



**ZONING AND PLANNING BOARD  
CITY OF MIAMI SPRINGS, FLORIDA**

**APPLICATION FOR A 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 attached application in its entirety.
3. Attach drawings or pictures to support your request.
4. Attach eight (8) copies of the application. (Do not include the instruction sheet).
5. Attach eight (8) copies of the property survey, drawn to-scale, that is less than one (1) year old.
6. Attach eight (8) 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 two (2) 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 hearing before the Board. This could include, but may not be limited to, floor plan, roof plan, landscape plans, paving plans, drainage plans and elevation drawings. Eight (8) copies at 11" x 17" and two (2) 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, no later than the first day of the month preceding the month of the meeting date of the Zoning and Planning Board.
9. The applicant(s) or a representative (with a letter of authorization) must be present at the meeting.
10. The Zoning and Planning Board meets on the first Monday of each month, except in the month of July.
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 Zoning and Planning Board consists of five (5) members and one (1) alternate. Three votes are needed in favor of the project in order for the project to be approved. In the case that more than one Board member is absent, you may decide to table the variance for a future scheduled meeting date when the absent Board members may be present.
13. In the event the project is denied, the decisions of the Zoning and Planning Board 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 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 in which the City Council deems appropriate.



<b>Official Use Only</b> 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](http://www.miamisprings-fl.gov)

## CITY OF MIAMI SPRINGS

## HEARING 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 Zoning and Planning Board of the City of Miami Springs, on the following project that was reviewed and discussed with the City Planner, in which the City Planner 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 MARKET VALUE INVOLVED IN THIS PROJECT?
_____	\$ _____

**Please include the follow information in your application letter:**

(I)(We) Hereby petition the City of Miami Springs, FL to review the instant petition for Zoning and Planning Board approval on the following legally described property:

(Please include a separate document stating the full legal description of the property, the property address, lot size, and type of use and improvement proposed – state also whether new structures are to be built, existing structures used, or additions made to existing buildings. State in what way the proposed plan/project will be appropriate and desirable to the City of Miami Springs, and the effect of the proposed plan/ project in the immediate neighborhood. Include what circumstances that justify the approval of the plan/ project.

(I) (We) understand this petition becomes part of the permanent records of the Zoning and Planning Board.

(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: \_\_\_\_\_