

# MIAMI SHORES VILLAGE

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10050 Northeast Second Avenue  
Miami Shores, Florida 33138  
Telephone (305)795-2207 Fax (305)756-8972  
[www.miamishoresvillage.com](http://www.miamishoresvillage.com)

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## PLANNING & ZONING BOARD APPLICATION

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Please refer to the appropriate sections of the Village's Land Development Regulations available at [www.municode.com](http://www.municode.com) when designing your project and completing this application. A pre-application meeting with Planning Staff is required, may be scheduled at your convenience and will help in understanding the process and application requirements. We will be glad to assist you in any way possible.

This application, with all supplemental data and information, must be completed in accordance with the specific instructions in this application. Complete applications and all supplemental information must be filed with the Planning and Zoning office by 12:30 p.m. on the submittal date deadline. Incomplete applications will not be accepted and hearing date will not be set until a complete application is received. Fees and Services are found in the last page.

All application materials become the property of Miami Shores Village. Application material not required for the property file is recycled after the hearing. **Should you want any application material returned to you please make your request directly to the Board at the hearing and after the Board makes their decision.**

**PLEASE NOTE:** Staff reports and agendas will not be mailed to applicants, they may be found by following the link at [www.miamishoresvillage.com](http://www.miamishoresvillage.com). After the hearing, the final decision of the Planning Board may be found by going to the Agenda and clicking on Development Order for the agenda item you are interested in.

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**Note:** It is the policy of the Planning Board of Miami Shores Village that it is generally inappropriate for Board members to discuss, with petitioners, their agents or affected parties, a land use petition which is subject to a public hearing, outside of a formal hearing before the Planning and Zoning Board.

**APPLICATION TYPE AND HEARING REQUESTED**

Please check each type of application you are applying for:

<input type="checkbox"/> Site plan review – Residential ___ Garage Conversion ___ Addition (More than 400sq Ft) ___ Dock & Seawall ___ New construction ___ Other _____	<input type="checkbox"/> Site plan review – Commercial, College, Community Facility
<input type="checkbox"/> Site plan review – Multi-family Residential	<input type="checkbox"/> Special or Conditional Use Type: _____
<input type="checkbox"/> Variance	<input type="checkbox"/> Other - _____

**Address of Property and Folio Number**

Information available at [www.miamidade.gov/pa/property\\_search.asp](http://www.miamidade.gov/pa/property_search.asp)

<b>Property Address:</b>	
<b>Folio Number:</b>	

**APPLICANT INFORMATION SHEET**

Contact Information Please Print or Type

<b>Property Owner's Name</b>			
<b>Address, City, State, Zip</b>			
<b>E-mail Address</b>			
<b>Phone Number Day</b>		<b>Cell Number</b>	
<b>Fax Number</b>			
<b>Name of Applicant:</b> Write Same if owner is applying, or write name of tenant if tenant is applicant. Contractors, architects etc. cannot be applicants they may be agents.			
<b>Address, City, State, Zip</b>			
<b>E-mail Address</b>			
<b>Phone Number Day</b>		<b>Cell Number</b>	
<b>Fax Number</b>			
<b>Name of Agent:</b> Write N/A if owner or tenant is representing themselves. Contractor, architects etc. may act as agent.			
<b>Address, City, State, Zip</b>			
<b>E-mail Address</b>			

Phone Number Day		Cell Number	
Fax Number			

**IMPORTANT: THE APPLICANT OR AUTHORIZED REPRESENTATIVE MUST ATTEND THE HEARING TO PRESENT THE PROPOSAL EXHIBITS AND DATA TO BE SUBMITTED WITH THE APPLICATION**

Applications will not be processed by the Village if the required exhibits and information are not included in the application submittal. Application materials will not be returned to the applicant. Should you want any application material returned to you please make your request directly to the Board at the hearing and after the Board makes their decision.

1) Required Documentation for a Complete Application, see pages 4 and 5 for additional details: A meeting with the planner is necessary to review your project and to go over the application and determine what documents will be required.

2) (One (1) original set of documents and plans and seven (7) copies of all documents and plans are required as part of the submittal for a total of eight (8) sets). An USB with all documents submitted as PDF is required.

- a)  Pre-application meeting with planning staff.
- b)  Application fee paid in full.
- c)  Completed application.
- d)  Letter of intent. Describe the request in full. Explain the purpose of the application, benefit(s) in the change and reasons why this application should be approved. Specify the exact nature of the use or operation applied for, together with any pertinent technical data, which will clarify the proposal.
- e)  Proof of ownership. A copy of the most recent tax bill, property appraiser's office record or a copy of the most recent recorded warranty deed is required.
- f)  Sign "Owner's Affidavit of Consent and Designation of Agency" form and have notarized. **NOTE:**

- 1. When an application is executed on behalf of a corporation or business entity, documentation must be provided which demonstrates the signatory's authority to represent the corporation
- 2. Only owners of the property or tenants of commercial properties may be applicants.
- 3. Architects, contractors, etc., cannot be the applicant and may only be listed as agents.

- g)  Sign "Consent for Inspection of Property and Posting of Property" form and have notarized.
- h)  Current Survey, less than six (6) months old, signed and sealed.
- i)  **Elevation Certificate.**

Provide existing and proposed plans and information for j, k, and l, below; use clouding to identify the area of new work:

- j)  Site Plan, use clouding to identify the area of new work. Scale (1" = 1/8') minimum.
  - (a) Provide lot building coverage, lot open space and lot green space calculations.
  - (b) Parking. (sf., and percent of front yard covered by parking)
- k)  Floor Plans. Scale (1" = 1/4') minimum.
  - (a) Provide Floor Area Ratio.
  - (b) Provide Building Cubage, interior cubic volume of building. See Sec. 201.
- l)  Building Elevations. Scale (1" = 1/4') minimum.
  - (a) Identify building and roof material and colors.
- m)  Drainage Plan. Stormwater drainage/retention plans and specifications signed and sealed by an appropriate design professional, which provides a solution for retaining the first one inch of rainfall, based on a 25-year frequency storm on site and where and how the excess rainfall will be disposed. Scale (1" = 1/8') minimum
- n)  Landscape Plan. Existing and proposed landscape. Scale (1" = 1/8') minimum.
  - (a) For garage conversion provide driveway landscape strip landscape detail.
- o)  Color photographs of all sides of the building, mounted on 8.5" by 11" sheets.
- p)  Other data as required.

**Note: One (1) original signed and sealed set of plans 24" by 36" must be submitted folded to approximately 8.5" by 12". The seven (7) copies of the set of plans may be 11" by 17" reductions. All documents and plans must be collated and banded together in sets.**

**Note: When submitting revised plans, sheets must show previously approved plan and proposed plan, side-by-side, with proposed changes clouded on the revised portion**

**3) Technical Specifications for Plan Submittal:**

- a)  **SURVEY:** An original signed and sealed survey prepared by a Florida registered surveyor no more than five (5) years old which shows the property as described pursuant to the legal description contained in the warranty deed.
- i)  An affidavit certifying the survey as accurate must be submitted if the survey was created more than six (6) months prior to the filing of the application.
- ii)  Survey must include the following information:
- (1)  scale (1" = 30' minimum, must be engineers scale)
  - (2)  lot lines,
  - (3)  easements,
  - (4)  utilities'
  - (5)  septic system
  - (6)  right-of-ways,
  - (7)  ground elevations,
  - (8)  all structures,
  - (9)  walls and fences,
  - (10)  all physical improvements
- b)  **SITE PLAN:**
- i) Prepared signed and sealed by a Florida registered architect or engineer. Use of raised seal is required. Scale (1" = 1/8') minimum
- ii) **North indicator is required.**
- iii) Location map which clearly shows the subject property, adjacent properties, and their relationship to streets located within one-half mile of the property. Scale (1" = 30' minimum, must be engineer's sale).
- iv) Site boundaries per the legal description.
- v) Location of all utilities on the site and the manner in which utilities will be provided to the proposed structures.
- vi) Location of all fences and walls.
- vii) Drawing and revision date.
- viii) Site Plan Data Table
- (1) Site area, gross (sq. ft. and acres)
  - (2) Building footprint coverage
  - (3) Existing uses by floor (sq. ft., existing area vs. proposed additions)
  - (4) Non-residential development uses, gross floor area
  - (5) Parking data, include area in sq. ft. and percent of lot covered by parking in front yard.
  - (6) Floor Area Ratio (FAR)
  - (7) Building height (express in height above grade and street grade)
  - (8) Number of stories
  - (9) Setback table (required vs. provided)
  - (10) Open space in rear yard (sq. ft. and percent of total area)
  - (11) Landscape area, existing and proposed plant location type and numbers.
  - (12) Parking (required vs. provided)
  - (13) Other information as required.
- ix) Site Plan Features
- (1) Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts)
  - (2) Waterway width, if applicable
  - (3) Existing and proposed drainage of the site
  - (4) Outline of adjacent buildings (indicate height in stories and approximate feet)

- (5) Property lines (dimensioned)
  - (6) Building outlines of all existing structures labeled as to existing and/or proposed uses (dimensioned) use clouding to identify the area of new work.
  - (7) Building outlines of all proposed structures labeled as to use (dimensioned)
  - (8) Ground floor plan (dimensioned) use clouding to identify the area of new work.
  - (9) Roof plan showing flat or peak roof with slope dimensioned, indicate percent of roof that is flat if a mix of roof types.
  - (10) Dimension street grade elevation, building site and finished floor elevation
  - (11) Dimension all site plan features (i.e. sidewalks, building lengths and widths, balconies, parking spaces street widths, etc.)
  - (12) Mechanical equipment identified and dimensioned from property lines
  - (13) Setbacks and building separations (dimensioned)
  - (14) Driveways, parking areas, pavement markings (including parking spaces delineated and dimensioned as well as handicapped spaces, as applicable)
  - (15) Pedestrian walkways (including public sidewalks and on-site pedestrian paths)
  - (16) Easements
  - (17) Utilities
  - (18) Septic system
  - (19) Lighting fixtures
  - (20) Other site elements (as applicable)
- c)  **FLOOR PLANS:** Provide details of the following (scale ¼' = 1' min.)
- (1) Delineate and dimension overall structure and individual room dimensions, indicating use of spaces use clouding to identify the area of new work.
  - (2) Show property lines and setbacks on all plans
  - (3) Typical floor plan for each floor of a multi-story structure
- d)  **Landscape Plan:**
- (1) Existing and proposed plant location type and numbers.
  - (2) The removal of living trees from property within the Village shall be governed by Sections 24-49 through 24-49.9.
  - (3) Miami Dade County minimum landscape and certification requirements apply.
- e)  **BUILDING ELEVATIONS:** Provide details of the following (scale ¼' = 1' min.)
- (1) All plans and graphics must show dimensions and be to scale and scalable
  - (2) All building facades must be shown with directional labels (i.e. North, South) and building names if more than one building on plan
  - (3) Existing and new conditions to be clearly shown and new conditions or changes clouded
  - (4) Dimensions, including height and width of all structures and each rental space
  - (5) Dimension grade at street grade, building site and finished floor elevation
  - (6) Storefronts, awnings, entryway features, doors, windows
  - (7) Indicate architectural elements, materials and colors

#### 4) Other Information as Required for Specific Proposals

**CONSENT FOR INSPECTION OF PROPERTY AND POSTING OF PROPERTY**

I, \_\_\_\_\_, the owner of the premises located at \_\_\_\_\_ do hereby consent to the inspection of said premises and the posting of public notice by an employee of Miami Shores Village, Florida, in conjunction with an application for \_\_\_\_\_, without further notice.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, by.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Print Name

NOTARY SEAL:

\_\_\_\_\_  
Signature of Notary Public – State of Florida

\_\_\_\_\_  
Name of Notary Typed, Printed, or Stamped

(Please check one)

- Personally known to me; or
- Produced identification.

Type of Identification Produced: \_\_\_\_\_.

# OWNER'S AFFIDAVIT OF CONSENT AND DESIGNATION OF AGENCY

I/We \_\_\_\_\_ as Owner(s) of Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, Sections \_\_\_\_\_, Plat Book and Page Located at \_\_\_\_\_ desire to file an application for a public hearing before the Planning and Zoning Board and I/WE understand and agree with the following:

- 1) That the Planning and Zoning Board will table or may deny the application if the property owner, or authorized applicant or agent is not present at the hearing.
- 2) That it is the responsibility of the property owner to submit a complete true and correct application before a hearing will be scheduled before the Planning and Zoning Board.
- 3) That the submittal of inaccurate or false information will result in an incomplete application, tabling or denial of the application or revocation of any Board approvals.
- 4) That the requirements of the Village Code, Miami-Dade County, the Florida Building Code, and other government agencies may affect the scheduling of a hearing and the ability to obtain/issue a permit for the proposal.
- 5) That the proposal and plans submitted must be compliant with the Village Code and that any plan that fails to comply with code requirements and for which no exception exists, must be corrected to comply with the Village Code prior to the public hearing.
- 6) That property owner is responsible for complying with all the conditions and/or restrictions imposed by the Planning and Zoning Board in connection with the request and will comply with those conditions and/or restrictions and that failure to do so will void and approvals delay issuance of permits to proceed with the request.
- 7) The undersigned owner(s) and applicant(s) / agent(s) certifies under penalties of perjury that all the statements contained in this application, including any statement attached to the application or any papers or plans submitted herewith are true and correct.

I/We as the owners of the subject property: (Please check one)

- Do hereby authorize \_\_\_\_\_ to act on my/our behalf as the
- Applicant
- Agent.
- Will on my/our own behalf act as applicant(s), and make application in connection with this request for a public hearing before the Planning and Zoning Board.

I/We understand that if my/our request is denied, I/We have ten (10) days from the date of hearing to appeal the decision of the Planning and Zoning Board to the Village Council.

**OATH OR AFFIRMATION**

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, by.

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, by.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Authorized Applicant(s) or Agent(s)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

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

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

\_\_\_\_\_  
Name of Notary Typed, printed or stamped

\_\_\_\_\_  
Name of Notary Typed, printed or stamped

NOTARY SEAL :

NOTARY SEAL :

(Please check one)

Personally known to me; or  Produced identification.

(Please check one)

Personally known to me; or  Produced identification.

Type of Identification Produced:

Type of Identification Produced:

\_\_\_\_\_.

\_\_\_\_\_.

## APPLICANT'S RESPONSE TO VARIANCE CRITERIA

The applicant for a variance must fully comply with the following section of the code and must provide a complete and accurate basis for the request and why the request being made meets each of the four (4) criteria in Sec. 702. [Criteria underlined] The applicant must meet each of the criteria to be considered for a variance. **Please state in writing how your request meets the requirements of Sec. 702 and each of the underlined criteria.**

Village Code Sec. 702. Hardship variances.

A variance is a relaxation of the terms of the ordinance where such action will not be contrary to the public interest by such petition demonstrating compliance with the requirements, limitations and criteria specified below, and where, owing to conditions peculiar to the property, other than conditions relating to the financial circumstances of the applicant or the result of actions of the applicant, a literal enforcement of this ordinance would leave the property owner with no reasonable use of the property. The planning board may consider the fact a property is listed on the National Historic Register or has been designated as a historic landmark by the Miami Shores Village Council, as a basis for granting a variance.

An applicant who is of the opinion that it is impossible to apply strictly one or more of the provisions of Appendix A Zoning to their property, may appeal to the planning board, fully setting forth:

- (1) The alleged peculiar and unusual conditions affecting the property.
- (2) The alleged reasons why such conditions make it impossible strictly to apply specified provisions of this ordinance to the property.
- (3) The variance in such strict application that the applicant believes to be necessary in order to enable him to make a reasonable use of the property.
- (4) The reasons why the applicant is of the opinion that such variance would be in harmony with the intent and purpose of this ordinance, would not be detrimental to the existing use or prospective development of property in the vicinity, and would not give to the applicant an advantage with respect to the use of his property that is not enjoyed by the owners of similarly situated property.

After notice to the parties in interest, as prescribed in its rules, the planning board shall act as follows:

*First:* Determine whether or not there are peculiar and unusual physical conditions applying to the property of the applicant, other than conditions relating to his financial circumstances; and if so but not otherwise;



*Second:* Determine whether or not such conditions are such that it is impossible strictly to apply specified provisions of this ordinance to such property; and if so but not otherwise;

*Third:* Determine the minimum variance in such strict application that will enable the owner to enjoy the reasonable use of the property without being detrimental to the existing use or prospective development of property in the vicinity and without giving the owner an advantage that is not enjoyed by the owners of similarly situated property; and

*Fourth:* Grant the aforesaid variance, subject to such conditions as the board deems to be necessary in furtherance of the purposes of this ordinance.

In no case shall any such variance permit the establishment of any use that is not specifically permitted in the district under the regulations applying thereto as set forth in this ordinance.

<b>MIAMI SHORES VILLAGE - PLANNING AND ZONING SERVICES &amp; FEE SCHEDULE</b>	
<b>Reoccurring Village Services and Fees</b>	
Site Plan Review Types:	
Garage Conversion	\$ 500.00
Additions more than 400 sq ft	\$ 500.00
Floor Addition	\$ 750.00
Dock	\$ 500.00
Seawall	\$ 500.00
New Construction Residential	\$ 1,500.00
Signage	\$ 350.00
Commercial Site Plan Modifications Review (*)	\$ 2,500.00
Commercial Site Plan Review (*)	\$ 5,000.00
Bldg permit plan review - Residential	\$ 70.00
Bldg permit plan review - Commercial	\$ 100.00
<b>Proposed Services and Fees</b>	
T-Plat application	\$ 5,000.00
Final Subdivision/Plat or Replat Application	\$ 500.00
Abandonment/ROW vacation	\$ 4,000.00
Waiver of Plat (*)	\$ 2,000.00
Rezoning (Residential)	\$ 1,000.00
Rezoning (Commercial)	\$ 7,000.00
Rezoning (Mixed-Use)	\$ 10,000.00
Annexation	\$ 5,000.00
Residential Variances (*)	\$ 1,000.00
Commercial Variances (*)	\$ 2,000.00
Special Exceptions/Conditional Uses	\$ 1,500.00
Certificate of Appropriateness	\$ 250.00
Concurrency Reviews	\$ 500.00
Comprehensive Plan Amendemnt (Text)	\$ 5,000.00
Comprehensive Plan Amendment (Map)	\$ 15,000.00
Small-Scale Comprehensive Plan Amendment (Map)	\$ 8,000.00
Zoning Code Amendment (Text)	\$ 5,000.00
Unity of Title/Declarations/Recordations	\$ 500.00
Zoning Verification letter	\$ 150.00
Alcohol Application Approval (*)	\$ 500.00
LBTR Review (CU Review)	\$ 100.00
Research per hour	\$ 50.00
Vested Rights	\$ 1,500.00
Appeals	\$ 1,000.00
Temporary Residential Uses	\$ 200.00
Temporary Uses - commercial/institutional	\$ 800.00
Sidewalk Café	\$ 500.00
Development Orders Extensions (Residential)	\$ 100.00
Development Orders Extensions (Commercial)	\$ 500.00
(*) Cost Recovery includes but is no limited to:	\$ 1,500.00
Notices, newspaper ad, posters, posting, research.	
P&Z - 2022	