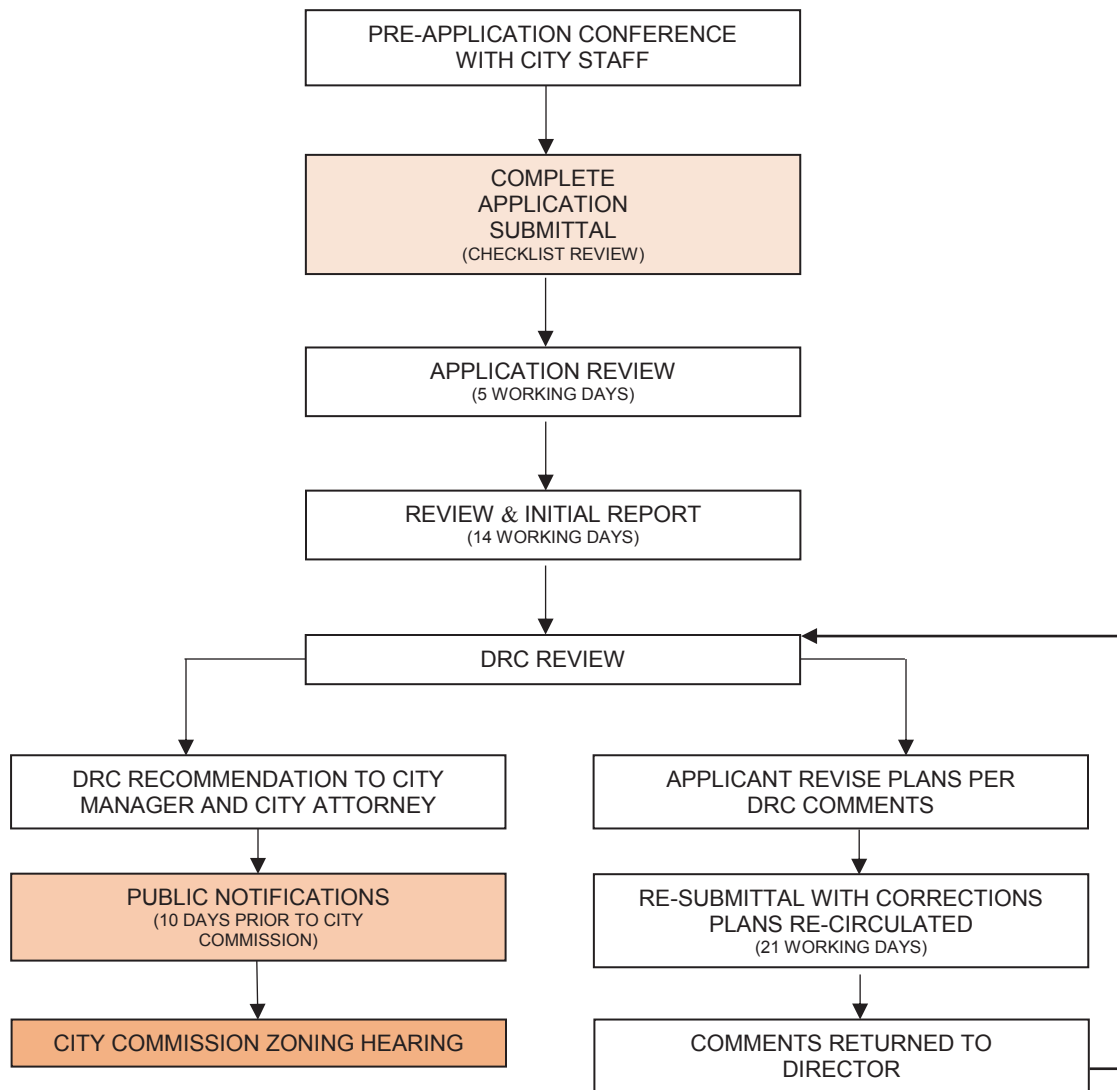




# PUBLIC HEARING APPLICATION PACKAGE



**CITY OF SUNNY ISLES BEACH  
DEVELOPMENT REVIEW PROCESS  
City Code Sec. 265-11**



**CITY OF SUNNY ISLES BEACH  
DEVELOPMENT REVIEW PROCESS  
City Code Sec. 265-11**

The following items must be submitted:

Check if completed:

- Letter of Intent, listing what is being requested, and reasons why applicant feels the request should be approved.
- Public Hearing Application completely filled out and properly executed. The folio number(s) for the subject property is mandatory.
- Ownership Affidavit.
- Disclosure of interest, if owner and or applicant are a corporation, trustee or partnership and for Contract Purchaser, if any.
- Copy of lease for one year or more, if applicant is lessee.
- Prior to issuance of recommendation approval from the Department of Environmental Protection (**DEP**), and/or Department of Environmental Resources Management (**DERM**), Florida Department of Transportation (**FDOT**) for the preliminary review of plans of the proposed project. Miami-Dade County Biscayne Bay Shoreline Development Review Committee and approval from the Miami-Dade County Fire Department (**MDFD**) for the staging area of the proposed project.
- Exterior coloring shall be approved by the City Commission, in accordance with a palette of colors that will be available for public consumption at the Zoning Department, for every site applicant.

**FURNISH:**

- One (1) set of folded and collated plans (size 24"x 36"). Plans must be at 1"=20' scale with the initial application.
- Six (6) full sets of plans size 11"x17".
- Current (6 months) land survey of the property, sealed and signed by a registered engineer or surveyor.
- Certified sketch survey indicating radius distances, sealed and signed by a registered engineer or surveyor.
- Digital copies of all plans, including the land survey and sketch survey of the property, in a CD or flash drive.
- Demolition/Construction Staging and Traffic Management Plans as provided by the City and attached to this document.
- Estimated construction schedule and fees.
- Artwork proposal and appraised value (Public Art Advisory Committee)

When applying for Transfer of Development Rights (**TDRs**), the applicant shall comply with the requirements in Section 265-23.7 of the Code of Sunny Isles Beach. A three dimensional model of the proposed development without TDRs and a separate three dimensional model showing the development potential utilizing the proposed transfer of development rights. Both constructed of balsa wood, foam board, corrugated or like material.



# PUBLIC HEARING APPLICATION

Hearing # \_\_\_\_\_  
Date Received \_\_\_\_\_  
Folio Number \_\_\_\_\_

1. Proposed Project Name: \_\_\_\_\_
2. Name of Applicant \_\_\_\_\_
  - a. If applicant is the owner, give name exactly as recorded on deed.
  - b. If applicant is lessee, attach copy of valid lease of one (1) year or more and Property Owners Sworn-to-Consent.
  - c. If applicant is a corporation, partnership, limited partnership, or trustee, a separate Disclosure of Interest form must be completed.
3. Applicant Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Tel. # (during working hours) \_\_\_\_\_ e-mail \_\_\_\_\_
4. Name of Property Owner \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Tel. # (during working hours) \_\_\_\_\_ e-mail \_\_\_\_\_
5. Contact Person \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Tel. # (during working hours) \_\_\_\_\_ e-mail \_\_\_\_\_
6. LEGAL DESCRIPTION OF THE PROPERTY COVERED BY THE APPLICATION
  - a. if subdivided, provide lot, block, complete name of subdivision, plat book and page number.
  - b. if metes and bounds description, provide complete legal description (including section, township and range).
  - c. if separate request apply to different areas, provide the legal description of each area covered by a separate request.
  - d. attach a separate, typed sheet if necessary. Verify the legal description is correct.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Address or location of subject property: \_\_\_\_\_  
\_\_\_\_\_
8. Size of property: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. acres \_\_\_\_\_

9. Date subject property acquired  or leased  \_\_\_\_\_ day of \_\_\_\_\_  
 \_\_\_\_\_ term of lease \_\_\_\_\_ years/months.
10. Does property owner own contiguous property to the subject property? If so, give complete legal description of entire contiguous property. (If lengthy, please type on a sheet labeled "Contiguous Property").  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Is there an option to purchase  or lease  the subject property or property contiguous thereto?  
 Yes or  No  
 If yes, who are the potential purchasers or lessees? (Complete section of Disclosure of Interest form also).  
 \_\_\_\_\_
12. Present zoning classification (s): \_\_\_\_\_
13. REQUEST (S) COVERED UNDER THIS APPLICATION:  
 Please check the appropriate box and give a brief description of the nature of the request in the space provided:  
 Comprehensive Plan Amendment  
 District Boundary Change (s)  
 Site Plan Approval  
 Conditional Use  
 Variance  
 Plat Approval  
 Transfer Development Rights  
 Vested Rights  
 Appeals  
 Other: \_\_\_\_\_
14. Has a public hearing been held on this property within the last year and a half?  yes  no  
 If yes, applicants name \_\_\_\_\_  
 Date of hearing \_\_\_\_\_  
 Nature of hearing \_\_\_\_\_  
 Decision of hearing \_\_\_\_\_  
 Resolution # \_\_\_\_\_

15. Is this hearing being requested as a result of violation notice?  yes  no  
If yes, give name to which violation notice was served

Nature of violation \_\_\_\_\_

16. Are there any existing structures on the property?  yes  no  
If yes, briefly describe \_\_\_\_\_

17. Is there any existing use on the property?  yes  no  
If yes, what is the use and when was it established?

Use \_\_\_\_\_

Established \_\_\_\_\_

**OWNER OR TENANT AFFIDAVIT  
FOR INDIVIDUAL**

STATE OF \_\_\_\_\_

Public Hearing No. \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_,  
hereinafter the Affiant, who being duly sworn by me, on oath, deposes and says:

1. Affiant is the fee owner or tenant of the property, which is the subject of the proposed hearing.
2. The subject property is legally described as: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Affiant understands that the matters attached to and made part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application can be submitted and the hearing advertized.
4. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.

Witnesses:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Affiant's Signature

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_

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

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
Affiant is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary (Stamp/Seal)

Commission Expires: \_\_\_\_\_

**PROPERTY OWNER'S SWORN-TO-CONSENT  
PERMITTING TENANT TO FILE FOR HEARING**

On behalf of \_\_\_\_\_ Property Owner  
of the property legally described below and which is the subject property of the proposed hearing,  
does hereby grant consent to \_\_\_\_\_, as Tenant to  
file this application for a public hearing.

Legal Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses:

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Property Owner's Signature

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

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
Affiant is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary (Stamp/Seal)

Commission Expires: \_\_\_\_\_



**OWNERSHIP AFFIDAVIT  
FOR CORPORATION**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Public Hearing No. \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_,  
hereinafter the Affiant (s), who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the president, vice-president or CEO of the \_\_\_\_\_  
\_\_\_\_\_ Corporation, with the following address:  
\_\_\_\_\_
2. The Corporation owns the property, which is the subject of the proposed hearing.
3. The subject property is legally described as:  
  
\_\_\_\_\_  
\_\_\_\_\_
4. Affiant is legally authorized to file this application for public hearing:
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.
6. Affiant understands that the matters attached to and made part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application can be submitted and the hearing advertized.

Witnesses:

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

\_\_\_\_\_  
Affiant's Signature  
\_\_\_\_\_  
Print Name

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Affiant is personally known to me or has produced \_\_\_\_\_ as Identification.

\_\_\_\_\_  
Notary (Stamp/Seal)

Commission Expires: \_\_\_\_\_

**OWNERSHIP AFFIDAVIT  
FOR LIMITED LIABILITY COMPANY**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Public Hearing No. \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_  
hereinafter the Affiant (s), who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the manager, or managing member of the \_\_\_\_\_  
\_\_\_\_\_ Limited Liability Company with the following  
address:  
\_\_\_\_\_

2. The Limited Liability Company owns or lease (circle one) the property, which is the  
subject of the proposed hearing.

3. The subject property is legally described as:  
\_\_\_\_\_  
\_\_\_\_\_

4. Affiant is legally authorized to file this application for public hearing:

5. Affiant understands this affidavit is subject to the penalties of law for perjury and the  
possibility of voiding of any zoning granted at public hearing.

6. Affiant understands that the matters attached to and made part of the application are  
honest and true to the best of my knowledge and belief. I understand this application must  
be complete and accurate before the application can be submitted and the hearing  
advertized.

Witnesses:

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Affiant's Signature

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

Sworn to and subscribed before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
Affiant is personally known to me or has produced \_\_\_\_\_ as  
Identification.

\_\_\_\_\_  
Notary (Stamp/Seal)

Commission Expires: \_\_\_\_\_

**OWNERSHIP AFFIDAVIT  
FOR PARTNERSHIP**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Public Hearing No. \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_  
, \_\_\_\_\_, hereinafter the Affiant (s), who being first duly  
sworn by me, on oath, deposes and says:

1. Affiant is the general partner of the \_\_\_\_\_  
partnership, at the following address: \_\_\_\_\_  
\_\_\_\_\_
2. Affiant as general partner is authorized to file this application for a public hearing.
3. The partnership owns the property, which is the subject of the proposed hearing.
4. The subject property is legally described as: \_\_\_\_\_  
\_\_\_\_\_
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.
6. Affiant understands that the matters attached to and made part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application can be submitted and the hearing advertized.

Witnesses:

_____ Signature	_____ (General Partner) Affiant's Signature
_____ Print Name	_____ Print Name
_____ Signature	
_____ Print Name	

Sworn to and subscribed before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
Affiant is personally known to me or has produced \_\_\_\_\_  
as Identification.

\_\_\_\_\_  
Notary (Stamp/Seal)

Commission Expires: \_\_\_\_\_

**OWNERSHIP AFFIDAVIT  
LIMITED FOR PARTNERSHIP**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Public Hearing No. \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_,  
\_\_\_\_\_, hereinafter the Affiant (s), who being first duly  
sworn by me, on oath, deposes and says:

1. Affiant is the general partner of the \_\_\_\_\_  
limited partnership, at the following address: \_\_\_\_\_  
\_\_\_\_\_
2. Affiant as general partner is authorized to file this application for a public hearing.
3. The limited partnership owns the property, which is the subject of the proposed hearing.
4. The subject property is legally described as: \_\_\_\_\_  
\_\_\_\_\_
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.
6. Affiant understands that the matters attached to and made part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application can be submitted and the hearing advertized.

Witnesses:

_____ Signature	_____ (General Partner) Affiant's Signature
_____ Print Name	_____ Print Name
_____ Signature	
_____ Print Name	

Sworn to and subscribed before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ ,  
Affiant is personally known to me or has produced \_\_\_\_\_  
as Identification.

\_\_\_\_\_  
Notary (Stamp/Seal)

Commission Expires: \_\_\_\_\_

**OWNERSHIP AFFIDAVIT  
FOR TRUST**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Public Hearing No. \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_,  
\_\_\_\_\_, hereinafter the Affiant (s), who being first duly  
sworn by me, on oath, deposes and says:

1. Affiant is the trustee of the \_\_\_\_\_  
trust, at the following address: \_\_\_\_\_  
\_\_\_\_\_
2. Affiant as trustee is authorized to file this application for a public hearing.
3. The trust owns the property, which is the subject of the proposed hearing.
4. The subject property is legally described as: \_\_\_\_\_  
\_\_\_\_\_
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.
6. Affiant understands that the matters attached to and made part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application can be submitted and the hearing advertized.

Witnesses:

_____ Signature	_____ Affiant's Signature (Trustee)
_____ Print Name	_____ Print Name
_____ Signature	
_____ Print Name	

Sworn to and subscribed before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Affiant is personally known to me or has produced \_\_\_\_\_ as Identification.

\_\_\_\_\_  
Notary (Stamp/Seal)

Commission Expires: \_\_\_\_\_

**DISCLOSURE OF INTEREST**

If the property which is the subject of the application is owned or leased by a **CORPORATION**, list the principal stockholders and principal officers or stockholders consist of another corporation (s), trustee (s), partnership (s) or other similar entities, further disclosures shall be required which disclosures the identity of the individual (s) (natural persons having the ultimate ownership interest in the aforementioned entity).

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Corporation Name</p>	
<u>Name, Address and Office</u>	<u>Percentage of Stock</u>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
.....	

If the property which is the subject of the application is owned or leased by a **LIMITED LIABILITY COMPANY** list the members or stockholders consist of another corporation (s), trustee (s), partnership (s) or other similar entities, further disclosures shall be required which disclosures the identity of the individual (s) (natural persons having the ultimate ownership interest in the aforementioned entity).

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p>LLC Name</p>	
<u>Name, Address and Office</u>	<u>Percentage of Stock</u>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

If the property, which is the subject of the application, is owned or leased by a **TRUSTEE**, list the beneficiaries of the trust and the percentage of interest held by each. {Note: where the beneficiary (s) consist of corporation (s), another trust (s), partnership (s) or other similar entities, further disclosure shall be required which disclosures the identity of the individual (s), (natural persons) having the ultimate ownership interest in the aforementioned entity}.

\_\_\_\_\_ Trust Name

<u>Name and Address</u>	<u>Percentage of Interest</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
.....	.....

If the property, which is the subject of the application, is owned or lease by a **PARNERTSHIP** or **LIMITED PARTNERSHIP**, list the principals of the partnership, including general and limited partners. {Note; where the other similar entities, further disclosures shall be required which disclosures the identity of the individual (s) (natural person) having the ultimate ownership interest in the aforementioned entity}.

\_\_\_\_\_ PARTNERSHIP OR LIMITED PARTNERSHIP NAME

<u>NAME AND ADDRESS</u>	<u>PERCENTAGE OF OWNERSHIP</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
.....	.....

If there is a **CONTRACT FOR PURCHASE**, whether contingent on this application or not and whether a Corporation, Trustee or Partnership list the names of the contract purchasers below, including the principal officers, stockholders, beneficiaries or partners. {Note; where the principal officers, stockholders, beneficiaries or partners consist of another corporation, trust, partnership or other similar entities, further disclosure shall be required which discloses the identity of the individual (s) (natural persons) having the ultimate ownership interest in the aforementioned entity}.

\_\_\_\_\_ NAME

NAME, ADDRESS AND OFFICE (if applicable)

Percentage of Interest

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Contract: \_\_\_\_\_

If any contingency clause or contract terms involve additional parties, list all individuals or officers, if a corporation, partnership or trust.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For any changes of ownership or changes in contracts for purchase subsequent to the date of the application, but prior to the date of final public hearing, a supplemental disclosure of interest shall be filed.

.....

The above is a full disclosure of all parties of interest in the application to the best of my knowledge and belief.

Signature: \_\_\_\_\_

(Applicant) \_\_\_\_\_

Sworn to and subscribed before me,

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Florida at Large

My Commission Expires: \_\_\_\_\_

\* Disclosure shall not be required of any entity; the equity interest is which are regularly traded on an established securities market in the United States or other country; or any entity, the ownership interest of which are held in a limited partnership consisting of more than 5,000 separate interest and where no one person or entity holds more than a total of 5% of the ownership interest in the limited partnership.

Public Hearing No: \_\_\_\_\_



**RESPONSIBILITIES OF THE APPLICANT**

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby acknowledge that I am aware of the preliminary review of plans of the proposed project by the Department of Environmental Protection (**DEP**), and/or the Department of Environmental Resources Management (**DERM**), the Florida Department of Transportation (**FDOT**). In addition, the Miami-Dade County Fire Department (**MDFD**) for the staging area of the proposed project along with the Miami-Dade County Biscayne Bay Shoreline Development Review Committee will review and comment for approval all development applications. These comments sometimes include requirements for an additional public hearing before (**DERM**) and the Environmental Quality Control Board, (**EQCB**) in the preparation and execution of agreements to run with the land, which are recorded, prior to obtaining a building permit.

I understand that is my responsibilities as the applicant or applicants representative to promptly follow through with the compliance of **DEP, DERM, MDFD,** and /or Florida Department of Transportation **FDOT** requirements or to advise this office in writing if the application will not go forward and may be considered withdrawn. Contact with the above-mentioned agencies is advised during the hearing process.

Permit requirements: I also understand that the Florida Building Code, **DEP, DERM, MDFD,** and /or Florida Department of Transportation **FDOT** may contain requirements that affect my ability to obtain a required building permit for my project, even if the zoning application is approved at public hearing. I am aware that a Building Permit is required for all construction and that I am responsible for obtaining the required permit, all required inspections, the Certificate of Use and Occupancy or Certificate of Completion for any and all structures and additions whether proposed or existing without permits. Additionally I am aware a Certificate of Use and Occupancy must be obtained for the use of the property, if approved at a Zoning Hearing and that failure to obtain the required permits and/or Certificates of Completion, Use and Occupancy will result in the initiation of enforcement action against the occupant and owner. I further understand that submittal of Zoning Hearing application will not necessary forestall enforcement action against the property.

Fees: I understand that the hearing fees paid at the time of filing may not be the total cost of the hearing and that I will be advised of any other fees that can be associated with the public hearing application.

\_\_\_\_\_  
Signature

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

Notary: Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

My commission expires \_\_\_\_\_

## ADVERTISEMENT AND MAILING REQUIREMENTS

Please be informed that there are two more steps that need to be taken by you prior to the public hearing to be heard.

\*First you need to submit the legal description of the property to a firm that compiles the name and address from the County tax record of all property owners within **300 feet radius** of the subject property being heard by the City Commission.

**Exceptions:** The City will notify and solicit comments from adjacent jurisdictions and the School Board of any request for land use amendments, variances, conditional uses or site plan approvals which impact property **within 500 feet** of a public school or **within 500 feet** of the boundaries of an adjacent jurisdiction is to be serve as per the Intergovernmental Coordination Element (ICE) *Objective 4* of the Comprehensive Master Plan.

You can choose a firm from the list provided below or use another firm. The following are the names of several companies that you may want to use to obtain the required mailing labels and accompanying maps, legal description and certified letter. **The City of Sunny Isles Beach does not claim responsibility for the accuracy or timely acquisition of the information provide by these companies.**

**Georgina Cabrera**  
**Data Research Associates**  
**(305) 207-1412**

**Consuelo M. Quintana**  
**Real Estate Data Researcher**  
**(305) 858-2287**

**Hal Lieberman**  
**Logear Mailing**  
**(305) 895-2492**

**Ray Hunt**  
**Florida Real Estate**  
**Decisions, Inc.**  
**(305) 757-6884**

**Diana Rio**  
**Rio Development Resources**  
**(305) 498-1614**  
**diana@rdrmiami.com**

\*After you receive the names of the property owners, the public hearing advertisement needs to be mailed. The City will provide a copy of the advertisement and envelopes for mailing. The applicant makes the necessary number of copies of the advertisement as required per number of mailing labels. The copies and envelopes are then mailed out. We have found that it is more cost efficient for the applicant to use a mailing house because they use bulk mail. The cost associated with getting the names of the owners and the use of the mailing house service are paid directly to the respective companies. All these steps need to be done at least 10 days prior to the public hearing date. If you have, any questions contact our office at (305) 792-1710. The following is the name of the mailing company that you may want to use, however the applicant can mail their own public hearing notice or use another mailing company.

**AFFIDAVIT FOR MAILING NOTICES**

HEARING NUMBER \_\_\_\_\_

NAME OF APPLICATION \_\_\_\_\_

I THE UNDERSIGNED INDIVIDUAL, DO HEREBY AFFIRM THAT ON THE DATE REFERENCED BELOW, THE NOTICES FOR THE AFOREMENTIONED PUBLIC HEARING NUMBER WERE RECEIVED FROM THE APPLICANT OR REPRESENTATIVE OF ABOVE MENTIONED HEARING. SAID NOTICES WERE POSTEMARKED AND MAILED THROUGH THE U.S.POSTAL SERVICE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## **Site Plan Submission Requirements**

### **Sec. 265-18(E)**

At application time, 5 sets (11x17) and 1 (24x36) (additional copies will be requested after external DRC) of folded and collated plans containing the following:

1. Sealed current survey prepared by a Florida registered land surveyor, certified as to meeting the requirements of Chapter 21HH-6, Florida Administrative Code. At a minimum the survey shall show the property's topography, water bodies, easements, rights-of-way, existing structures and paved areas. This survey shall be based upon current ownership and encumbrance report and shall so be stated on the survey itself;
2. A tree survey is required if there are indications of existing native tree species or mature trees or palms not on the Miami-Dade County list of exotic or invasive species on the site when development is proposed within City areas of particular concern as identified in the City's Comprehensive Plan;
3. Site development plans (Scale to be one inch equals 20 feet unless prior approval is received otherwise) shall include in proper form, detail, dimension and scale, the following:
  - Location, size and height of all principal and accessory structures, including buildings, wall, fences, walkways, driveways, parking areas, including garage and loading areas.
  - The building and floor plan, including roof plan.
  - Location, character and enclosure of all outside facilities for waste storage and disposal and/or outdoor storage, if any.
  - Exterior elevation with material, color designation, architectural finish treatments, surface treatments and curbing proposed for parking and loading areas including ingress and egress drives.
  - Landscaping plan (signed and sealed by a Florida registered landscape architect and planting schedule). Plans shall include required and provided quantities of plant materials.
  - Location, size, character, height and orientation of all signs.
  - Placement, height, and fixture design of all major exterior lighting fixtures, including hours of operation illumination and shielding of exterior lighting, certification by a registered professional engineer or registered architect that exterior lighting, as designed will not exceed the footcandle levels at the adjacent private property lines.

- Off-site sketch map including, but not limited to, location of structures, utilities, rights-of-way and curb cuts within 300 feet of the subject property and other pertinent features.
- Information as to all perimeter buffer requirements for adjacent properties.
- A master site plan is required for all phased development.
- Site data information including but not limited to zoning districts, permitted and proposed FAR, lot coverage, open space, parking, building height, density, setbacks and lot size information.
- Details of all types of parking spaces and parking and truck loading areas showing ingress and egress.
- Estimated construction schedule.
- Estimated construction fees.
- Artwork appraised value.
- All signage locations, types and details.
- Engineering plans (scale to be one inch equals 20 feet unless prior approval is received otherwise) including water, sewer, paving and drainage and utility locations.
- Locations and details of all entry feature (if applicable).
- The location and owners of all adjoining lands as shown on the latest tax records, copies of all existing and proposed deed restrictions or covenants applying to the property, including covenants and agreements restricting the use, establishing future ownership and maintenance responsibilities for recreation and open space areas, existing zoning and prior zoning approvals and any other legal agreements documents and information required by the Planning and Zoning Director or the City Commission.
- Other elements integral to the proposed development as considered necessary by the City Commission.

**SUNNY ISLES BEACH  
2022 DEVELOPMENT REVIEW SCHEDULE  
§ 265-11 (D)**

<b>New Application Submittal Deadlines</b>	<b>Regular DRC Meeting Dates</b>	<b>Revision Submittal Deadlines</b>	<b>Commission Meeting Dates</b>
December 3, 2021	December 14, 2021	December 20, 2021	January 20, 2022
January 7, 2022	January 18, 2022	January 24	February 17
February 4	February 14	February 18	March 15
March 4	March 14	March 18	April 12
April 1	April 12	April 18	May 19
May 6	May 17	May 23	June 16
June 3	June 14	June 20	July 21
July 1	July 19	August 22	No meeting in August
August 5	August 16	August 22	September 15
September 2	September 13	September 19	October 20
October 7	October 18	October 24	November 17
November 4	November 15	November 21	December 15

NOTES:

- 1) Application submittals accepted no later than 3:30 p.m.
- 2) Final revision submittals will be accepted no later than 12:00 p.m. of the revision submittal deadline dates. Please be advised that revision submittal deadline dates are **subject to change at the discretion of the Director**.
- 3) Upon a determination by the Director that the applicant has addressed all review agency comments or indicated s/he is declining to respond, the Director shall submit full recommendations to the City Manager and City Attorney prior to its issuance to the applicant and public.
- 4) Once the City Manager and City Attorney review said recommendation, they shall advise the Director that a public hearing shall be scheduled for the next available zoning agenda meeting.

Please be advised that submission dates and DRC meeting dates are **subject to change**. It is recommended that applicants contact the Planning and Zoning Department prior to submission to confirm dates.

# Recovery Cost Fee Schedule for Planning and Zoning Services

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		Applicable Fees
Flat Application Fee .....	\$ 500.00	<input type="checkbox"/>
Flat Application Fee (Violation) .....	\$ 750.00	<input type="checkbox"/>
<b>SITE PLAN REVIEW</b>		
Residential .....	\$ 1,500.00	<input type="checkbox"/>
Commercial .....	\$ 2,000.00	<input type="checkbox"/>
<b>Size of Property (Land)</b>		
Residential .....	\$ 300.00	<input type="checkbox"/>
Residential over an acre.....	\$ 500.00	<input type="checkbox"/>
Commercial .....	\$ 400.00	<input type="checkbox"/>
Commercial over an acre .....	\$ 800.00	<input type="checkbox"/>
<b>Size of Building</b>		
Residential R-1 (Each 1,000 sq ft or portion thereof).....	\$ 400.00	<input type="checkbox"/>
Residential R-TH (Each 2,000 sq ft or portion thereof).....	\$ 200.00	<input type="checkbox"/>
Multi-Family Residential (Each 5,000 sq ft or portion thereof)	\$ 100.00	<input type="checkbox"/>
Commercial (Each 1,000 sq ft of portion thereof) .....	\$ 500.00	<input type="checkbox"/>
<b>Number of Units</b>		
Residential (Single-family/Duplex).....	\$ 300.00	<input type="checkbox"/>
Residential (from 3 to 20 units).....	\$ 500.00	<input type="checkbox"/>
Residential (Over 20 units/Each additional 20 units).....	\$ 1,000.00	<input type="checkbox"/>
*Commercial (each unit).....	\$ 100.00	<input type="checkbox"/>
<b>Variances</b>		
Residential (Single-Family/Duplex).....	\$ 500.00	<input type="checkbox"/>
Residential from 3 up to 20 units .....	\$ 1,200.00	<input type="checkbox"/>
Residential 20 units and above .....	\$ 2,000.00	<input type="checkbox"/>
Commercial .....	\$ 1,000.00	<input type="checkbox"/>
<b>Conditional Uses</b>		
Residential .....	\$ 1,500.00	<input type="checkbox"/>
Multifamily .....	\$ 2,200.00	<input type="checkbox"/>
Commercial .....	\$ 4,000.00	<input type="checkbox"/>
LAND USE PLAN AMENDMENT .....	\$ 15,000.00	<input type="checkbox"/>
REZONING .....	\$ 7,500.00	<input type="checkbox"/>
PLAT .....	\$ 10,000.00	<input type="checkbox"/>
TRANSFER OF DEVELOPMENT RIGHTS .....	\$ 5,000.00	<input type="checkbox"/>
APPEALS OF ADMINISTRATIVE DECISIONS .....	\$ 3,000.00	<input type="checkbox"/>
TEMPORARY USES (BOND REQUIRED) .....	\$ 2,500.00	<input type="checkbox"/>
SITE PLAN MODIFICATIONS.....	\$ 10,000.00	<input type="checkbox"/>