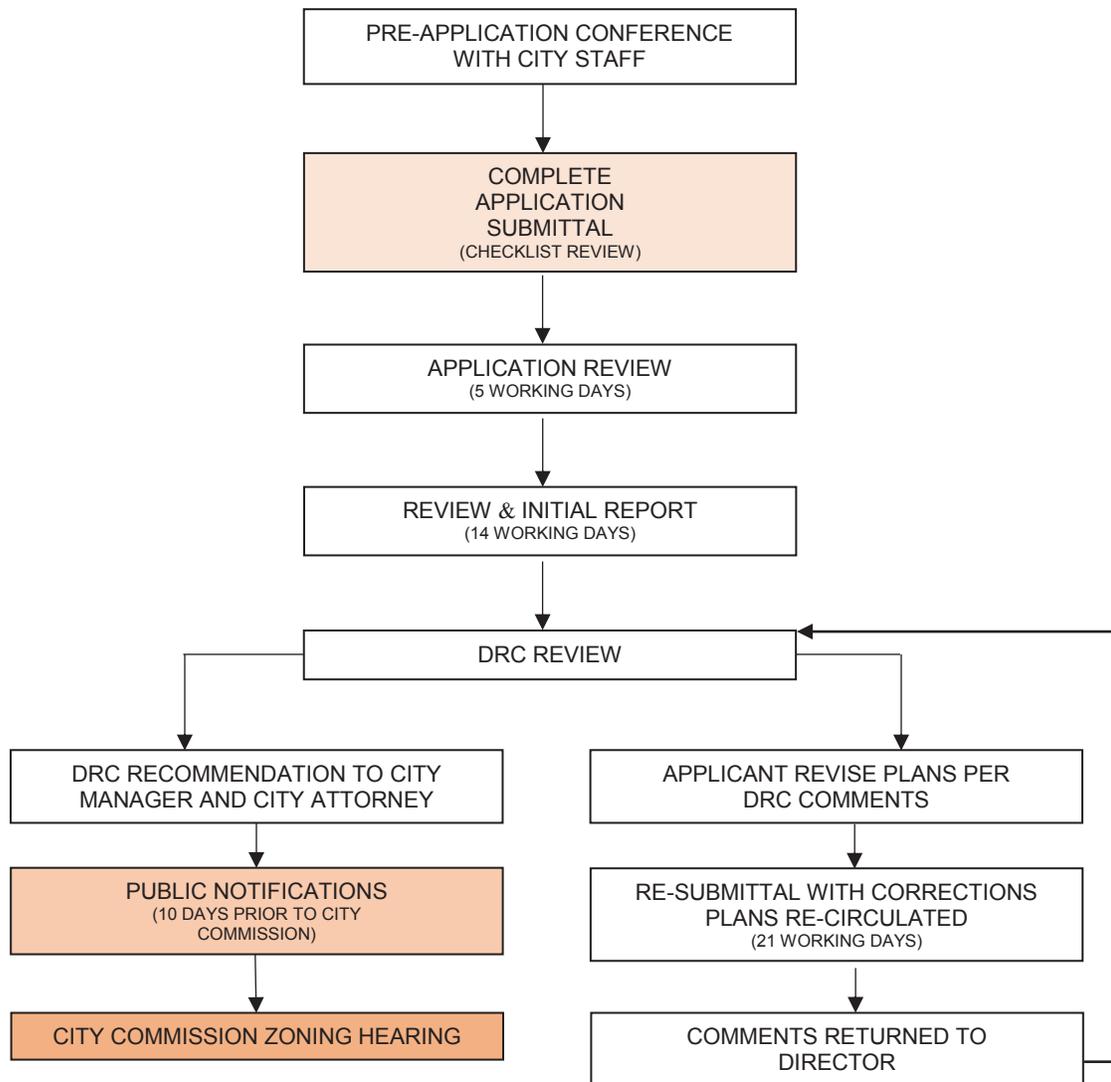




PUBLIC HEARING APPLICATION PACKAGE



**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: _____

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

Name and Address

Percentage of Interest

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

.....

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

NAME AND ADDRESS

PERCENTAGE OF OWNERSHIP

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

.....

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: _____

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@rdmiami.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
2020 DEVELOPMENT REVIEW SCHEDULE
§ 265-11 (D)**

New Application Submittal Deadlines	Regular DRC Meeting Dates	Revision Submittal Deadlines	Commission Meeting Dates
December 6, 2019	December 17, 2019	December 26, 2019	January 16, 2020
January 3	January 21	January 28	February 20
February 7	February 20	February 25	March 19
March 6	March 19	March 24	April 16
April 3	April 21	April 28	May 21
May 1	May 19	May 26	June 18
June 5	June 18	June 23	July 16
No meeting	No meeting	No meeting	No meeting in August
August 7	August 18	August 25	September 17
September 4	September 17	September 22	October 15
October 2	October 20	October 27	November 19
November 6	November 19	November 24	December 17

- NOTES:
- 1) Application submittals accepted no later than 3:30 p.m.
 - 2) Final revision submittals will be accepted no later than 3:30 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 Planning & Zoning Director**.
 - 3) Upon a determination by the Planning & Zoning 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

		Applicable Fees
Flat Application Fee	\$ 500.00	<input type="checkbox"/>
Flat Application Fee (Violation)	\$ 750.00	<input type="checkbox"/>
SITE PLAN REVIEW		
Residential	\$ 1,500.00	<input type="checkbox"/>
Commercial	\$ 2,000.00	<input type="checkbox"/>
Size of Property (Land)		
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"/>
Size of Building		
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"/>
Number of Units		
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"/>
Variances		
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"/>
Conditional Uses		
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"/>