



## Miami Shores Village

10050 Northeast Second Ave  
 Miami Shores, Florida 33138  
 Telephone (305) 795-2207 Fax (305) 756-8972  
[www.miamishoresvillage.com](http://www.miamishoresvillage.com)

### DEVELOPMENT ORDER EXTENSION APPLICATION FORM

Per [Section 906 – Issuance of Development Orders](#) of the Village’s Zoning Code, when there are extenuating circumstances that prohibit the submittal for a building permit or the completion of construction, repairs, or restoration within the approved time periods, the Applicant may file with the Planning, Zoning and Resiliency Department a one-time request for extension of time prior to the expiration of the initial time limit deadline. The Planning, Zoning and Resiliency Director, or designee, may provide an extension not to exceed six (6) months and may impose such conditions on the extension as are warranted. The Planning and Zoning Board may grant an additional six-month extension, upon showing proof of extenuating circumstances and may impose such conditions on the extension as are warranted. In either case, no extension shall be accepted after the time limit has expired.

Any new structure or addition to an existing structure shall be completed within 18 months of the date of the submittal of the first building permit, unless otherwise provided in the Village Development Order.

Failure to adhere to the terms and conditions of a Development Order shall be considered a violation of the Village Code. Persons found violating the conditions of a Development Order shall be subject to the penalties prescribed by [Section 2-81](#) of the Village Code, including, but not limited to, the revocation of any of the approval(s) granted by such Development Order.

|                            |                          |   |                          |                                      |
|----------------------------|--------------------------|---|--------------------------|--------------------------------------|
| <b>Extension requested</b> | <input type="checkbox"/> | 6 months - Planning, Zoning, and Resiliency Director - Administrative | <input type="checkbox"/> | 6 months – Planning and Zoning Board |
|----------------------------|--------------------------|---|--------------------------|--------------------------------------|

#### Property Information

|                 |  |
|-----------------|--|
| Address         |  |
| Folio No.       |  |
| Owner’s Name    |  |
| Owner’s Address |  |
| Owner’s Phone   |  |
| Owner’s Email   |  |

**Applicant Information** – if different than owner

|                     |  |
|---------------------|--|
| Applicant's Name    |  |
| Applicant's Address |  |
| Applicant's Phone   |  |
| Applicant's Email   |  |

**Agent Information**

|                 |  |
|-----------------|--|
| Agent's Name    |  |
| Agent's Address |  |
| Agent's Phone   |  |
| Agent's Email   |  |

**Approved Development Order Information**

|                          |  |                 |  |
|--------------------------|--|-----------------|--|
| Approval Date            |  | Expiration Date |  |
| Development Order Number |  |                 |  |

**Proof of Extenuating Circumstances** – please provide a detailed Letter of Intent explaining your case

## OWNER'S AFFIDAVIT OF CONSENT AND DESIGNATION OF AGENCY

I/We \_\_\_\_\_ as Owner(s) of the property located at \_\_\_\_\_, Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_, desire to file an application for a public hearing before the Planning and Zoning Board and I/We understand and agree with the following:

- 1) That the Planning and Zoning Board will table or may deny the application if the property owner or agent is not present at the hearing.
- 2) That it is the responsibility of the property owner to submit a complete, true, and correct application before a hearing will be scheduled before the Planning and Zoning Board.
- 3) That the submittal of inaccurate or false information will result in an incomplete application, tabling or denial of the application or revocation of any Board approvals.
- 4) That the requirements of the Village Code, Miami-Dade County, the Florida Building Code, and other government agencies may affect the scheduling of a hearing and the ability to obtain/issue a permit for the proposal.
- 5) That the proposal and plans submitted must be compliant with the Village Code and that any plan that fails to comply with code requirements and for which no exception exists, must be corrected to comply with the Village Code prior to the public hearing.
- 6) That property owner is responsible for complying with all the conditions and/or restrictions imposed by the Planning and Zoning Board in connection with the request and will comply with those conditions and/or restrictions and that failure to do so will void and approvals delay issuance of permits to proceed with the request.
- 7) The undersigned owner(s) and agent(s) certify under penalties of perjury that all the statements contained in this application, including any statement attached to the application or any papers or plans submitted herewith are true and correct.
- 8) I/We as the owners of the subject property: **(Please check one)**
  - Will on my/our own make application in connection with this request for a public hearing and present before the Planning and Zoning Board.
  - Do hereby authorize \_\_\_\_\_ to act on my/our behalf, in connection with this request for a public hearing, by submitting the required application and materials and presenting the application and materials before the Planning and Zoning Board.

I/We understand that if my/our request is denied, I/We have thirty (30) days from the date the development order is signed or 30 days after the date the minutes are approved for the meeting at which the decision appealed from was heard, whichever date is later.

**OATH OR AFFIRMATION**

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me, by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by

Sworn to (or affirmed) and subscribed before me, by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Signature of Agent(s)

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

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

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

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

\_\_\_\_\_  
Name of Notary Typed, printed, or stamped

\_\_\_\_\_  
Name of Notary Typed, printed, or stamped

NOTARY SEAL

NOTARY SEAL

Please check one:

- Personally known to me
- Produced identification

Please check one:

- Personally known to me
- Produced identification

Type of Identification Produced:

\_\_\_\_\_

Type of Identification Produced:

\_\_\_\_\_