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 (please use binder clips to attach documents together; do not staple any documents together).
3. Attach drawings or pictures to support your request.
4. Attach five (5) copies of the application. (Do not include the instruction sheet).
5. Attach five (5) copies of the letter of request, indicating that the variance is needed owning to conditions particular to the property, and that a literal enforcement of the code would result in undue hardship to the applicant.
6. Attach five (5) copies of the property survey, drawn to-scale that is **less than one (1) year old**
7. Attach five (5) 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. Five (5) copies at 11" x 17" and two (2) 24" x 36" copies of the aforesaid site plan, and one (1) USB flash drive containing electronic copies of the supporting plans.
8. 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.
9. Complete the application form **in blue ink** and submit it with any attachments along with the required fee to the Planning Department, no later than the first day of the month preceding the month of the meeting date of the Board of Adjustment.
10. The applicant(s) or a representative (with a letter of authorization) must be present at the meeting.
11. The Board of Adjustment meets on the first Monday of each month, except in the month of July.
12. The applicant, as well as all surrounding property owners will receive a courtesy notice from the Planning Department ten (10) days prior to the scheduled meeting date.
13. The Board of Adjustment consists of five (5) members and one (1) alternate. Three votes are needed in favor of the variance(s) in order for the variance(s) to be approved. In the case that more than one Board member is absent; you may decide to table the variance(s) for a future scheduled meeting date when the absent Board members may be present.
14. In the event the variance(s) 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 an appeal fee, which will cover a second series of notices, postings, and various other preparations. The appeal will be heard by the City Council sitting as the Board of Appeals, at a time which the City Council deems appropriate.
15. Once your application has been reviewed and approved by the Board of Adjustment, the next step will require your application be presented at the upcoming Council meeting to be reviewed by the City Council members. **You will need to resubmit a new application packet (items 1-9) for review by the City Council members, no later than the first day of the month preceding the month of the meeting date of the City Council meeting**.
16. The Miami Springs City Council meets on the second and fourth Monday of each month, except July, when no meeting is held.
17. The Miami Springs City Council consists of five (5) members. Three votes are needed in favor of the project in order for the public hearing to be approved. In the case that more than one Council member is absent, you may decide to table the public hearing request for the next scheduled meeting date when the absent Council members are present.

Official Use Only
Submittal Date: _____
Case No.: _____

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(S) BLOCK SUBDIVISION	LOT SIZE AND ZONING DISTRICT _____ 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 MARKET VALUE INVOLVED IN THIS PROJECT? $_____

Please include the following information in your application letter:

(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

_____
Printed name of Owner

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

_____
SIGNATURE OF NOTARY PUBLIC - STATE OF FLORIDA

_____
PRINT NAME OF NOTARY PUBLIC

STAMP SEAL

COMMISSION EXPIRES: _____
PERSONALLY KNOWN: _____
PRODUCED IDENTIFICATION: _____

_____
Signature of Co-Owner

_____
Printed name of Co-Owner

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

_____
SIGNATURE OF NOTARY PUBLIC - STATE OF FLORIDA

_____
PRINT NAME OF NOTARY PUBLIC

STAMP SEAL

COMMISSION EXPIRES: _____
PERSONALLY KNOWN: _____
PRODUCED IDENTIFICATION: _____