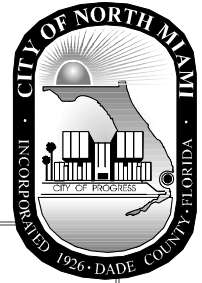


**CITY OF NORTH MIAMI
DEPARTMENT OF BUILDING & ZONING**



**BOARD OF ADJUSTMENT (BOA)
GENERAL REQUIREMENTS AND PROCEDURES
APPLYING FOR A VARIANCE OR SPECIAL EXCEPTION USE**

Please read the following information on the general requirements and procedures of the Board of Adjustment. Incomplete applications will not be accepted. For questions concerning the Board of Adjustment application requirements and procedures, please contact the Department of Building & Zoning at 305-893-6511, Extension 12148. Unless told otherwise by Joanne Martin in Building & Zoning, all applicants must have a pre-conference with the Zoning Administrator to describe and explain the purpose the of the BOA request.

Board of Adjustment Members

The Board of Adjustment consists of current residents of North Miami who have been appointed by a member of the North Miami City Council.

Submittal Dates/Meeting Dates and Times

The Board of Adjustment shall meet on the third (3rd) Wednesday of each month (as needed) at 6:30pm in the City Council Chambers in City Hall, which is located at 776 NE 125 Street.

Board of Adjustment Procedure

1. Fill out the "Development Application" which is included in this packet. **Your Petition (Development Application) will not be processed unless your application is complete.** The required attachments are listed on the following page.
2. The Petition and all attachments must be filed no later than 3:00 pm on the day of the filing deadline in order to be placed on the Board of Adjustment meeting agenda for the following month. You must also pay the filing fee. The deadline dates and applicable fees are listed on the last page of the packet.
3. You will be contacted to pick up a Public Notice Sign 8-10 days prior to the Board of Adjustment meeting date. The sign must be conspicuously posted on your property one week prior to the meeting and remain posted until final action by the City Council.
4. If your Petition is for a Special Exception Use for the Sale of Alcoholic Beverages or for a new business, you must also apply for an occupational license in the City Clerks Office.
5. The Board of Adjustment meetings start at 6:30 pm, and the City Council meetings start at 7:00 pm. Both are held in the City Council Chambers on the 2nd floor of City Hall, 776 NE 125 Street, North Miami, Florida. The meetings are open to the public. For additional information, call the Department of Building and Zoning at 305-893-6511, extension 12148. The department is located at 12340 NE 8 Avenue, North Miami, Florida 33161.
6. **You must obtain a building permit from the Department of Building and Zoning within six months of approval of the variance or special exception use. AFTER SIX MONTHS, THE APPROVAL BECOMES NULL AND VOID.**

REQUIRED DOCUMENTS:

_____ **Petition to Appear before the Board of Adjustment (Development Application).**

_____ **A letter of intent** clearly explaining what it is you propose to do. If a business, include the type of business, the days and hours of operation, the number of employees on the largest shift and the square footage occupied by the business. All other applicants should include any information applicable to the request. All variance requests must include a statement of hardship, or what the hardship is that necessitates the variance request.

_____ **A notarized letter** from the property owner (if applicable) stating knowledge and approval of the request.

_____ **A current survey of the property (17 copies required)**, including the legal description.

_____ **A site plan of the property (17 copies required)**, and if applicable a floor plan of the building, drawn to scale and depicting clearly the items that are subject to the variance or special exception request. The site plan will include the building and all the parking and landscaping, either existing or proposed. The floor plan will indicate the way the building will be used, for example, as a meeting room or office space, for retail sales, etc. Staff will assist you as necessary in determining the type of plans you will be required to submit.

_____ **A certified map and two sets of mailing labels** indicating the names and address of property owners within a 500-foot radius of the subject property (for public notice requirements). A list of some of the companies that perform this service are:

Florida Real Estate Decisions (305)-757-6884 Lopez Data Research (305)-451-5502
Real Estate Data Researcher (305)-207-1412 Consuelo Quintana (305)-858-2287

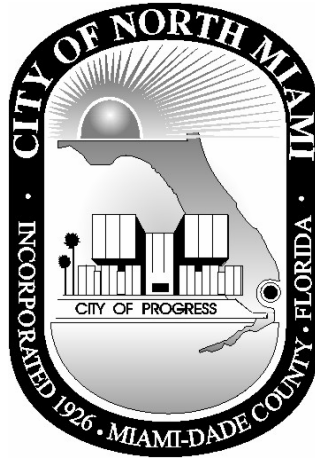
SUBMITTAL OF AN APPLICATION

* Applications will not be processed unless all requirements have been submitted by the submittal deadline.

Application Submittal Deadline	Board of Adjustment Hearing
January 26, 2007	February 21, 2007
February 23, 2007	March 21, 2007
March 30, 2007	April 18, 2007
April 27, 2007	May 16, 2007
May 25, 2007	June 20, 2007
June 29, 2007	July 18, 2007
July 27, 2007	August 15, 2007
August 31, 2007	September 19, 2007
September 28, 2007	October 17, 2007
October 26, 2007	November 21, 2007
November 30, 2007	December 19, 2007
December 28, 2007	January 16, 2007

All applications and fees shall be submitted in person between the hours of 8:15 a.m. 3:00 p.m., Monday through Friday to:

**Department of Building & Zoning
12340 NE 8 Avenue
Miami, FL 33161**



DEVELOPMENT APPLICATION
DEPARTMENT OF BUILDING AND ZONING

Section 1: General Application Requirements
Section 2: Schedule of Application Fees

City of North Miami
Department of Building & Zoning
12340 N.E.8 Avenue
Miami, Florida 33161
(305) 893-9820
www.northmiamifl.gov

Section 1: General Requirements

M:\A APPLICATIONS\BUILDING ZONING Development Application.doc

Application #: _____
Project Name: _____

Development Application

INSTRUCTIONS: Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable).

DEVELOPMENT REQUEST – Check one type ONLY (Use separate applications if applicable)		
<input type="checkbox"/> Abandonment/Vacation of Right-of-Way or Easement (SRC) <input type="checkbox"/> Administrative Variance (AV) <input type="checkbox"/> Appeal of Administrative Interpretation (BOA) <input type="checkbox"/> Annexation (PC) <input type="checkbox"/> Comprehensive Plan Text Amendment (PC) <input type="checkbox"/> Conditional Use Permit (PC)	<input type="checkbox"/> Development of Regional Impact DRI <input type="checkbox"/> Land Use Plan Map Amendment (PC) <input type="checkbox"/> Master Plan Development (SRC) <input type="checkbox"/> Plat (SRC) <input type="checkbox"/> Plat Waiver (SRC) <input type="checkbox"/> Rezoning (PC)	<input type="checkbox"/> Side Walk Café Permit (SRC) <input type="checkbox"/> Site Plan (SRC) <input type="checkbox"/> Special Exception (BOA) <input type="checkbox"/> Variance (BOA) <input type="checkbox"/> Zoning Code Amendment (PC) Other _____

DEVELOPMENT/PROJECT NAME:	
DEVELOPMENT/PROJECT ADDRESS OR LOCATION:	
Legal Description (attach separate sheet if necessary):	
All Tax ID Folio Numbers:	
Project Narrative (Brief description)(Please attach as a separate sheet)	
Residential Use(s)/Unit Type(s):	Site Area (sq. ft. & acres):
Number of Residential Units:	Existing Zoning Designation(s):
Non-Residential Use(s) (Type & sq. ft.):	Proposed Zoning Designation(s):
Current Use(s) of Property:	Existing Land Use Designation(s):
Proposed Use(s) of Property:	Proposed Land Use Designation(s):
Is the property platted? OR Book & Page: Plat Name: Is the property an existing legal lot of record? If No, please explain.	Will the plat be affected by this application? If yes, please explain. Is the property the subject of Code Enforcement Action? If yes, Code Enforcement Case No.:

PROPERTY OWNER NAME:		PROPERTY OWNER SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public – State of Florida)</u>			
<u>(Print, Type or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

CONTRACT PURCHASER NAME:		CONTRACT PURCHASER SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Copy of executed contract			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF _____			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public – State of Florida)</u>			
<u>(Print, Type or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

TENANT NAME:		TENANT SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Copy of executed lease			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public – State of Florida)</u>			
<u>(Print, Type or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

AGENT'S NAME:		AGENT'S SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
Will the applicant be represented by an attorney at public hearing(s)?			
<input type="checkbox"/> Yes (please provide contact information):			
<input type="checkbox"/> No			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public – State of Florida)</u>			
<u>(Print, Type or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

Section 2
Schedule of Application Fees

<u>Application</u>	<u>Fee</u>
<u>Abandonment of Right of Way</u>	<u>\$850.00</u>
<u>Additional Variance Requests</u>	<u>\$100.00</u>
<u>Administrative Variance</u>	<u>\$250.00</u>
<u>Administrative Variance Notice Fee</u>	<u>\$25.00</u>
<u>Annexation</u>	<u>\$45.00</u>
<u>Appeal of Administrative Interpretation</u>	<u>\$100.00</u>
<u>Conditional Use Permit</u>	<u>\$500.00</u>
<u>Continuation of an Agenda Item</u>	<u>\$100.00</u>
<u>Final Plat</u>	<u>\$400.00</u>
<u>Land Use Plan Amendment</u>	<u>\$1,500.00</u>
<u>Master Plan Development/ Non Residential</u>	<u>\$500 + \$20 per acre</u>
<u>Master Plan Development/ Residential</u>	<u>\$200 + \$1.00 per acre</u>
<u>Paint Review</u>	<u>\$100.00 Commercial Only</u>
<u>Publishing/ Noticing</u>	<u>\$250</u>
<u>Revisions to Site Plan</u>	<u>\$100.00</u>
<u>Rezoning</u>	<u>\$400.00</u>
<u>Side Walk Café Permit</u>	<u>Application Fee Waived. \$50 Annual Renewal</u>
<u>Signs (Public Notice)</u>	<u>\$50.00</u>
<u>Site Plan / Non Residential</u>	<u>\$400 + \$15 per 1,000 sq. ft. of building area</u>
<u>Site Plan/ Residential</u>	<u>\$200 + \$15 per 1,000 sq. ft. of building area</u>
<u>Special Exception</u>	<u>\$500.00</u>
<u>Substantial Compliance Review</u>	<u>\$100.00</u>
<u>Tentative Plats</u>	<u>\$400.00</u>
<u>Tree Removal</u>	<u>\$75.00 + \$10.00 per acre</u>
<u>Variance Due to Violation (Additional)</u>	<u>\$100.00</u>
<u>Variance/ Commercial</u>	<u>\$450.00</u>
<u>Variance/ Residential</u>	<u>\$250.00</u>
<u>Waiver of Plat</u>	<u>\$400.00</u>

Please note that all application fees submitted are non-refundable.