



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 305-895-9820, Extension 12139. Unless told otherwise by the Zoning Administrator, all applicants must schedule a meeting with staff to explain their request and go over the application requirements.

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 every other month 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 seven 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.
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 a certificate of use and business tax receipt if the request is approved.
5. The Board of Adjustment meetings start at 6:30 pm and 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 305-895-9820. 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 one year of the date of the variance or special exception use approval. An extension of time may be granted by the Building and Zoning Department for good cause, for a period not to exceed six (6) months for a variance and twelve (12) months for a Special Exception, and only if requested within the original period of validity. AFTER THE ORIGINAL PERIOD OF VALIDITY, 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 and nature 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 current survey of the property (14 copies required if larger than 11” x 17”),** which shall include the legal description.

_____ **A site plan of the property (14 copies required if larger than 11” x 17”),** 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. and shall include square footages. 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:

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| 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 23, 2013	February 20, 2013
March 20, 2013	April 17, 2013
May 22, 2013	June 19, 2013
July 24, 2013	August 21, 2013
September 18, 2013	October 16, 2013
November 20, 2013	December 18, 2013

All applications and fees shall be submitted in person between the hours of 7:30 a.m. and 3:00 p.m., Monday through Friday to:

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