



Miami Shores Village

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

PLANNING & ZONING BOARD APPLICATION

Please refer to the appropriate sections of the Village's Zoning Code available at www.municode.com when designing your project and completing this application. A pre-application meeting with Planning Staff is required, may be scheduled at your convenience, and will help in understanding the process and application requirements. We will be glad to assist you in any way possible. All applicants, agents, and owners are responsible for turning in accurate and adequate revisions and materials.

This application, with all supplemental data and information, must be completed in accordance with the specific instructions in this application. Complete applications and all supplemental information must be filed with the Planning, Zoning and Resiliency Department by 4 p.m. on the submittal date deadline. Incomplete applications will not be accepted, and a hearing date will not be set until a complete application is received.

Fees and Services are found on pages 9 and 10.

All application materials become the property of Miami Shores Village. Application material not required for the property file is recycled after the hearing. **Should you want any application material returned to you please make your request directly to the Board at the hearing and after the Board makes their decision.**

PLEASE NOTE: Staff reports and agendas will not be mailed to applicants, they may be found by following the link at www.miamishoresvillage.com. After the hearing, the final decision of the Planning and Zoning Board may be found in the Agenda Minutes.

It is the policy of the Planning and Zoning Board of Miami Shores Village that it is generally inappropriate for Board Members to discuss, with petitioners, their agents or affected parties, a land use petition which is subject to a public hearing, outside of a formal hearing before the Planning and Zoning Board

Applicant: shall mean the legal or beneficial owner(s) of all the land proposed to be included in a development, including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land.

Agent of the owner: the person authorized to act as agent or representative of the owner shall be limited to architects, attorneys, engineers, surveyors, planners, or persons having power-of-attorney to act.

IMPORTANT: The Applicant and/or Agent(s) must attend the hearing to present the proposal.

PLANNING & ZONING BOARD APPLICATION CHECKLIST

Thank you for reaching out to the Miami Shores Village Planning, Zoning, and Resiliency Department. We appreciate your interest in discussing your upcoming projects and inquiries related to Miami Shores Village.

Schedule an appointment through our booking online feature through this link:

<https://msvfl.qmatic.io/booking/singlebooking/serviceelection> also, gather any relevant documentation or questions you may have to ensure our discussion is productive and addresses your needs comprehensively.

***Please do not skip ahead to the steps below, as it will delay the process:**

- **STEP 1: Informational meeting:** 3 weeks in advance with staff prior to preliminary meeting and submitting anything to Staff or online to the CSS portal.
- **STEP 2: Pre-liminary meeting:** 2 weeks in advance to go over application submittal items prior to uploading anything to the online CSS portal.
- **STEP 3: Upload Planning and Zoning Board Application and Plans:** The following items must be submitted online via the CSS Portal before the deadline listed on the Planning and Zoning Board Calendar dates, check the following links to view the dates:
<https://www.msvfl.gov/departments/planningandzoning/PZRApplications>
 - ✓ NEW Application form completely filled out and properly notarized. (Original) pages 2 through 6 (only)<https://www.msvfl.gov/departments/planningandzoning/PZRApplications>
 - ✓ Letter of Intent
 - ✓ Proof of ownership
 - ✓ Elevation Certificate (current and not expired)
 - ✓ Current (6 months) **land survey** and **tree survey** of the property, sealed and signed by a registered engineer or surveyor. (Original and Copies)
 - Tree Survey (If affecting existing landscaping by the applicant)
 - ✓ One (1) set of collated single (PDF) plans. Fully Signed, Sealed, and dated (*Check pages 12 through 16 on the planning and zoning board application to review the requirements in detail*).
 - Demolition Plan
 - Site Plan with Complete Zoning Data Table Information
 - Floor Plans (**Indicating existing & proposed FAR, Lot coverage, pervious/impervious data and supporting diagrams**)
 - Roof Plans
 - Elevations & Two (2) Minimum Sections Plans
 - Photographs
 - Neighboring Context Plans
 - **(if applicable)** Landscaping Plans
 - **(if applicable)** Drainage Plans (**For all new single-family construction and additions exceeding 50% of existing sf located within floor prone area (FEMA zones AE, AH, AO, AR, VE, V & similar) shall provide certified paving, drainage and septic system engineered drawings by a licensed practitioner.**)
 - **(if applicable)** Hardship variance statements,
 - **(REQUIRED*)** Renderings (Minimum 2 - Maximum 3.)

PLANNING & ZONING BOARD APPLICATION CHECKLIST

- ✓ Other requirements depending on type of request. (Applicable to Multi-Family or Commercial requests)

STEP 4: Resubmit Revisions: Receive comments from staff and provide revisions by the due date in-person, at village hall located at **10050 NE 2nd AVE, Miami Shores, FL, 33138**. All items need to be turned in the following format: **(Everything needs to be turned in together neat and collate in one package, if you have any questions reach out to staff for clarification)**

- ✓ **USB (non-returnable):** with two (2) separate collate single-pdf packages: P&Z Application items and P&Z Plans with Survey **(All must be embedded clear signed, sealed and dated with the date the package was initially submitted, followed by the date of the revision)** and with a response narrative of every comment given by Staff.
- ✓ **One (1) original signed, sealed, and dated initial submittal and revision submittal: 36 x 24 inches** size plans with original site survey and elevation certificate as well as all civil, landscape and any applicable plan packages. Include response narrative
- ✓ **Seven (7) copies signed, sealed, and dated initial submittal and revision submittal: 17 X 11 inches** size plans with original site survey and elevation certificate as well as all civil, landscape and any applicable plan packages. Include response narrative.
- ✓ **One (1) original and Seven (7) copies of Application items: 8.5 x 11 inches standard letter size** (Completely filled-out Application forms 2-6, Letter of intent, and proof of ownership, hardship variance statement if applicable, elevation certificate, and photographs.

Incomplete or unclear application packages will not be accepted. No exceptions.

Staff reserves the right to deny, remove, or defer applications to the next meeting or until the application is deemed complete, after receiving revisions by the posted due date provided by staff. Ensure that all comments are addressed and that a response narrative is provided for each comment issued. Applications that inadequately address zoning code concerns may be deferred to the next hearing. Staff will notify applicants if their application is being deferred prior to posting the agenda, advising them that their application will not be presented in the expected month and that another preliminary meeting will need to be scheduled to clear the application for the next hearing.



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Staff Use Only	
Application No.	
Date	
Reviewer	

PLANNING & ZONING BOARD APPLICATION

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 (Architects, Engineers, and other Design Professionals **ONLY**)

Agent's Name	
Agent's Address	
Agent's Phone	
Agent's Email	





Application Type and Hearing Request – check any application type you require

<p>Single-Family</p>	<p><input type="checkbox"/> Site Plan Review</p> <ul style="list-style-type: none"> ○ Garage conversion/new ○ Addition (+400 sq. ft.) ○ Addition visible from right-of-way ○ Dock and/or Seawall ○ Façade modification ○ New construction ○ Accessory structures (e.g., pool, shed, cabana) ○ Roof ○ Other _____
<p>Multi-Family & Non-Residential</p>	<p><input type="checkbox"/> Site Plan Review</p> <ul style="list-style-type: none"> ○ Commercial ○ Education ○ Community Facility ○ Multi-Family ○ Other _____
<p>Additional Requests</p>	<p><input type="checkbox"/> Variance / Special-Conditional Use / Appeals / Other</p> <ul style="list-style-type: none"> ○ _____ <p><input type="checkbox"/> Comprehensive Plan</p> <ul style="list-style-type: none"> ○ Future Land Use Map Amendment ○ Text Amendment <p><input type="checkbox"/> Rezoning</p> <ul style="list-style-type: none"> ○ Zoning Map Amendment ○ Text Amendment <p><input type="checkbox"/> Development Order Extension</p> <ul style="list-style-type: none"> ○ _____ <p><input type="checkbox"/> Legal Forms</p> <ul style="list-style-type: none"> ○ Covenants / Declarations / Other Agreements ○ _____





CONSENT FOR INSPECTION OF PROPERTY AND POSTING OF PROPERTY

I, _____, the Owner of the premises located at _____ do hereby consent to the inspection of said premises and the posting of public notice by an employee of Miami Shores Village, Florida, in conjunction with an application for _____, without further notice.

Dated this _____ day of _____, 20_____.

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

Signature of Owner

Telephone Number

Print Name

NOTARY SEAL:

Signature of Notary Public – State of Florida

Name of Notary Typed, Printed, or Stamped

Please check one:

- Personally known to me
- Produced identification

Type of Identification Produced _____





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:

IMPORTANT: If multiple owners and/or agents, please include additional sheets.
The Applicant or Agent(s) must attend the hearing to present the proposal.





APPLICANT'S RESPONSE TO VARIANCE CRITERIA

The applicant for a Variance must fully comply with [Section 702](#) of the Village Code and provide a complete and accurate written document supporting the request and stating why it meets each of the four (4) criteria described below.

Sec. 702. - Hardship variances.

A variance is a relaxation of the terms of the ordinance where such action will not be contrary to the public interest by such petition demonstrating compliance with the requirements, limitations and criteria specified below, and where, owing to conditions peculiar to the property, other than conditions relating to the financial circumstances of the applicant or the result of actions of the applicant, a literal enforcement of this ordinance would leave the property owner with no reasonable use of the property. The Planning and Zoning Board may consider the fact a property is listed on the National Historic Register or has been designated as a historic landmark by the Miami Shores Village Council, as a basis for granting a variance.

An applicant who is of the opinion that it is impossible to apply strictly one or more of the provisions of Appendix A Zoning to their property, may appeal to the Planning and Zoning Board, fully setting forth:

- (1) The alleged peculiar and unusual conditions affecting the property.
- (2) The alleged reasons why such conditions make it impossible strictly to apply specified provisions of this ordinance to the property.
- (3) The variance in such strict application that the applicant believes to be necessary in order to enable him to make a reasonable use of the property.
- (4) The reasons why the applicant is of the opinion that such variance would be in harmony with the intent and purpose of this ordinance, would not be detrimental to the existing use or prospective development of property in the vicinity, and would not give to the applicant an advantage with respect to the use of his property that is not enjoyed by the owners of similarly situated property.

After notice to the parties in interest, as prescribed in its rules, the Planning and Zoning Board shall act as follows:

First: Determine whether or not there are peculiar and unusual physical conditions applying to the property of the Applicant, other than conditions relating to his financial circumstances; and if so but not otherwise;





Second: Determine whether or not such conditions are such that it is impossible strictly to apply specified provisions of this Ordinance to such property; and if so but not otherwise;

Third: Determine the minimum Variance in such strict application that will enable the owner to enjoy the reasonable use of the property without being detrimental to the existing use or prospective development of property in the vicinity and without giving the Owner an advantage that is not enjoyed by the owners of similarly situated property; and

Fourth: Grant the aforesaid Variance, subject to such conditions as the board deems to be necessary in furtherance of the purposes of this Ordinance.

In no case shall any such Variance permit the establishment of any use that is not specifically permitted in the district under the regulations applying thereto as set forth in this Ordinance.





PLANNING, ZONING AND RESILIENCY SERVICES AND FEE SCHEDULE
Approved in 2022

Site Plan Review and Proposed Service Types	Fee
Garage Conversion	\$ 500.00
Additions more than 400 square feet	\$ 500.00
Second Floor Additions	\$ 750.00
Dock / Seawall	\$ 500.00
New Construction – Residential	\$ 1,500.00
Signage	\$ 350.00
Commercial Site Plan Review *	\$ 2,500.00
Commercial Site Plan Modification Review *	\$ 5,000.00
Building Permit Plan Review – Residential	\$ 70.00
Building Permit Plan Review – Commercial	\$ 100.00
T-Plat Application	\$ 5,000.00
Final Subdivision / Plat or Replat	\$ 500.00
Abandonment / ROW Vacation	\$ 4,000.00
Waiver of Plat *	\$ 2,000.00
Rezoning – Residential	\$ 1,000.00
Rezoning – Commercial	\$ 7,000.00
Rezoning – Mixed-Use	\$ 10,000.00
Annexation	\$ 500.00
Variance – Residential	\$ 1,000.00
Variance – Commercial	\$ 2,000.00
Special Exceptions / Conditional Uses	\$ 1,500.00
Certificate of Appropriateness	\$ 250.00
Concurrency Review	\$ 500.00





Site Plan Review and Proposed Service Types	Fee
Comprehensive Plan Amendment - Text	\$ 5,000.00
Comprehensive Plan Amendment - Map	\$ 15,000.00
Small-Scale Comprehensive Plan Amendment - Map	\$ 8,000.00
Zoning Code Amendment – Text	\$ 5,000.00
Unity of Title / Declaration / Recordation	\$ 500.00
Zoning Verification Letter	\$ 150.00
Alcohol Application Approval *	\$ 500.00
Local Business Tax Receipt – Certificate of Use	\$ 100.00
Research per Hour	\$ 50.00
Vested Rights	\$ 1,500.00
Appeals	\$ 1,000.00
Temporary Residential Uses	\$ 200.00
Temporary Uses – Commercial / Institutional	\$ 800.00
Sidewalk Cafe	\$ 500.00
Development Order Extension – Residential	\$ 100.00
Development Order Extension – Commercial	\$ 500.00
* Cost Recovery includes, but is not limited to: Notices, newspaper ads, posters, posting, research, consultants review.	\$ 1,500.00





REQUIRED DELIVERABLES FOR SITE PLAN REVIEW APPLICATION SUBMITTAL

The Village will not process applications if the required exhibits and information are not included in the application submittal. Application materials will not be returned to applicants. Should you want any application material returned, please make a request directly to the Board during the hearing and after the Board makes their decision.

Part 1 – Meeting with the Planning, Zoning and Resiliency Department

Please contact the Planning, Zoning and Resiliency Department to schedule a preliminary meeting to review your project, review the application, and determine what documents will be required.

Disclaimer: Required Documentation for a Complete Application. See pages 12 through 16 for additional details.

- Pre-application meeting with planning staff
- Application fee paid in full

Part 2 – Initial Submittal (Digital)

One (1) original set of all documents and plans are required as part of the submittal and should be submitted through the [CSS Portal](#).

Alternatively, the Applicant may choose to submit a flash drive by the deadline with all required documents in PDF format.

- Completed application.** Only pages 2 through 6 are needed and must be properly filled out and notarized; if any of these pages are not correctly completed, the application will be rejected or tabled to the next scheduled meeting.
 - Page 4. Sign “Consent for Inspection of Property and Posting of Property” form and have notarized.
 - Page 5 & 6. Sign “Owner’s Affidavit of Consent and Designation of Agency” form and have notarized.

NOTE:

 1. When an application is executed on behalf of a business entity, appropriate documentation demonstrating the signatory’s authority to represent said entity must be provided.
 2. Only property owners and/or tenants of commercial properties may be applicants. Architects, contractors, etc. may only be listed as agents.
- Letter of Intent.** Describe the request in full. Explain the purpose of the application, benefit(s) of the request, and reasons why this application should be approved. Specify





the exact nature of the use or operation applied for, together with any pertinent technical data, which will clarify the proposal, the square footage, and any additional relevant information.

- Proof of Ownership.** A copy of the most recent tax bill, [Property Appraiser's office record](#), or a copy of the most recently recorded Warranty Deed is required.
NOTE: If the property is owned by a business entity, please provide a copy of the Sunbiz page with the authorized agent.
- Elevation Certificate.** A copy of the most recent Certificate (unexpired)
- Survey.**
 - Technical specifications. An original signed and sealed survey prepared by a Florida registered surveyor showing the property as described pursuant to the legal description contained in the warranty deed. Surveys older than six (6) months but not exceeding five (5) years old may be submitted.
 - If the survey is dated more than six (6) months prior to the filing of the application, an affidavit certifying the survey as accurate must be submitted.
 - The survey must include: scale, north arrow, lot lines, easements, utilities, septic system, rights-of-way, ground elevation, all structures, walls, and fences, existing vegetation, and all physical improvements.
- Color photographs.** Please show all sides of the existing building printed on 8.5" x 11" sheets.

Part 3 – Required Plans

Provide existing and proposed plans; use clouding to identify the area(s) of new work; all plans shall be legible, with a proper scale (1:8, 1:16; 3:32), showing a north arrow, and be properly labeled and numbered.

- Demolition Plan**, if applicable.
- Site Plan.** Plans must show required and proposed lot coverage, open space, green space, parking, and percentage of front yard coverage calculations.
 - Prepared, signed, and sealed by a Florida registered architect or engineer. The use of seals is mandatory.
 - Location map clearly showing the subject and adjacent properties and their relationship to streets located within one-half mile.
 - Site boundaries per the legal description.
 - Location of all utilities (including septic system(s) and drainfield(s) on site and the way they will be provided to the proposed structures.
 - Location of all fences and walls
 - Drawing and revision date
 - Site Plan Data Table.
 - **Existing, Required, and Proposed.** Site area (square feet and acres), building footprint coverage, existing uses by floor (sq. ft. and cubage, existing vs proposed), gross floor area non-residential development uses, parking data (, quantity, sq. ft. and percent of lot covered by parking in front yard), FAR (if applicable), building height (street grade or an elevation of





five and one-half (5.5') feet above mean sea level, whichever is higher), number of stories, setbacks table, open space in rear yard (sq. ft. and percent of total area), landscape area, any other applicable and relevant information pertaining to the application.

- Neighboring context.
 - Adjacent ROW to opposite property lines (indicate all nearby curb cuts), waterway width, drainage (existing and proposed), outline of adjacent buildings (approximate height and number of stories), dimensioned property lines and buildings, proposed and existing square footage eyebrows/eaves or projections of any kind in any of the yards.
- **Floor Plans.** If applicable, plans must show floor area ratio (FAR), building cubage (interior cubic volume of building, per Sec 201), and roof plan.
 - Delineate and dimension overall structure(s) and individual rooms. Indicate proposed use of each space and use clouding to identify any new work.
 - Show property lines and setbacks on all plans.
 - Typical floor plan for each floor of a multi-story structure.
 - Roof plan showing flat or peak roof with slope dimensioned. If mixed roof types are proposed, indicate flat roof coverage percentage.
 - Show any eaves, eyebrows, or projections that are extending into any of the yards and provide the dimensions.
- **Building Elevations.** If applicable, identify building and roof materials and colors.
 - All plans and graphics must show dimensions and be to scale and scalable.
 - All building facades must be shown with directional labels (i.e., north, south, east, west) and building names if more than one building is proposed.
 - Existing and new conditions to be clearly shown using clouds.
 - Dimensions, including height and width of all structures and each rental space.
 - Dimension grade at street level, building site and finished floor elevation, NGVD and Datum.
 - Storefronts, awning, entryway features, doors, windows, and any other features.
 - Indicate architectural elements, materials, and colors.
- **Drainage Plans.** Identify and specify stormwater drainage/retention plans. Plans must be signed and sealed by an appropriate professional showing successful retention of the first one inch of rainfall and where and how the excess rainfall will be disposed, based on a 25-year frequency storm on site. *(For all new single-family construction and additions exceeding 50% of existing square footage located within floor prone areas (FEMA zones AE, AH, AO, AR, VE, V & similar) shall provide certified paving, drainage and septic system engineered drawings by a licensed practitioner.)*
- **Landscape Plan.** Show existing and proposed landscape
 - For garage conversion, please provide the required driveway landscape strip per [Sec. 521](#).
 - Tree disposition chart, including existing and proposed plant types, location, canopy size, and number of trees to be removed and/or replaced.
 - The removal of living trees from properties within the Village shall be governed by Sections [24-49](#) through [24-49.9](#).
 - Miami-Dade County minimum landscape and certification requirements are also applicable. [Chapter 18, Landscape Code and Manual](#).





Part 4 – Special Proposals, if applicable

This section applies to Variances, Development Order Extensions, Special Proposals.

Variances

- Follow pages 7 through 8.

Development Order Extension

- Complete Development Order Extension Application Form.
- A letter explaining the extenuating circumstances that led to the Planning and Zoning Board request for an additional 6-months extension.
- Provide evidence of previous signed development orders, or administrative extensions provided by staff as well as correspondence requesting for an extension prior to the expiration date, and any applicable building permit numbers that were submitted before the expiration date.





DELIVERABLES FOR REVISIONS

Hybrid Submittal – Paper Format

- ✓ Staff will provide revision comments approximately within one to one and a half weeks from the deadline date of the initial **digital** submittal sent through the CSS portal. Correspondence will be directed to the owner, applicant, and agent listed on the application.
- ✓ There will be a week to a week and a half deadline for the revised plan set and application items to be submitted to staff in **paper format** with a **flash drive** to be placed for the Planning and Zoning Board Agenda.

Please note: If plans do not address the initial comments, or show as unclear and incomplete, applications **will not be accepted**, and a hearing date will not be set until a complete application is received. When submitting the revised plans, sheets must show the existing and proposed plan, side-by-side, with proposed changes clouded on the revised portion and the Site Survey attached at the front of the plans.

One (1) original signed and sealed set of plans 24” by 36” must be submitted and folded neatly with the clouded corrections and response narrative of the revision comments as well as seven (7) copies of the set of plans 11” by 17” also signed and sealed with the revision date. A flash drive with clear plans and application package is also required.

All documents (Planning and Zoning Board Applications, with ALL the items listed on the Part 2 Checklist. and plans must be collated and banded together at the time of the revision deadline date.

DISCLAIMER: Revisions turned in after the informed due date provided by staff will automatically be pushed to the next hearing date and will not be part of the agenda

