



City of South Miami
Planning & Zoning Department
6130 Sunset Drive, South Miami, Florida 33143
Telephone: (305) 663-6326

Application for Waiver of Plat

APPLICATION SUBMISSION REQUIREMENTS

1. Preliminary meeting(s) will occur between the applicant and the Planning & Zoning Department to analyze the proposal.
2. The applicant must submit a letter of intent, signed by the property owner(s) and notarized, copy of the Warranty Deed and a completed Planning Board Public Hearing application form with all required information.
3. The applicant must submit a \$4,500 processing fee.
4. The Applicant must submit twenty-two (22) copies of the proposed Waiver of Plat document (survey), prepared, signed and sealed by a Registered Surveyor. The Waiver of Plat document must include:
 - Legal description of parent tract, including square footage.
 - Legal description of each parcel to be created, including square footage.
 - Location of existing sewers, water mains, underground and overhead utilities, culverts and drains on the property.
 - Locations, names and widths of existing and proposed streets, highways, easements, building lines, alleys, parks and other open public spaces and similar facts regarding property immediately adjacent.
 - Date, north point and graphic scale.
 - Proposed lot line dimensions.
 - Existing ground elevations of the property and extending not less than 25 feet beyond the boundaries of the property.
 - Existing easements or restrictions shown on underlying plat.
 - Location of all buildings, swimming pools, slabs, fences and other permanent structures on the adjacent properties that would be non-conforming with the creation of the subdivision.
5. An existing tree survey (may be included in property survey) which shall indicate any proposed tree removal or relocation necessary, and, if so, the appropriate City of South Miami application for tree removal or relocation.
6. Applicants shall submit a proposed site plan for the resulting building parcels.

7. Submissions must comply with the provisions of Chapter 28 of the Code of Miami-Dade County, Florida and with the City of South Miami Land Development Code.
8. Submissions must meet concurrency requirements and adopted level-of-service standards as set forth in the adopted and amended City of South Miami Comprehensive Land Use Plan.

Note: All Waiver of Plat proposals must receive approval by Miami-Dade County. Submission to County agencies may require additional copies of the Waiver of Plat documents, additional information and filing fees.

APPLICATION REVIEW PROCEDURE

- (1) *Waiver-of-plat* a waiver-of-plat may be approved by the City Commission. Prior to City Commission approval, the application shall be reviewed by the Planning Board at a noticed public hearing. The subject property shall be posted 10 days prior to the Planning Board review of the application, and mailed notice shall be provided to all property owners within a 500 feet radius of the subject property.
- (2) *City Commission Findings.* Prior to approving a waiver-of-plat, the City Commission shall use the following guidelines:
 - (a) The building site created by the proposed waiver-of-plat will be equal to or larger than the majority of the existing building sites and of the same character as the surrounding area (this shall be demonstrated using copies of the official plat maps for the subject property and surrounding neighborhood).
 - (b) The building site created by the proposed waiver-of-plat will not result in existing structures becoming nonconforming as they relate to setbacks and other applicable regulations of these land development regulations.
 - (c) The building site created by the proposed waiver-of plat will be free of encroachments from abutting buildable sites.
- (3) *Additional Conditions.* The City Commission may designate such additional conditions in connection with a waiver-of-plat as will, in its opinion, assure that such waiver-of-plat will conform to the foregoing requirements.



**CITY OF SOUTH MIAMI
PLANNING BOARD
PUBLIC HEARING APPLICATION**

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 or floor plan

Property owner list, mail labels and map (see # 3)

Public notice letter, affidavit, mail receipts, as described below (see # 4)

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 500-ft 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 2011
Section 20-6.1(B) Planning Board

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

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~~ 4th October 1st 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.