Miami Shores Village
10050 Northeast Second Ave
Miami Shores, Florida 33138
Telephone (305) 795-2207 Fax (305) 756-8972
www.msvfl.gov | p&z@msvfl.gov

PLANNING & ZONING BOARD HEARING APPLICATION

Please refer to the appropriate sections of the Village's Zoning Code available at www.municode.com when designing your project and completing this application. A pre-application meeting with Planning Staff is required and may be scheduled using our available walk-in or virtual hours at your convenience. This helps in understanding the process and application requirements. We will be glad to assist you in any way possible. All applicants, agents, and owners are responsible for turning in accurate and adequate revisions and materials.

This application, with all supplemental data and information, must be completed in accordance with the specific instructions as indicated. Complete applications and all supplemental information must be filed with the Planning, Zoning and Resiliency Department by the submittal date deadline. Incomplete applications will not be accepted, and a hearing date will not be set until a complete application is received and sufficient to go before the hearing.

Fees and Services are found on pages 18 and 19.

PLEASE NOTE: Staff reports and agendas will only be available on the published agenda for selected public hearing date, they may be found by following the link at https://www.msvfl.gov/AgendasandLiveMeetings. After the hearing, the final decision of the Planning and Zoning Board may be found in the Agenda Minutes.

Applicant: shall mean the legal or beneficial owner(s) of all the land proposed to be included in a development, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land. *(NO ARCHITECTS, GENERAL CONTRACTORS, ENGINEERS OR SIMILAR SHOULD BE LISTED AS APPLICANT)*

Agent of the owner: the person authorized to act as agent or representative of the owner shall be limited to architects, attorneys, engineers, surveyors, planners, or persons having power-of-attorney to act.

IMPORTANT: The Applicant and/or Agent(s) must attend the hearing to present the proposal.

PLANNING & ZONING BOARD HEARING APPLICATION
STEP-BY-STEP PROCESS

PLEASE REVIEW EACH STEP AND DO NOT SKIP AHEAD, AS IT MAY DELAY THE PROCESS OF REVIEW

STEP 1:
Preliminary / Informational meeting

All Residents/Applicants are encouraged to meet with staff at least 3 weeks before submitting the Planning and Zoning Board Application through the CSS portal.

Link to Schedule Appointment:
https://bookings.cloud.microsoft/book/PlanningZoning@msvfl.gov/?ismsaljsauthenabled
Walk-ins: Monday, Wednesday and Fridays 10:00 AM to 12:00 PM
Virtual-Appointments: Monday, Wednesday and Fridays 2:00 PM to 3:00 PM

STEP 2:
Planning & Zoning Board Application & Plans Submittal to CSS Portal by the deadline
Completeness & Technical Drawing(s) 3-Tier Review Process *(See next page)*

Planning and Zoning Board applications and plans must be submitted through the Citizens Self Service (CSS) Portal by the deadline listed on the Planning and Zoning Board calendar to be considered for the corresponding hearing date.

See pages 3-7, for the ***3-Tier Review Process & Timelines***, ***The Required Deliverables for Site Plan Review Application Submittal*** and check the following link below to view deadline dates, and direction to CSS portal:

Link to Planning & Zoning Board Information:
https://www.msvfl.gov/departments/planningandzoning/PZRApplications
Applicant requests will not be scheduled for public hearing review without satisfying all issued staff comments and demonstrate compliance with applicable AD notice requirements

STEP 3:
Attend the Planning & Zoning Board Hearing

The Applicant and/or Agent(s) authorized to speak as affirmed on affidavit **pages 11-12**. Must attend the hearing to present the proposal. Hearing starts promptly at **6:30pm every fourth Thursday of every month except the month of August, and unless the meeting has been cancelled, or rescheduled for a different date**, the hearing is located at:
Miami Shores Village Hall- Council of Chambers
10050 NE 2nd AVE
Miami Shores, FL, 33138

Please Note: All owners, applicants, and authorized agents listed on the Planning and Zoning Board application must match those present at the hearing. Any new representative must notify staff in advance so the application and authorized agent information on **pages** 7 and **11–12** can be updated.

PLANNING & ZONING BOARD HEARING APPLICATION
3-TIER REVIEW PROCESS & TIMELINE

TIER 1:
Staff Completeness Review (1-5 Business Days)

Staff will review all submissions to the CSS portal for application completeness. All required items listed on the following page must be submitted to meet the completeness requirements.

Please Note: Incomplete or improperly submitted items will result in additional review cycles and rejection by staff until all insufficiencies are corrected. For those items non-applicable, include a proper letter response for staff to review and address.

TIER 2:
Staff Technical Review (7-10 Business Days)

Staff will begin the technical review once the application is deemed complete by **TIER 1**. All technical comments must be addressed before the application can move forward to the next available Planning and Zoning Board hearing. For each review round, the applicant must:

- ✓ Submit a response letter addressing all zoning comments along with revised plans, and;
- ✓ upload all revisions to the CSS portal under the **Original RSP** application number to avoid creating duplicate applications and confusion.

Please Note: All technical comments not properly addressed or submitted will result in additional review cycles and rejection by staff until all insufficiencies are corrected.

TIER 3:
Quality Control (QC) Internal Staff Review

Staff will conduct a final QC full review of all **(completed application items & technical review items)** to confirm the application is ready to be added for the next available Planning and Zoning Board Hearing agenda. Applicants will receive email instructions from staff, for notice requirements, hard copy submission deadlines, and hearing attendance confirmation.

Please Note: Failure to meet staff deadlines for notice requirements or requested hard copy submission deadlines will result in the application being removed from the agenda and rescheduled for the next available hearing. (No Exceptions)

****Disclaimer to Incomplete or unclear application packages****

Staff reserves the right to deny, remove, or defer applications to the next meeting or until the application is deemed complete, after receiving revisions by the posted due date provided by staff. Ensure that all comments are addressed and that a response narrative is provided for each comment issued. Applications that inadequately address zoning code concerns may be deferred to the next hearing. Staff will notify applicants if their application is being deferred prior to posting the agenda, advising them that their application will not be presented in the expected month and that another preliminary meeting will need to be scheduled to clear the application for the next hearing.

REQUIRED DELIVERABLES FOR SITE PLAN REVIEW APPLICATION SUBMITTAL

☐ **Planning and Zoning Board Application Completely filled out (pgs. 7-15)**
As part of the completeness process of the application, the applicant needs to fill **pages 13-14** in acknowledgment of this ordinance regardless of; if applicable or non-applicable to the type of proposal.

a. Certified Mailing Labels Required for;
(Additions +400sq.ft, or greater than 50%, New Construction)
As per Ordinance No. 2025-05 Development requests seeking
- new construction;
- Partial demolition/rebuilding of at least 50% of the existing square footage of a single-family home and;
- An addition of at least 50% of the square footage of an existing single-family home must provide mailing labels for owners of property within a one thousand (1,000)-foot radius of the subject property.

In all applicant-initiated applications, the applicant shall bear the burden/cost(s) of mailing the courtesy notices and placing property postings.

☐ **Letter of Intent with current date & signature**

a. Describe the request in full. Explain the purpose of the application, benefit(s) of the request, 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, the square footage, and any additional relevant information. The applicant will also need to reference and explain how the proposed scope of work is complying with ***QUALITY OF BUILDINGS: City Code Sec. 523.***

☐ **Proof of ownership**

a. Acceptable forms: Tax Bills, Warranty Deed, Sunbiz, Property Appraiser Summary- provide articles of incorporation and any additional documentation for LLC, TRS, etc.)

☐ **Elevation Certificate** (current and signed & sealed)

☐ **Photographs of current property on all sides** (Front, Back, Neighboring Sides)

☐ ***(if applicable)*** **Hardship variance statements** (See hardship pages for variance criteria's)

a. Hardship variance applications will be treated as a separate application to a site plan review, and will require a separate set of plans, reports and substantial evidence to supplement the criteria. Residents/Applicants need to meet with staff to go over the request in detail.

☐ ***Commercial, multi-family, or other requests;***

a. Residents/Applicants need to meet with staff to go over the request in detail.

TECHNICAL PLANS

Below is a list of technical plan requirements needed to satisfy Completeness Review. Provide existing and proposed plans; use clouding to identify the area(s) of new work; all plans shall be legible, with a proper scale (1:8, 1:16; 3:32), showing a north arrow, and be properly labeled and numbered. Fully Signed and Sealed ARCHITECTURAL plans are required for public hearing submittal and consideration. Engineering plans with structural, mechanical, electrical and plumbing technical trades are NOT appropriate.

☐ **New Boundary Survey & Full Tree Survey** (Include elevation points)
(The boundary survey needs to include the flood zone status of the subject property.)

a. *(Additions +400sq.ft, or greater than 50%, New Construction)*
(Dated, Signed & Sealed registered engineer or surveyor)

~ Or ~

Boundary Survey with Tree Disposition Chart
(The boundary survey needs to include the flood zone status of the subject property.)

b. Only acceptable for garage conversions, small façade modifications, or applications not affecting a significant amount of existing landscape/greenspace and must be Dated, Signed & Sealed by a registered surveyor.
c. Old surveys need to be supplemented with an *up-to-date survey affidavit and notarized.*

☐ **Architectural Plans Dated, Signed & Sealed** (Collated PDF with address, and name of project)

1. **Demolition Plan** (Provide temporary construction fence details)
2. **Site Plan**
   - (Existing & Proposed: Complete Zoning Data Table Information, scope of work, etc.)
3. **Supporting Diagrams**
   - (Existing & Proposed: F.A.R, Lot Coverage, Pervious Vs. Impervious, Front Yard Coverage, front yard depth illustration, setback illustrations, etc.)
4. **Floor Plans**
   - (Existing & Proposed)
5. **Roof Plans**
   - (Existing & Proposed: Slope, drainage spouts, overhangs/projections, materiality)
6. **Sections** (Minimum two)
7. **Elevations -All sides**
   - (Existing & Proposed Colored Elevations, Detail of Materials, and Height information and projections of any kind)
8. **Photorealistic Renderings** (Minimum three)
9. **Neighboring Context Plans**
   - Provide clear illustrations or mention of the neighboring context in relation to the section code sec. 523. Include a street study or images of neighboring properties and provide context to the code and the proposal. (typology, street studies, and arial images are acceptable methods) Adjacent ROW to opposite property lines (indicate all nearby curb cuts), waterway width, drainage (existing and proposed), outline of adjacent buildings (approximate height and number of stories), dimensioned property lines and buildings, proposed and existing square footage eyebrows/eaves or projections of any kind in any of the yards.

     a. *QUALITY OF BUILDINGS: City Code Sec. 523 - All buildings shall be generally harmonious in character and appearance, including exterior color, with existing buildings in the neighborhood and shall be appropriate to their surroundings. In the event that an application is made for a building permit for the construction of a building, or the performance of work on an existing building, that, prima facie, would be inharmonious or inappropriate in the manner indicated above, such permit shall not be issued except on recommendation by the planning and zoning board and approval by the village council, as provided in Article VI.*

☐ **Landscape Plans (All application types are required to show proper landscape information)**

I. For garage conversion, please provide the required driveway landscape buffer per Sec. 521.
II. Tree disposition chart, including existing and proposed plant types, location, canopy size, and number of trees to be removed and/or replaced.
III. The removal of living trees from properties within the Village shall be governed by Sections 24-49 through 24-49.9.
IV. Miami-Dade County minimum landscape and certification requirements are also applicable. Chapter 18, Landscape Code and Manual.

☐ **Drainage Plans & Septic System (all applications)**

- Provide written drainage reports from a professional engineer, address in letter of intent, or on civil plans about the rainwater runoff and how that will be captured within the private site via, i.e., Swales, berms, etc. *For all new single-family construction and additions exceeding 50% of existing sf located within floor prone area (FEMA zones AE, AH, AO, AR, VE, V & similar) shall provide certified paving, drainage and septic system engineered drawings by a licensed practitioner.*

- Include the following information in the Letter of Intent, Site Plan, Drainage Plan, or Landscape Plan:

  Applicant to verify if the request is going to be a new construction.
  [Yes, No, or N/A]

  Is the drainage field/septic system going to be enlarged or affected?
  If so, show on plans and reference on letter of intent.
  [Yes or No]

  Will you be increasing the size of the retention wall, for area under (FEMA Zones)?
  If so, show detail.
  [Yes, No, or N/A]

Development Order Extension (If applicable)

☐ Complete Development Order Extension Application Form.

☐ A letter explaining the extenuating circumstances that led to the Planning and Zoning Board request for an additional 6-months extension.

☐ Provide evidence of previously signed development orders, or administrative extensions provided by staff as well as correspondence requesting an extension prior to the expiration date, and any applicable building permit numbers that were submitted before the expiration date.

Staff Use Only	
Application No.	
Original Submittal Date:	
Accepted Submittal Date:	
Zoning District:	
FLUM Designation:	
Date Built:	

Property Information– For various private or commercial entities
(include manager/direct name to contact for LLC, TRS, etc.)

Address	
Folio No.	
Owner's Name	
Owner's Address	
Owner's Phone	
Owner's Email	

Applicant Information – if different than owner

Applicant's Name	
Applicant's Address	
Applicant's Phone	
Applicant's Email	

Agent Information

Agent's Name	
Agent's Address	
Agent's Phone	
Agent's Email	

Application Type and Hearing Request – check any application types that apply.

Single-Family	☐ Site Plan Review ☐ Garage conversion ☐ Addition (+400 sq. ft.) ☐ Addition visible from right-of-way ☐ Dock and/or Seawall ☐ Façade modification ☐ New construction ☐ Detached Accessory structures (e.g., pool, large shed, cabana) ☐ Roof ☐ Other _____
Multi-Family & Non-Residential	☐ Site Plan Review ☐ Commercial: _____ ☐ Education: _____ ☐ Community Facility: _____ ☐ Multi-Family: _____ ☐ Other: _____
Additional Requests	☐ Variance / Special-Conditional Use / Appeals / Other ☐ _____ ☐ Comprehensive Plan ☐ Future Land Use Map Amendment ☐ Text Amendment ☐ Rezoning ☐ Zoning Map Amendment ☐ Text Amendment ☐ Development Order Extension ☐ Application No.: _____ Address: _____ ☐ Legal Forms ☐ Covenants / Declarations / Other Agreements ☐ _____

Property Historic Status Please fill in the section that applies to your property. Historic Preservation Board shall be provided with written notice of the proposed demolition and redevelopment application, and afforded an opportunity to provide comments to the applicant and the Planning and Zoning Board through staff prior to consideration of site plan approval for properties listed on the ***- Ord. 2026-04 "List of Sites of Historic Significance Inventory List"***	**Property Historic Status** ☐ Non-applicable (not designated historic) ☐ National Register of Historic Places ☐ MSV Local Historic Landmark ☐ Both National and Local ☐ List of Sites of Historic Significance Inventory List ○ (if so, provide address) ○ Address: _____ Link to Historic Status of properties can be found in: https://www.msvfl.gov/departments/planningandzoning/PZRApplications Scan QR-Code: *If in doubt, please reach out to the Planning, Zoning and Resiliency Staff.*

Staff Use Only	
If the property falls under, **National Register of Historic Places** or **MSV Local Historic Landmark**: **Did this property appear before the Historic Preservation Board prior to submitting this Site Plan Review application?**	**Appearance before the Historic Preservation Board Status:** ☐ Non-applicable (not designated historic) ☐ Yes, Date of Hearing and COA approval: _____ ☐ No, Tentative Date of Hearing Scheduled HPB: _____
Historic Significance Inventory List Date Built:	
Historic Designation Date Built:	

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 _____, 20_____.

OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me, by means of __ physical presence or __ online notarization, this _____day of _____, 20_____ 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
- ☐ Produced identification

Type of Identification Produced _____

OWNER'S AFFIDAVIT OF CONSENT AND DESIGNATION OF AGENCY

I/We _____ as Owner(s) of the property located at _____, Lot(s) _____, Block(s) _____, 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 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 agent(s) certify 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.
8) I/We as the owners of the subject property: **(Please check one)**

   ☐ Will on my/our own make application in connection with this request for a public hearing and present before the Planning and Zoning Board.

   ☐ Do hereby authorize_____to act on my/our behalf, in connection with this request for a public hearing, by submitting the required application and materials and presenting the application and materials before the Planning and Zoning Board.

I/We understand that if my/our request is denied, I/We have thirty (30) days from the date the development order is signed or 30 days after the date the minutes are approved for the meeting at which the decision appealed from was heard, whichever date is later.

OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me, by means of __ physical presence or __ online notarization, this _____day of _____, 20_____ by

_____
Signature of Owner(s)

_____
Print Name

_____
Signature of Notary Public-State of Florida

_____
Name of Notary Typed, printed, or stamped

NOTARY SEAL

Please check one:

☐ Personally known to me

☐ Produced identification

Type of Identification Produced:

_____

Sworn to (or affirmed) and subscribed before me, by means of __ physical presence or __ online notarization, this _____day of _____, 20_____by

_____
Signature of Applicant/Agent(s)

_____
Print Name

_____
Signature of Notary Public-State of Florida

_____
Name of Notary Typed, printed, or stamped

NOTARY SEAL

Please check one:

☐ Personally known to me

☐ Produced identification

Type of Identification Produced:

_____

IMPORTANT: If multiple owners and/or agents, please include additional sheets.
The Applicant or Agent(s) must attend the hearing to present the proposal.

Page 2/2

AD NOTICE OF PUBLIC HEARINGS

The Miami Shores Village Council adopted Ordinance No. 2025-05 effective as of **August 1, 2025** to introduce new requirements that aim to enhance public awareness and involvement in the Village's land use decision-making process. The Village's desire for increased transparency and more robust public notice regarding development activities shall be acknowledged and adhered to prior to being placed on any public hearing agenda. ***STAFF WILL PROVIDE MAILING & POSTING TEMPLATES WITH INSTRUCTIONS WHEN DEEMED APPROPRIATE. ***

Publication Requirements.

- Public hearing notices must be published at least once, no fewer than **twenty (20) days** before the hearing date.

Property Posting Requirements.

- Subject properties must be posted with a physical sign at least **twenty (20) days** prior to the hearing. The sign must meet formatting requirements, including size, legibility, and content. Applicants are responsible for procuring and posting the sign prior to meeting. Must provide photographic proof to staff by email.
- In all applicant-initiated applications, the applicant shall bear the burden/cost(s) of mailing the courtesy notices and property postings.
- The posting shall have a face surface of at least five hundred seventy-six (576) square inches, feature dark lettering, with a light background, and shall contain the text provided by staff when deemed appropriate.
- NAME OF DECISION MAKING BODY

Courtesy/Mailed Notice Requirements.

- Courtesy notices are required for certain applications, which include but not limited to Zoning map amendments, Future Land Use Map amendments, Zoning Code text amendments and Certain single-family home (SFR's) site plans *(New Construction and SFR addition(s) and/or demolition(s) of at least 50% of square footage of existing home.)*
- Mailed notices must be performed at least **thirty (30) days** before public hearings.
- Notices must be mailed to property owners within a one thousand (1,000)-foot radius of the subject property.
- In all applicant-initiated applications, the applicant shall bear the burden/cost(s) of mailing the courtesy notices and property postings.

I/We _____ as Owner(s) of the property located at address: _____,

Folio No._____, acknowledge and consent to the above ad notice requirements in seeking to file an application for a public hearing before the Planning and Zoning Board.

AFFIDAVIT OF MAILING ACKNOWLEDGMENT

BEFORE ME, the undersigned authority, personally appeared _____, who, after being duly sworn, deposes and says:

1. My name is _____, and I am over the age of eighteen (18). I am competent to make this affidavit and have personal knowledge of the matters stated herein.
2. I am the applicant (or authorized representative of the applicant) in connection with the following application submitted to Miami Shores Village, Fl (the "Village").

   Application Name/Number: _____

   Subject Property Address or Folio #: _____
   _____
   _____
3. In accordance with Ordinance No. 2025-05, I caused written notices to be mailed to all property owners as required by Village regulations.
4. The notices were mailed on **[Insert Date of Mailing]** via **[Insert Method, e.g., USPS First-Class Mail]**, to the property owners at the addresses listed in the attached "Exhibit A."
5. The addresses listed in Exhibit A were obtained from the most recent Miami-Dade County Property Appraiser's records and represent all required recipients in accordance with Village public notice requirements.
6. I understand that this affidavit is provided to satisfy the requirements of Ordinance No. 2025-05, and that it will be relied upon by the Village in verifying compliance with public notice requirements.

_____
Signature

_____
Print Name

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

The foregoing instrument was sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20__, by _____, who ☐ is personally known to me or ☐ has produced _____ as identification.

_____

Notary Public, State of Florida
Print Name:_____
My Commission expires: _____

EXHIBIT A

List of Addresses Where Notices Were Sent:

[List all addresses, 1000-ft Radius Map attach as a separate document]

APPLICANT'S RESPONSE TO VARIANCE CRITERIA

The applicant for a Variance must fully comply with Section 702 of the Village Code and provide a complete and accurate written document supporting the request and stating why it meets each of the four (4) criteria described below.

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 and Zoning 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 and Zoning 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 and Zoning 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.

PLANNING, ZONING AND RESILIENCY SERVICES AND FEE SCHEDULE

Approved in 2022

Site Plan Review and Proposed Service Types	Fee
Garage Conversion	$ 500.00
Additions more than 400 square feet	$ 500.00
Second Floor Additions	$ 750.00
Dock / Seawall	$ 500.00
New Construction – Residential	$ 1,500.00
Signage	$ 350.00
Commercial Site Plan Review *	$ 2,500.00
Commercial Site Plan Modification Review *	$ 5,000.00
Building Permit Plan Review – Residential	$ 70.00
Building Permit Plan Review – Commercial	$ 100.00
T-Plat Application	$ 5,000.00
Final Subdivision / Plat or Replat	$ 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	$ 500.00
Variance – Residential	$ 1,000.00
Variance – Commercial	$ 2,000.00
Special Exceptions / Conditional Uses	$ 1,500.00
Certificate of Appropriateness	$ 250.00
Concurrency Review	$ 500.00

Site Plan Review and Proposed Service Types	Fee
Comprehensive Plan Amendment - 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 / Declaration / Recordation	$ 500.00
Zoning Verification Letter	$ 150.00
Alcohol Application Approval *	$ 500.00
Local Business Tax Receipt – Certificate of Use	$ 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 Cafe	$ 500.00
Development Order Extension – Residential	$ 100.00
Development Order Extension – Commercial	$ 500.00
* Cost Recovery includes, but is not limited to: Notices, newspaper ads, posters, posting, research, consultants review.	$ 1,500.00