CITY OF
MIAMI BEACH
PLANNING DEPARTMENT

FILE NO; _____
DATE: _____
MCR NO. _____
AMOUNT:_____
(For Staff Use Only)

STANDARD APPLICATION FORM
DEVELOPMENT REVIEW BOARD HEARING

1. The below listed applicant wishes to appear before the following City Development Review Board for a scheduled public hearing: NOTE: This application form must be completed separately for <u>each</u> applicable Board hearing a matter.

( ) BOARD OF ADJUSTMENT ( ) HISTORIC PRESERVATION BOARD
( ) DESIGN REVIEW BOARD ( ) PLANNING BOARD
( ) FLOOD PLAIN MANAGEMENT BOARD

NOTE: Applications to the Board of Adjustment will not be heard until such time as the Design Review Board, Historic Preservation Board and/or the Planning Board have rendered decisions on the subject project.

2. THIS REQUEST IS FOR:

a. ( ) A VARIANCE TO A PROVISION(S) OF THE LAND DEVELOPMENT REGULATIONS (ZONING) OF THE CODE
b. ( ) AN APPEAL FROM AN ADMINISTRATIVE DECISION
c. ( ) DESIGN REVIEW APPROVAL
d. ( ) A CERTIFICATE OF APPROPRIATENESS FOR DESIGN
e. ( ) A CERTIFICATE OF APPROPRIATENESS TO DEMOLISH A STRUCTURE
f. ( ) A CONDITIONAL USE PERMIT
g. ( ) A LOT SPLIT APPROVAL
h. ( ) A HISTORIC DISTRICT/SITE DESIGNATION
i. ( ) AN AMENDMENT TO THE ZONING ORDINANCE OR ZONING MAP
j. ( ) AN AMENDMENT TO THE COMPREHENSIVE PLAN OR FUTURE LAND USE MAP
k. ( ) OTHER:_____

<u>PUBLIC RECORDS NOTICE</u>: ALL DOCUMENTATION, APPLICATION FORMS, MAPS, DRAWINGS, PHOTOGRAPHS, LETTERS AND EXHIBITS WILL BECOME A PERMANENT PART OF THE PUBLIC RECORD MAINTAINED BY THE CITY OF MIAMI BEACH PLANNING DEPARTMENT AND MAY, UNDER THE FLORIDA SUNSHINE LAWS, BE DISCLOSED UPON PROPER REQUEST TO ANY PERSON OR ENTITY.

3. NAME & ADDRESS OF PROPERTY: _____

_____

LEGAL DESCRIPTION: _____

_____

_____

4. NAME OF APPLICANT _____
Note: If applicant is a corporation, partnership, limited partnership or trustee, a separate Disclosure of Interest Form (Pages 6/7) must be completed as part of this application.

_____
ADDRESS OF APPLICANT CITY STATE ZIP
BUSINESS PHONE # _____ **RESIDENCE PHONE #**_____**FAX #** _____

CELL PHONE # _____ e-mail address: _____

5. _____
NAME OF PROPERTY OWNER (IF DIFFERENT FROM #4, OTHERWISE, WRITE "SAME")
If the owner of the property is not the applicant and will not be present at the hearing, the Owner/Power of Attorney Affidavit (Page 4) must be filled out and signed by the property owner. In addition, if the property owner is a

corporation, partnership, limited partnership or trustee, a separate Disclosure of Interest Form (Pages 6 and 7) must be completed.

_____
ADDRESS OF PROPERTY OWNER **CITY** **STATE** **ZIP**

BUSINESS PHONE # _____ **RESIDENCE PHONE #**_____**FAX #** _____

CELL PHONE # _____ **e-mail address:** _____

6. _____
NAME OF ARCHITECT, LANDSCAPE ARCHITECT, ENGINEER, CONTRACTOR OR OTHER PERSON RESPONSIBLE FOR PROJECT DESIGN

_____
ADDRESS (please circle one of the above) **CITY** **STATE** **ZIP**

BUSINESS PHONE # _____ **RESIDENCE PHONE #**_____**FAX #** _____

CELL PHONE # _____ e-mail address: _____

7. NAME OF AUTHORIZED REPRESENTATIVE(S), ATTORNEY(S), OR AGENT(S) AND/OR CONTACT PERSON:

a. _____
NAME **ADDRESS** **CITY** **STATE** **ZIP**

BUSINESS PHONE # _____ **RESIDENCE PHONE #**_____**FAX #** _____

CELL PHONE # _____ e-mail address: _____

b. _____
NAME **ADDRESS** **CITY** **STATE** **ZIP**

BUSINESS PHONE # _____**FAX #** _____

CELL PHONE # _____ e-mail address: _____

c. _____
NAME **ADDRESS** **CITY** **STATE** **ZIP**

BUSINESS PHONE # _____**FAX #** _____

CELL PHONE # _____ e-mail address: _____

NOTE: ALL ARCHITECTS, LANDSCAPE ARCHITECTS, ENGINEERS, CONTRACTORS OR OTHER PERSONS RESPONSIBLE FOR PROJECT DESIGN, AS WELL AS AUTHORIZED REPRESENTATIVE(S), ATTORNEY(S), OR AGENT(S) AND/OR CONTACT PERSONS, WHO ARE REPRESENTING OR APPEARING ON BEHALF OF A THIRD PARTY ARE REQUIRED TO REGISTER AS A LOBBYIST WITH THE CLERK, PRIOR TO THE SUBMISSION OF AN APPLICATION.

8. DESCRIBE PROPOSAL IN FULL: _____

_____

_____

_____

_____

9. TOTAL FLOOR AREA OF NEW BUILDING:
(excluding required parking, unenclosed stairways and balconies) _____ **SQ. FT.**

10. PRESENT ZONING CLASSIFICATION OF PROJECT SITE:_____

11. IF APPLICANT IS OWNER, INDICATE DATE ACQUIRED: _____

12. IF APPLICANT IS LESSEE, INDICATE DATE LEASED: _____

13. HAS A HEARING BEEN HELD BEFORE ANY OF THE BOARDS LISTED IN 1. ABOVE OR BEFORE THE CITY COMMISSION ON THIS PROPERTY WITHIN THE LAST FIVE YEARS? [ ] YES [ ] NO [ ] DON'T KNOW. IF YES, PROVIDE DATE(S), REASON AND OUTCOME OF HEARING(S): _____

_____

_____

14. IS THERE AN EXISTING BUILDING ON THE SITE? YES ( ) NO ( ). IF YES, RESPOND TO QUESTIONS 15 AND 16 BELOW.

15. DESCRIBE ANY BUILDINGS EXISTING ON THE SITE AT PRESENT: _____

_____

_____

16. WILL ALL OR ANY PORTION OF THE BUILDING(S) INTERIOR AND/OR EXTERIOR, BE DEMOLISHED? [ ] YES [ ] NO

PLEASE EXPLAIN:_____

_____

_____

17. IS THERE A CONTRACT OR OPTION TO PURCHASE OR LEASE THE SUBJECT PROPERTY? [ ] YES [ ] NO. IF YES, IDENTIFY THE CONTRACT PURCHASER OR LESSEE AT THE BOTTOM OF PAGE 5, AND PROVIDE THE APPROPRIATE DISCLOSURE REQUIRED IN THE "DISCLOSURE OF INTEREST" FORM ON PAGE 6.

18. TOTAL FEE: (to be computed by staff) $ _____

NOTE: APPLICATIONS FOR BOARD HEARINGS CANNOT BE ACCEPTED WITHOUT PAYMENT OF THE REQUIRED FEE. ALL CHECKS ARE TO BE MADE PAYABLE TO: "*CITY OF MIAMI BEACH* ".

WHEN THE APPLICABLE BOARD REACHES A DECISION REGARDING THIS REQUEST, A *FINAL ORDER* WILL BE ISSUED STATING THE BOARD'S DECISION AND ANY CONDITIONS IMPOSED THEREIN. FINAL ORDERS ISSUED BY THE BOARD OF ADJUSTMENT, THE HISTORIC PRESERVATION BOARD AND THE PLANNING BOARD MUST BE RECORDED IN THE ***OFFICE OF THE RECORDER, MIAMI-DADE COUNTY*** AND THE ORIGINAL RETURNED TO THE BOARD SECRETARY. FINAL ORDERS FROM OTHER BOARDS WILL BE MAILED TO THE APPLICANT, THE ARCHITECT AND/OR THE CONTACT PERSON. IN NO CIRCUMSTANCES WILL A BUILDING PERMIT BE ISSUED BY THE CITY OF MIAMI BEACH WITHOUT A COPY OF THE PERTINENT *FINAL ORDER* BEING TENDERED ALONG WITH THE CONSTRUCTION PLANS.

In accordance with the Americans With Disabilities Act of 1990, persons needing special accommodation to participate in any proceedings should contact the Board's Administrator no later than four days prior to the proceeding at 305-673-7550 (voice). If hearing impaired, for sign language interpreters, five days or information on access for persons with disabilities call 305-673-7219 (TDD).

PLEASE COMPLETE ONE OR MORE OF THE FOLLOWING THREE AFFIDAVITS, AS APPLICABLE.
NOTE: THE PROPERTY OWNER MUST FILL OUT AND SIGN THE "OWNER/POWER OF ATTORNEY" PORTION IF THEY WILL NOT BE PRESENT AT THE HEARING.

TENANT or OWNER AFFIDAVIT (circle one)

I, _____, being first duly sworn, depose and say that I am the owner/tenant of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application and all sketch data and other supplementary matter attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before a hearing can be advertised.

_____
SIGNATURE

I, _____, hereby authorize the City of Miami Beach to enter my property for the sole purpose of posting a NOTICE OF PUBLIC HEARING on my property as required by law and I take the responsibility of removing this notice after the date of hearing.

_____
SIGNATURE

Sworn to and subscribed before me this ____ day of _____ , 200__. The foregoing instrument was acknowledged before me by _____ , who has produced _____ as identification and/or is personally known to me and who did/did not take an oath.

_____
STATE OF FLORIDA NOTARY PUBLIC
COUNTY OF MIAMI-DADE _____
MY COMMISSION EXPIRES: PRINT NAME

OWNER/POWER OF ATTORNEY AFFIDAVIT

I, _____ , being duly sworn and deposed say that I am the owner of the described real property and that I am aware of the nature and effect of the request for _____ relative to my property, which request is hereby made by me OR I am hereby authorizing _____ to be my legal representative before the Design Review Board/Historic Preservation Board.

_____
SIGNATURE

I, _____, hereby authorize the City of Miami Beach to enter my property for the sole purpose of posting a NOTICE OF PUBLIC HEARING on my property as required by law and I take the responsibility of removing this notice after the date of hearing.

_____
SIGNATURE

Sworn to and subscribed before me this ____ day of _____ , 200__ . The foregoing instrument was acknowledged before me by _____ , who has produced _____ as identification and/or is personally known to me and who did/did not ta

_____
STATE OF FLORIDA NOTARY PUBLIC
COUNTY OF MIAMI-DADE _____
MY COMMISSION EXPIRES: PRINT NAME

CORPORATION or PARTNERSHIP AFFIDAVIT (circle one)

I, _____ , being duly sworn, depose and say that I am the President/Vice President of

_____ and as such, have been authorized by the corporation to file this application that all answers to the questions in said application and all sketches, data and other supplementary matter attached to and made a part of the application are honest and true to the best of our knowledge and belief; that said corporation is the owner/tenant of the property described herein and is the subject matter of the proposed hearing. We understand this application must be completed and accurate before a hearing can be advertised.

_____ _____
PRESIDENT'S SIGNATURE (Corp. Seal) PRINT NAME

_____ _____
ATTEST: SECRETARY'S SIGNATURE PRINT NAME

I, _____, hereby authorize the City of Miami Beach to enter my property for the sole purpose of posting a NOTICE OF PUBLIC HEARING on my property as required by law and I take the responsibility of removing this notice after the date of hearing.

_____
SIGNATURE

Sworn to and subscribed before me this ____ day of _____ , 200__ . The foregoing instrument was acknowledged before me by _____ , who has produced _____ as identification and/or is personally known to me and who did/did not take an oath.

_____
STATE OF FLORIDA NOTARY PUBLIC
COUNTY OF MIAMI-DADE _____
MY COMMISSION EXPIRES: PRINT NAME

CONTRACT FOR PURCHASE

If there is a CONTRACT FOR PURCHASE, whether contingent on this application or not, and whether a corporation, trustee or partnership, list the names of the contract purchasers below, including the principal officers, stockholders, beneficiaries or partners. Where the principal officers, stockholders, beneficiaries or partners consist of another corporation, trust, partnership or other similar entity, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the entity. If any contingency clause or contract terms involve additional individuals, corporations, partnerships or trusts, list all individuals and/or complete the appropriate disclosure clause above.*

_____ _____
NAME DATE OF CONTRACT

NAME, ADDRESS, AND OFFICE % OF STOCK

_____ _____
_____ _____
_____ _____
_____ _____

For any changes of ownership or changes in contracts for purchase subsequent to the date of the application, but prior to the dates of final public hearing, a supplemental disclosure of interest shall be filed.

CITY OF MIAMI BEACH
DEVELOPMENT REVIEW BOARD APPLICATION

DISCLOSURE OF INTEREST

1. CORPORATION

If the property which is the subject of the application is owned or leased by a CORPORATION, list the principal stockholders and the percentage of stock owned by each. Where the principal officers or stockholders consist of another corporation(s), trustee(s), partnership(s) or other similar entity, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the entity).*

_____
CORPORATION NAME

NAME, ADDRESS, AND OFFICE	% OF STOCK

_____
CORPORATION NAME

NAME, ADDRESS, AND OFFICE	% OF STOCK

IF THERE ARE ADDITIONAL CORPORATIONS, LIST OTHERS, INCLUDING CORP. NAME(S) AND EACH INDIVIDUAL'S NAME, ADDRESS, OFFICE AND PERCENTAGE OF STOCK, ON A SEPARATE PAGE.

NOTE: Notarized signature required on page 8

DISCLOSURE OF INTEREST

2. TRUSTEE

If the property which is the subject of the application is owned or leased by a TRUSTEE, list the beneficiaries of the trust and the percentage of interest held by each. Where the beneficiary/beneficiaries consist of corporations(s), another trust(s), partnership(s) or other similar entity, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the entity.*

_____

TRUST NAME

NAME, ADDRESS, AND OFFICE	% OF STOCK

3. PARTNERSHIP/LIMITED PARTNERSHIP

If the property which is the subject of the application is owned or leased by a PARTNERSHIP or LIMITED PARTNERSHIP, list the principals of the partnership, including general and limited partners. Where the partner(s) consist of another partnership(s), corporation(s), trust(s) or other similar entity, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the entity.*

_____

PARTNERSHIP or LIMITED PARTNERSHIP NAME

NAME, ADDRESS, AND OFFICE	% OF STOCK

NOTE: Notarized signature required on page 8

4. COMPENSATED LOBBYIST:

The City of Miami Beach Code sub-section 118-31 requires the disclosure of any individual or group which has been, or will be, compensated to either speak in favor of or against a project being presented before any of the City's Development Review Boards, or not to speak at all. Please list below all persons or entities encompassed by this section.

	NAME	ADDRESS	PHONE #	TO SPEAK PRO	TO SPEAK CON	NOT TO SPEAK
a.						
b.						
c.						

Additional names can be placed on a separate page attached to this form.

*** Disclosure shall not be required of any entity, the equity interest in which are regularly traded on an established securities market in the United States or other country, or of any entity, the ownership interests of which are held in a limited partnership consisting of more than 5,000 separate interests and where no one person or entity holds more than a total of 5% of the ownership interests in the limited partnership.**

The applicant, hereby attests that the disclosure information listed on this application is a full disclosure of all parties of interest in this application to the best of my knowledge and belief.

Applicant also hereby acknowledges that any approval granted by the Board so applied to, shall be subject to any and all conditions imposed by said Board and by any other Board having jurisdiction, and that the project must also comply with the code of the City of Miami Beach and all other pertinent ordinances.

PERSON SUBMITTING APPLICATION: _____

Signature

_____

Print Name

STATE AFFILIATION WITH APPLICANT (i.e. Agent, Architect, Attorney, Contractor, etc.)

_____

Phone #

Sworn to and subscribed before me this _____ day of _____ , 200__. The foregoing instrument was acknowledged before me by _____ , who has produced _____ as identification and/or is personally known to me and who did/did not take an oath.

STATE OF FLORIDA
COUNTY OF MIAMI-DADE
MY COMMISSION EXPIRES:

_____

NOTARY PUBLIC

_____

PRINT NAME

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July 11, 2003