



**COMMUNITY PLANNING & DEVELOPMENT
DEPARTMENT - PLANNING**

APPLICATION FOR ABANDONMENT / VACATION OF RIGHT-OF-WAY

**SUBMIT ALL
SECTION 1: APPLICATION**

**HELPFUL INFORMATION
SECTION 2: CHECKLIST
SECTION 3: FEE SCHEDULE
SECTION 4: DEPARTMENT CONTACTS**

City of North Miami
Community Planning & Development Department
12400 NE 8 Avenue North Miami, FL 33161
305-895-9825
www.northmiamifl.gov



SECTION 1: APPLICATION FOR ABANDONMENT / VACATION OF RIGHT-OF-WAY

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/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 Letter of Intent 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?	Will the plat be affected by this application? If yes, please explain.
OR Book & Page:	
Plat Name:	
Is the property an existing legal lot of record?	Is the property the subject of Code Enforcement Action?
If No, please explain.	If yes, Code Enforcement Case No.:
PROPERTY OWNER / APPLICANT / AGENT INFORMATION	
Property Owner (s) _____	
Address _____	
Phone _____ Fax _____ E-mail _____	
Applicant _____	
Address _____	
Phone _____ Fax _____ E-mail _____	
Agent _____	
Address _____	
Phone _____ Fax _____ E-mail _____	
CONTACT PERSON	
Identify one person to serve as the contact for the City during the application process. This will be the person notified by the City regarding comments and meetings (if needed).	
Name _____	
Address _____	
Phone _____ Fax _____ E-mail _____	

CERTIFICATION

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application I am acting with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I understand that all materials required by the City of North Miami must be submitted prior to having this application processed and that additional fee or materials may be required as a result of processing of this application.

Owners Signature

Date

OWNER'S SWORN-TO-CONSENT PERMITTING AGENT TO FILE FOR A HEARING

I, _____, being the first duly sworn, depose and say that I am the owner of the property describe herein and which is the subject matter of the proposed hearing, do hereby authorize _____ to file this application for a public hearing.

Signature

Date

NOTARIZATION

STATE OF FLORIDA/COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____

(Signature of Notary Public – State of Florida)

(Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____

FOR CITY STAFF USE ONLY

☐ Application Fee: \$ _____

SUPPORTING DOCUMENTS RECEIVED

☐ Mail Public Notice Required

☐ Proof of Ownership

APPLICATION NO: _____

☐ Sign Public Notice Required

☐ Warranty Deed

INTAKE DATE: _____

☐ Letter of Consent

☐ Project Narrative/Letter of Intent

RECEIPT NO.: _____

Application Complete: YES ___ NO ___

☐ Required Submittal Documents

RECEIVED & REVIEWED BY:

COMMENTS:



OWNER'S LIMITED POWER OF ATTORNEY PERMITTING APPLICANT TO FILE FOR THE REQUEST
(CORPORATION)

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

On behalf of _____, a _____ (state) corporation,
_____ being first duly sworn, deposes and says that as the
President/Vice-President, or CEO (circle one) of the aforesaid Corporation, which is the owner of the property legally described below
and which is the subject property of the proposed request, does hereby grant limited power of attorney to _____
_____, as applicant, to file this application for the proposed request.

LEGAL DESCRIPTION:

WITNESSES:

Signature

Print Name

Signature

Print Name

Name of Corporation

Address

By: President, Vice-President or CEO (circle one)

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

Notary _____

Commission Expires:



OWNER'S LIMITED POWER OF ATTORNEY PERMITTING APPLICANT TO FILE FOR THE REQUEST
(INDIVIDUAL)

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

I, _____, the fee owner, which is the fee owner of the property legally described below and which is the subject of the proposed request, do hereby grant limited power of attorney to _____, to file this application for the proposed request.

LEGAL DESCRIPTION:

WITNESSES:

Signature

Print Name

Signature

Print Name

Fee Owner's Signature

Print Name

Address

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

Notary _____

Commission Expires:



SECTION 2: CHECKLIST

1. **Completed** application form, including information on the subject property location, folio number and legal description.
2. Pay processing fee totaling **\$2,974**. Checks should be made payable to the "City of North Miami".
3. Required to pay a cost recovery fee for two independent appraisal requests for right-of-way or alleyway abandonment of **\$1,298 (\$649 each)** for property abutting residentially zoned lots and/or **\$2,162 (\$1,081 each)** for property abutting non-residentially zoned lots. You will be invoiced for any additional fee deposits necessary.
4. Required to pay an advertising fee of **\$1,250**, and a sign fee of **\$250.00** per street frontage.
5. Letter of intent. The letter must include a summary outlining the purpose and justification for the abandonment and indicate how the request meets the requirements of **Section 3-903** of the City's Land Development Regulations. Also indicate whether your abutting property is vacant or improved, if improved, what type of building and number of jobs, if any, to be created by your project.
6. Provide proof of ownership (submit a copy of a deed, tax record, etc).
7. Provide **1 electronic copy and ten (10) folded copies of an engineer's survey/ plat of survey which clearly identifies and highlights the proposed area to be abandoned/vacated**. Plans must be individually folded to a size no larger than 8-1/2 x 11 inches with the title block folded out. The plat of survey should be current (prepared within one (1) year from the date of application). **Rolled plans will not be accepted.**
8. Applicants must send out utility letters and one copy of the plat of survey to all utility companies (below) in order to determine the impact of the proposed vacation on utilities. Written responses from all public utilities must be submitted to the City Planner before the vacation can be scheduled for final City Council public hearing. **It is the applicant's responsibility to see that the public utility companies submit the written comments.**
9. The City will supply the Applicant with a courtesy notice to mail to property owners within a 500 ft. radii of the subject right-of-way area, in advance of the public hearings before Planning Commission and City Council. For your convenience the following are the names of several companies that prepare mailing labels, accompanying maps and legal descriptions. However, please be advised that the City of North Miami does not claim responsibility for the accuracy or timely acquisition of the information provided by these companies.

Name of Company	Telephone Number
FLORIDA REAL ESTATE DECISIONS	305-757-6884
CONSUELO QUINTANA	305-858-2287
REAL ESTATE DATA RESEARCHER	305-207-1412
RIO DEVELOPMENT RESOURCES	305-498-1614

Community Planning & Development

SECTION 3: FEE SCHEDULE

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

Application	Fee
Affordable Housing Needs Assessment	\$3,244 (Cost Recovery)
Abandonment of Right of Way/Easement/Alleyway	\$2,974
Annexation	\$541 (plus Noticing) Applicant also pays separate election fees.
Appraisal of City Rights of Way/Alleyway	\$649 Abutting Residential/\$1,081 Abutting Non Residential
Campus Master Plan	\$1,135+\$8.00/100 sq.ft.
Campus Master Plan Amendment	\$541
Comprehensive Plan Determination Letter	\$234
Conditional Use Permit	\$1,081
Conditional Use Permit Amendment	\$541
Conditional Use Permit Master Plan Development/ Non Residential	\$541 + \$22 per acre
Conditional Use Permit Master Plan Development/ Residential	\$216 + \$1.00 per acre
Continuation of a Public Hearing Item	\$112
Development Agreement	\$4,150
Development of Regional Impact (DRI) Review	\$17,853
DRI – Notice of Proposed Change(NOPC)	\$6,920
Land Development Regulations – Text Amendment (Including Establishment of Use)	\$ 2,162
Land Use Plan Amendment – Comprehensive Plan Text Amendment	\$ 4,325
Land Use Plan Amendment – Map Amendment	<Small Scale \$2,811 ; >Large Scale \$4,325
Review of legal documents i.e. easement, deeds, agreements , dedications	\$66 per hour
Rezoning/LDR Zoning Map Amendment	\$ 2,595
Plat – Final Plat	\$1,000 Residential. \$1,500 Non Residential.
Plat -Tentative Plat	\$1,000 Residential plus cost recovery with deposit of \$750 \$1,500 Non Residential plus cost recovery with deposit of \$750
Plat -Waiver of Plat	\$1,000 Residential. \$1,500 Non Residential
Public Hearing Only (Non DRC proposed items seeking Resolution adoption by City Council)	<u>\$324</u>
Publishing/ Noticing	\$1,250 deposit*
*Note: In the event that the publication and notice charges exceed the amount of the deposit above, the applicant shall be responsible to pay the City the full cost of such charges.	
Signs (Public Notice)	\$250
Traffic Impact Analysis Review	Cost Recovery, subject to the assessment of the consultant.
Unity of Title Review	\$541
Vested Rights Determination	\$1,829

SECTION 4: CITY STAFF CONTACT LIST

Name	Phone No.	E-mail
For Planning Commission		
Marline Monestime Planning Commission Secretary	305.893.6511 ext. 19005	mmonestime@northmiamifl.gov
Debbie Love, AICP City Planner	305.893.6511 ext. 19003	dlove@northmiamifl.gov
Amanda Murray, Sustainability Administrator	305.893.6511 ext. 19007	amurray@northmiamifl.gov
Tanya Wilson, AICP Planning Zoning & Development Director	305.893.6511 ext. 19001	twilson@northmiamifl.gov
For Development Review Committee		
Lorna Louis-Pierre, Sr. Planning Technician	305.893.6511 ext. 19012	llouis-pierre@northmiamifl.gov
Derrick Cook, MBA Zoning Manager	305.893.6511 ext. 19004	dcook@northmiamifl.gov
Isaiah Valcin, Zoning Clerk	305-893-6511 ext. 19011	ivalcin@northmiamifl.gov
For Public Works Department		
Wisler Pierre-Louis, Public Works Director	305-893-6511 ext. 12501	pwisler@northmiamifl.gov
Akin Ozaydin City Engineer	305-893-6511 ext. 14010	dozaydin@northmiamifl.gov

FPL	Access this link http://www.fplmaps.com/pml/ ; enter property zip code to obtain the project manager and contact information.	
AT&T Network Operations	Joel Gonzalez 6195 NW 82nd Avenue, Miami, FL 33166; Florida Mgr. DSP Planning/Engineering jgl184@att.com Attn: Joel Gonzalez AT&T	305.222-8740
TECO Peoples Gas	Joan Domning Email: JDomning@tecoenergy.com	813-275-3783 NOTE: *Teco Peoples Gas prefers to correspond through email*
Dept. of Environmental Resource Mgt. Office of Plan Review Services	11805 SW 26 Street, Suite 124 Miami, FL 33175	786-315-2800
Miami-Dade Platting & Traffic Review	Raul Pino - Chief	305-375-2141
Florida Dept Of Transportation - Permit Office	Attn: Ali Khalilahmadi, PE,	305-470-5367
School Board of Miami-Dade County	Attn: Ivan Rodriguez	305-995-4899/ lrodriguez@dadeschools.net