



**CITY OF SOUTH MIAMI  
PLANNING BOARD  
PUBLIC HEARING APPLICATION  
FOR SPECIAL USE PERMIT**

Dear Applicant:

Applications will only be accepted for those uses listed as special uses in Section 20-3.3, **Permitted Use Schedule** of the Land Development Code.

Please, review the procedures for this application on the following pages and comply with all requirements as listed in the summary sheets attached. A complete application must be submitted before noon on the deadline date in order to be included on the agenda for the scheduled Planning Board meeting. An incomplete submission will not be processed.

All requests for SPECIAL USE PERMITS shall be initiated by the filing of a complete application with the Planning & Zoning Department, City of South Miami. Applications shall be executed and sworn to by the owners of at least seventy-five (75%) percent of the property described in the application, or their duly authorized agents, which agency shall be evidenced by a written power of attorney properly sworn to.

All applications must comply with the provisions set forth in Section 20-5.8, **Special Use Approvals** (attached) and the applicable conditional requirements as set forth in Section 20-3.4 **Special Use Conditions** of the Land Development Code. If a submission does not comply with the Land Development Code, then variances must be sought at the same time as the special use permit. A separate filing and fee will be required for all variances.

The Department upon submission of a complete application is required to make a recommendation to the Planning Board. As an independent, advisory body, the Planning Board will make a motion to (1) recommend approval, (2) recommend approval with modifications, or (3) recommend denial of the application, to the City Commission.

The Planning Board's action is not final. The applicant must appear before the City Commission for final approval or denial of the request. The City Clerk will schedule the applicant's request on the agenda for a City Commission meeting approximately three weeks after the Planning Board meeting and will so notify the applicant.

**ATTACHMENTS:**

Special Use Permit Procedure  
Public Hearing Application  
Planning Board Schedule  
Lobbyist Registration Forms

## **SPECIAL USE PERMIT PROCEDURE**

1. A preliminary meeting will occur between the Applicant and the Planning & Zoning Department to analyze the request.
2. The Applicant must file a complete application with the Department. At the time of filing, the Applicant must submit the following:
  - **Letter of intent**
  - **Proof of ownership or letter from owner**
  - **Current, official survey of the property, signed and sealed by a Registered Surveyor**
  - **Site plan, which specifies that the project meets all other code requirements**
  - **Fee \$3000**
  - **Public notice mailing labels, affidavit, and map as described below (#3)**
  - **Public notice letter, affidavit, mail receipts, as described below(see # 4)**
  - **Additional submission items as specified in Section 20-5.8(F)**

**ALL APPLICATIONS: \$3000<sup>00</sup>**

3. The applicant must submit three (3) sets of mailing labels containing the name and addresses of all property owners of record (as listed in the Miami-Dade County Property Appraiser's updated tax roll) within a 500-ft. radius of the property which is the subject of the public hearing. The applicant shall provide a sworn affidavit attesting to the validity of the mailing list. A location map showing the proposed site and all properties within the 500ft radius must also be submitted.
4. A notarized affidavit shall be presented to the Planning and Zoning Department within five (5) business days of submittal of an accepted application, attesting that the applicant gave notice of the proposed application to all the property owners within the noted five hundred (500) foot radius by regular U.S. mail with the exception of the abutting, or contiguous, property owners, who shall be made aware via Certified Mail. The affidavit shall be accompanied by a copy of the notification letter together with copies of the Certified Mail receipts.
5. The Department will advertise legal notice in a local newspaper at least ten calendar days prior to the Public Hearing by the Planning Board in accordance with the City Code.
6. The Department will post the Applicant's property with a sign ten days prior to the Public Hearing by the Planning Board. **THE APPLICANT MAY REMOVE THIS SIGN ONLY AFTER FINAL CITY COMMISSION PUBLIC HEARING AND DECISION.**
7. The Department will prepare a Notice of Hearing with an accompanying map. The Department will mail a copy of the notice and the accompanying map to the property owners as shown on the submitted list ten days prior to the hearing.
8. The Department will prepare a staff report for submission to the Planning Board.
9. The Applicant must appear before the Planning Board on the night of the Public Hearing. The Planning Board will make a recommendation on the application to the City Commission. Planning Board review is not final approval or denial. The applicant must appear before the City Commission for final approval or denial

10. The Department will submit the recommendation of the Planning Board to the City Clerk.
11. The petition will be advertised and scheduled as an item on the agenda of the City Commission by the City Clerk, approximately three weeks after the Planning Board meeting.
12. The applicant must appear before the City Commission on the night of the scheduled commission meeting in order to obtain final approval or denial of the request.





**CITY OF SOUTH MIAMI  
PLANNING BOARD/ LOCAL PLANNING AGENCY**  
6130 Sunset Drive, South Miami, FL 33143  
Phone: (305) 663-6326 \* Fax (305)-668-7356



**2013 APPLICATION DEADLINE AND MEETING DATES 2001**

Section 20-6.1(B) Planning Board

<b><u>MEETING (TUESDAY 7:30PM)</u></b>		<b><u>DEADLINE (NOON, 30 DAYS PRIOR)</u></b>	
January	10, 2013	<b>December</b>	<b>07, 2012</b>
January	29, 2013	<b>December</b>	<b>28, 2012</b>
February	12	<b>January</b>	<b>13, 2013</b>
February	26	<b>January</b>	<b>27, 2013</b>
March	12	<b>February</b>	<b>11</b>
March	26	<b>February</b>	<b>25</b>
April	09	<b>March</b>	<b>08</b>
April	30	<b>March</b>	<b>29</b>
May	14	<b>April</b>	<b>12</b>
May	23	<b>April</b>	<b>26</b>
June	11	<b>May</b>	<b>10</b>
July	09	<b>June</b>	<b>07</b>
August	13	<b>July</b>	<b>12</b>
September	10	<b>August</b>	<b>09</b>
October	08	<b>September</b>	<b>06</b>
November	12	<b>October</b>	<b>11</b>
December	10	<b>November</b>	<b>08</b>

**ADJUSTMENT FOR HOLIDAY AND CITY ACTIVITY MAY BE MADE IF NECESSARY**

Section 20-6.1(B)(2)(d): States that Planning Board shall hold regular meetings at 7:30 pm, on the second Tuesday of each month with the exception of the months of June and July.



**IV. Fees (Registration Fee: \$500.00 as of Oct. 1, 2008—Ord. No. 44-08-1979)**

Any person who only appears as a representative for a non-profit organization (such as a charitable, neighborhood or civic organization) shall be required to register, but shall not be required to pay any registration fees.

\*\* Pursuant to Section 2-11.1(q) of the County Code, have you been employed by the City in the last two years? Yes \_\_\_ No \_\_\_ If yes, state position you held below. In addition, you may be barred from lobbying your former city for a period up to two years.

\_\_\_\_\_

\*\* Pursuant to Section 2-11.1(s) of the County Code, a lobbyist shall state the extent of any business or professional relationship with any member(s) of the City Council/Commission. (Please state below)

\_\_\_\_\_

\_\_\_\_\_

\*\* Pursuant to Section 2-11.1(s) of the County Code, any person who registers as a lobbyist shall file an expenditure report listing all expenditures, by category, by principal and in excess of \$25.00. A statement shall be filed even if there have been no expenditures during the reporting period. The expenditure report is due ~~July~~ 4<sup>th</sup> October 1<sup>st</sup> and a fine of \$50.00 per day shall be assessed for reports filed thereafter.

**OATH**

**“I DO SOLE SWEAR THAT ALL OF THE FOREGOING FACTS ARE TRUE AND CORRECT AND I HAVE READ OR AM FAMILIAR WITH PROVISIONS CONTAINED IN SECTION 2-11.1 OF THE MIAMI-DADE COUNTY CONFLICT OF INTEREST AND CODE OF ETHICS ORDINANCE, INCLUDING WITHDRAWAL AND REPORTING REQUIREMENTS.”**

Signature of Lobbyist: \_\_\_\_\_ Date: \_\_\_\_\_

State of Florida, County of Miami-Dade

(Seal)

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public/City Clerk

Entered by \_\_\_\_\_

Data Entry Date \_\_\_\_\_, 20\_\_

Should you have any additional questions regarding the registration and reporting requirements you may call the Miami-Dade County Commission on Ethics and Public Trust at (305) 579-2594. Questions concerning fees and legislative issue information should be directed to the City Clerk.