

MIAMIBEACH

PLANNING DEPARTMENT

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

LAST UPDATED 06/02/2025
(SUBJECT TO CHANGE)

2025 SCHEDULE OF LAND USE BOARD MEETINGS - REVISED PROCESS & DEADLINES

CONTENT

Description: Pages 1 & 2

Planning Board, Design Review Board, Historic Preservation Board and Board of Adjustment calendar: Page 3

WHAT IS NEW?

- To streamline the process, The Planning Department has implemented one calendar for all four Land Use Boards.
- **A pre-application meeting request shall be submitted 7 days prior the Pre-application meeting deadline** (see schedule). Applicants that request the pre-application meeting late will be placed in the next hearing review cycle.

GENERAL GUIDELINES:

- Applications that require a traffic study or a traffic statement must meet for a joint Methodology/Pre-application meeting with the Planning and Transportation Departments, (see schedule/deadlines). After this meeting a separate Transportation case file will be created to manage Transportation's review. A methodology must be provided with the request for Pre-application meeting.
- The Pre-application meeting request is done via CSS. A letter of intent shall be provided, as well as the proposed methodology to be used for traffic study if required.
- Please note that plans may be reviewed by multiple disciplines during the review process.
- The project coordinator will review the submittal when uploaded. The coordinator will **NOT** accept submittals that do not follow the established deadlines or that are missing required documents, **NO EXCEPTIONS**.
- First and Finals submittals will be submitted via CSS on the deadline identified in the corresponding board calendar; however, applications can be submitted earlier if complete and ready for review.
- Paper submittal takes place after the applicant has received the notice to proceed and pays fee.

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.
- Projects seeking a Conditional Use Permit (CUP) for Neighborhood Impact Establishments (NIE), religious institutions, schools, main use garages, uses over 25,000 SF, and other uses which increase the intensity of the existing site may require a transportation study analysis and mitigation plans. Please consult with the Planning Department as early as possible to determine if the study is necessary.
- The transportation study analysis and mitigation plan shall be prepared by a professional traffic engineer, licensed and registered in the State of Florida. If the proposed project meets this criterion you must meet with the Planning Department and City's Transportation Department for a pre-application meeting. (Please consult the schedule or the Planning Departments web page.)
- Applications requiring a traffic study must meet with the Transportation and Planning Departments as indicated in the calendar (Preapplication meeting) to determine the methodology for the traffic impact study and obtain Transportation Department's requirements check list. Generally, the Transportation submittal shall follow deadlines below; however, please consult with Transportation Department for details:
 - Fifteen (15) days before First submittal: applicant must submit the traffic study via Citizen Self Service (CSS) To the Transportation case file.
 - 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 to the Transportation case file.
 - For more information regarding transportation study requirements, please contact Grant Webster.
 - GrantWebster@MiamiBeachFL.gov. P: (305) 673-7000 Ext. 26839. Transportation and Mobility Department.

Scheduled meetings are held in a Hybrid format, allowing for virtual participation, 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.

2025 SCHEDULE - APPLICATIONS WITH A REQUIRED TRAFFIC STUDY:

PLANNING BOARD, BOARD OF ADJUSTMENT, HISTORIC PRESERVATION BOARD & DESIGN REVIEW BOARD																	
PRE-APP MEETING REQUEST, NO LATER THAN TRANSPORTATION & PLANNING	PRE-APP MEETING NO LATER THAN TRANSPORTATION & PLANNING	TRAFFIC STUDY SUBMITTED BY APPLICANT VIA CSS TO TRANSPORTATION CASE	TRANSPORTATION FIRST ROUND OF COMMENTS TO APPLICANT	NEW FILE FEE PAY-BY DATE	FIRST SUBMITTAL CSS ELECTRONIC FILES REVIEWED BY ALL DISCIPLINES	COMMENTS AVAILABLE ON CSS	FINAL SUBMITTAL CSS ELECTRONIC FILES	FEES INVOICED & NOTICE TO PROCEED ISSUED BY PLANNING	PAPER SUBMITTAL AGENDA FINALIZED & ALL FEES MUST BE PAID BY	MEETING DATE							
										PB		BOA		HPB		DRB	
09/05/2024	09/12/2024	09/27/2024	10/07/2024	10/09/2024	10/13/2024	10/25/2024	11/03/2024	11/14/2024	11/18/2024	01/07	Tue	01/08	Fri	01/14	Tue	01/16	Thu
10/09/2024	10/16/2024	10/30/2024	11/06/2024	11/11/2024	11/13/2024*	11/27/2024	12/08/2024	12/19/2024	12/23/2024	02/04	Tue	02/07	Fri	02/11	Tue	02/13	Thu
11/07/2024	11/14/2024	11/27/2024	12/09/2024	12/11/2024	12/15/2024	12/27/2024	01/05	01/16	01/21	03/04	Tue	03/07	Fri	03/11	Tue	03/13	Thu
12/05/2024	12/12/2024	12/27/2024	01/06	01/08	01/12	01/24	02/02	02/13	02/17	04/08	Tue	04/04	Fri	04/22	Tue	04/10	Thu
01/09	01/16	01/31	02/10	02/12	02/16	02/28	03/09	03/20	03/24	05/06	Tue	05/02	Fri	05/13	Tue	05/15	Thu
02/06	02/13	02/28	03/10	03/12	03/16	03/28	04/06	04/17	04/21	06/10	Tue	06/06	Fri	06/17	Tue	06/12	Thu
03/06	03/13	03/28	04/07	04/09	04/13	04/25	05/04	05/15	05/19	07/01	Tue	07/30	Fri	07/08	Tue	07/10	Thu
AUGUST RECESS																	
05/15	05/22	06/06	06/16	06/18	06/22	07/03	07/13	07/24	07/28	09/09	Tue	09/12	Fri	09/16	Tue	09/11	Thu
06/26	07/03	07/18	07/28	07/30	08/03	08/15	08/24	09/04	09/08	10/16	Thu	10/17	Fri	10/21	Tue	10/08	Wed
07/10	07/17	08/01	08/11	08/13	08/17	08/29	09/07	09/18	09/22	11/04	Tue	11/07	Fri	11/18	Tue	11/20	Thu
08/14	08/21	09/05	09/15	09/17	09/21	10/03	10/12	10/23	10/27	12/09	Tue	12/12	Fri	12/16	Tue	12/11	Thu

2025 SCHEDULE - APPLICATIONS NOT REQUIRING TRAFFIC STUDY:

PLANNING BOARD, BOARD OF ADJUSTMENT, HISTORIC PRESERVATION BOARD & DESIGN REVIEW BOARD																
PRE-APP MEETING WITH PLANNING NO LATER THAN	NEW FILE FEE PAY-BY DATE	FIRST SUBMITTAL CSS ELECTRONIC FILES REVIEWED BY ALL DISCIPLINES	COMMENTS AVAILABLE ON CSS	FINAL SUBMITTAL CSS ELECTRONIC FILES	FEES INVOICED & NOTICE TO PROCEED ISSUED BY PLANNING	PAPER SUBMITTAL AGENDA FINALIZED & ALL FEES MUST BE PAID BY	MEETING DATE									
							PB		BOA		HPB		DRB			
10/07/2024	10/09/2024	10/13/2024	10/25/2024	11/03/2024	11/14/2024	11/18/2024	01/07	Tue	01/08	Fri	01/14	Tue	01/16	Thu		
11/06/2024	11/11/2024	11/13/2024*	11/27/2024	12/08/2024	12/19/2024	12/23/2024	02/04	Tue	02/07	Fri	02/11	Tue	02/13	Thu		
12/09/2024	12/11/2024	12/15/2024	12/27/2024	01/05	01/16	01/21	03/04	Tue	03/07	Fri	03/11	Tue	03/13	Thu		
01/06	01/08	01/12	01/24	02/02	02/13	02/17	04/08	Tue	04/04	Fri	04/22	Tue	04/10	Thu		
02/10	02/12	02/16	02/28	03/09	03/20	03/24	05/06	Tue	05/02	Fri	05/13	Tue	05/15	Thu		
03/10	03/12	03/16	03/28	04/06	04/17	04/21	06/10	Tue	06/06	Fri	06/17	Tue	06/12	Thu		
04/07	04/09	04/13	04/25	05/04	05/15	05/19	07/01	Tue	07/30	Fri	07/08	Tue	07/10	Thu		
AUGUST RECESS																
06/16	06/18	06/22	07/03	07/13	07/24	07/28	09/09	Tue	09/12	Fri	09/16	Tue	09/11	Thu		
07/28	07/30	08/03	08/15	08/24	09/04	09/08	10/16	Thu	10/17	Fri	10/21	Tue	10/08	Wed		
08/11	08/13	08/17	08/29	09/07	09/18	09/22	11/04	Tue	11/07	Fri	11/18	Tue	11/20	Thu		
09/15	09/17	09/21	10/03	10/12	10/23	10/27	12/09	Tue	12/12	Fri	12/16	Tue	12/11	Thu		

Scheduled meetings are hosted as Hybrid Meetings unless otherwise noticed.