021	**02/01**	**02/04**	**02/08**
11/24/2021	12/06/2021	12/10/2021	12/13/2021	12/23/2021	01/03	01/10	01/12	**03/01**	**03/04**	**03/08**
12/30/2021	01/10	01/14	01/18	01/28	02/07	02/14	02/16	**04/05**	**04/01**	**04/12**
01/28	02/07	02/11	02/14	02/25	03/07	03/14	03/16	**05/03**	**05/06**	**05/10**
03/04	03/14	03/18	03/21	04/01	04/11	04/18	04/20	**06/07**	**06/03**	**06/14**
04/01	04/11	04/15	04/18	04/29	05/09	05/16	05/18	**07/05**	**07/08**	**07/12**
AUGUST RECESS										
06/03	06/13	06/17	06/21	07/01	07/11	07/18	07/20	**09/06**	**09/02**	**09/13**
07/01	07/11	07/15	07/18	07/29	08/08	08/15	08/17	**10/04**	**10/07**	**10/18**
07/29	08/08	08/12	08/15	08/26	09/06	09/12	09/14	**11/01**	**11/04**	**11/08**
09/02	09/12	09/16	09/19	09/30	10/10	10/17	10/19	**12/06**	**12/02**	**12/13**

Due to the COVID 19 emergency, Scheduled meetings are hosted as Hybrid Meetings unless otherwise noticed.

We are committed to providing excellent public service and safety to all who live, work, and play in our vibrant, tropical, historic community.

2022 SCHEDULE - APPLICATIONS WITH A REQUIRED TRAFFIC STUDY:

PLANNING BOARD											
TRANSPORTATION MEETING 30 DAYS PRIOR TO CSS FIRST SUBMITTAL	TRAFFIC STUDY SUBMITTED BY APPLICANT VIA CSS 15 DAYS PRIOR TO CSS FIRST SUBMITTAL	TRANSPORTATION FIRST ROUND OF COMMENTS TO APPLICANT 7 DAYS PRIOR TO CSS FIRST SUBMITTAL	DRC PLAN SUBMITTAL 10 DAYS PRIOR DRC MEETING	DRC MEETING PRE-APP MEETING WITH PLANNING NO LATER THAN	NEW FILE FEE PAY-BY DATE	CSS FIRST SUBMITTAL (REVIEWED BY ALL DISCIPLINES)	COMMENTS ISSUED BY ALL DISCIPLINES	FINAL SUBMITTAL (CSS & PAPER)	NOTICE TO PROCEED ISSUED BY PLANNING	AGENDA FINALIZED & ALL FEES MUST BE PAID BY	MEETING DATE
10/08/2021	10/25/2021	11/01/2021	10/22/2021	11/01/2021	11/05/2021	11/08/2021	11/19/2021	11/29/2021	12/07/2021	12/09/2021	**01/25**
11/05/2021	11/22/2021	11/29/2021	11/19/2021	11/29/2021	12/03/2021	12/06/2021	12/17/2021	12/27/2021	01/04	01/06	**02/22**
12/03/2021	12/20/2021	12/27/2021	12/17/2021	12/27/2021	12/30/2021	1/03	01/14	01/24	02/01	02/03	**03/22**
01/07	01/24	01/31	01/21	01/31	02/04	02/07	02/18	02/28	03/08	03/10	**04/26**
02/04	02/21	02/28	02/18	02/28	03/04	03/07	03/18	03/28	04/05	04/07	**05/24**
03/04	03/21	03/28	03/18	03/28	04/01	04/04	04/15	04/25	05/03	05/05	**06/21**
04/08	04/25	05/02	04/22	05/02	05/06	05/09	05/20	05/31	06/07	06/09	**07/26**
AUGUST RECESS											
06/03	06/20	06/27	06/17	06/27	07/01	07/05	07/15	07/25	08/02	08/04	**09/20**
07/08	07/25	08/01	07/22	08/01	08/05	08/08	08/19	08/29	09/06	09/08	**10/25**
08/05	08/22	08/29	08/19	08/29	09/02	09/06	09/16	09/26	10/04	10/06	**11/22**
09/02	09/19	09/26	09/16	09/26	09/30	10/03	10/14	10/24	11/01	11/03	**12/20**

2022 SCHEDULE - APPLICATIONS NOT REQUIRING TRAFFIC STUDY:

PLANNING BOARD								
DRC PLAN SUBMITTAL 10 DAYS PRIOR DRC MEETING	DRC MEETING PRE-APP MEETING WITH PLANNING NO LATER THAN	NEW FILE FEE PAY-BY DATE	CSS FIRST SUBMITTAL (REVIEWED BY ALL DISCIPLINES)	COMMENTS ISSUED BY ALL DISCIPLINES	FINAL SUBMITTAL (CSS & PAPER)	NOTICE TO PROCEED ISSUED BY PLANNING	AGENDA FINALIZED & ALL FEES MUST BE PAID BY	MEETING DATE
10/22/2021	11/01/2021	11/05/2021	11/08/2021	11/19/2021	11/29/2021	12/07/2021	12/09/2021	**01/25**
11/19/2021	11/29/2021	12/03/2021	12/06/2021	12/17/2021	12/27/2021	01/04	01/06	**02/22**
12/17/2021	12/27/2021	12/30/2021	1/03	01/14	01/24	02/01	02/03	**03/22**
01/21	01/31	02/04	02/07	02/18	02/28	03/08	03/10	**04/26**
02/18	02/28	03/04	03/07	03/18	03/28	04/05	04/07	**05/24**
03/18	03/28	04/01	04/04	04/15	04/25	05/03	05/05	**06/21**
04/22	05/02	05/06	05/09	05/20	05/31	06/07	06/09	**07/26**
AUGUST RECESS								
06/17	06/27	07/01	07/05	07/15	07/25	08/02	08/04	**09/20**
07/22	08/01	08/05	08/08	08/19	08/29	09/06	09/08	**10/25**
08/19	08/29	09/02	09/06	09/16	09/26	10/04	10/06	**11/22**
09/16	09/26	09/30	10/03	10/14	10/24	11/01	11/03	**12/20**

Due to the COVID 19 emergency, Scheduled meetings are hosted as Hybrid Meetings unless otherwise noticed.

We are committed to providing excellent public service and safety to all who live, work, and play in our vibrant, tropical, historic community.