



BOARD OF ADJUSTMENT
CITY OF MIAMI SPRINGS, FLORIDA

APPLICATION FOR A VARIANCE HEARING

How to apply for a variance:

1. A pre-application meeting with the City Planner is required before the submission of an application for public hearing.
2. Please complete the application below in its entirety
3. Attach drawings or pictures to support your request.
4. Attach 9 copies of the application. (Do not include the instruction sheet).
5. Attach nine copies of the property survey, drawn to-scale, that is less than one (1) year old.
6. Attach 9 copies a site plan of the property proposed for variance consideration which provides sufficient set back information and dimensions which will provide the Board with a better understanding of the variance request. Eight (8) copies at 11" x 17" and one (1) 24" x 36" copies of the aforesaid site plan.
7. The City reserves the right to require any additional information or documentation that it determines to be relevant or material to the Board's consideration of the pending application prior to scheduling the application for the variance hearing before the Board. This could include, but may not be limited to, floor plan, roof plan, landscape plan, and elevation drawings. Eight (8) copies at 11" x 17" and one (1) 24" x 36" copies of the aforesaid site plan.
8. Submit the application form and any attachments with the required fee to the Planning Department, 201 Westward Drive., Miami Springs, FL. 33166, no later than the first day of the month preceding the month of the meeting date of the Board of Adjustment.
9. The applicant(s) or a representative (with a letter of authorization) must be present at the meeting.
10. The Board of Adjustment meets on the first Monday of each month. July is the only month that there are not any meetings.
11. The applicant, as well as all surrounding neighbors will receive a courtesy notice from the Planning Department ten (10) days prior to the scheduled meeting date.
12. The Board of Adjustment consists of five (5) members and one (1) alternate. Three votes are needed in favor of the variance in order for the variance to be approved. In the case that more than one Board member is absent, you may decide to table the variance for the a future scheduled meeting date when the absent Board members may be present.
13. In the event the variance is denied, the decisions of the Board of Adjustment may be appealed to the Board of Appeals pursuant to Code Section 150.113. Any person appealing any decision may need to ensure that a verbatim record is made of the proceedings, which record includes the testimony and evidence upon which the appeal is made. (F.S. 286.0105). A request, in letter form, must be made to the City Manager within ten (10) days starting with the day after the meeting date. All appeals must be accompanied by a payment of \$25.00, which will cover a second series of notices, postings, and various other preparations. The appeal will be heard on the last Wednesday of the month by the City Council sitting as the Board of Appeals, or at such other time as the City Council deems appropriate.



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| Official Use Only Submittal Date: _____ Case No.: _____ |
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Building & Planning Department
 201 Westward Drive
 Miami Springs, FL 33166
 Phone: 305-805-5034 Fax: 305-805-5036
www.miamisprings-fl.gov

CITY OF MIAMI SPRINGS

VARIANCE APPLICATION

| APPLICANT INFORMATION | |
|---|------------------|
| APPLICANT NAME | PROPERTY ADDRESS |
| APPLICANT PHONE NUMBER (BEST NUMBER TO REACH YOU) | E-MAIL ADDRESS |

Request that a determination be made by the Board of Adjustment of the City of Miami Springs, on the following appeal that was denied by the Building Official for the reason that it is a matter, in which the Building official could not exercise discretion and which, in his opinion, might properly come before the Board.

| PROPERTY INFORMATION | |
|--|--|
| LEGAL DESCRIPTION | LOT SIZE AND ZONING DISTRICT |
| _____ LOT(S) BLOCK SUBDIVISION | _____ LOT SIZE ZONING DISTRICT |
| HAVE ANY PREVIOUS APPLICATIONS OR APPEALS BEEN FILED WITHIN THE LAST SIX (6) MONTHS IN CONNECTION WITH THESE PREMISES? YES _____ NO _____ IF YES, BRIEFLY STATE THE NATURE OF THE PREVIOUS APPLICATION: _____ | |
| IF YOU ARE THE OWNER, HOW LONG HAVE YOU OWNED THE PROPERTY? | WHAT IS THE APPROXIMATE COST INVOLVED IN THIS CHANGE? |
| _____ | \$ _____ |

(I)(We) believe that the Board of Adjustment should grant this petition for the following reasons:

(Please include a separate document indicating the grounds for the appeal and reasons with respect to the law and fact for granting the appeal or special exception or variance. SHOWING OF UNNECESSARY HARDSHIP MUST BE MADE BEFORE A VARIANCE CAN BE GRANTED; the grounds must be stated.)

(I) (We) understand this petition becomes part of the permanent records of the Board of Adjustment.

(I) (We) hereby certify that the above statements and the statements or showing made in any papers and/or plans submitted are true to the best of my/our knowledge and belief.

Signature of Owner

Signature of Co-Owner

Printed name of Owner

Printed name of Co-Owner

The contents of this petition are Sworn to and subscribed before me this ____ day of _____, 20____.

The contents of this petition are Sworn to and subscribed before me this ____ day of _____, 20____.

SIGNATURE OF NOTARY PUBLIC - STATE OF FLORIDA

SIGNATURE OF NOTARY PUBLIC - STATE OF FLORIDA

PRINT NAME OF NOTARY PUBLIC

PRINT NAME OF NOTARY PUBLIC

STAMP SEAL

STAMP SEAL

COMMISSION EXPIRES: _____

COMMISSION EXPIRES: _____

PERSONALLY KNOWN: _____

PERSONALLY KNOWN: _____

PRODUCED IDENTIFICATION: _____

PRODUCED IDENTIFICATION: _____