



CITY OF MIAMI GARDENS

PLANNING AND ZONING

PRINCIPLES AND GUIDELINES FOR CITY OF MIAMI GARDENS PUBLIC HEARING ZONING APPLICATIONS

City of Miami Gardens is committed to building a high quality built environment. Public hearing applicants are strongly advised to follow these principles and guidelines.

1. **Project Presentation by Applicant** – While staff provides a written recommendation, the applicant and their team are responsible for making a comprehensive oral presentation of their project to the City Council. Detailed colored renderings as well as architectural drawings and/or models are encouraged.
2. **Attendance** – The applicant and/or representative needs to be present at all project meetings that are considered before the City Council.
3. **Neighborhood Outreach** – Applicants are strongly encouraged to explain their project to neighboring property owners through door-to-door conversations or meetings with home owner associations and provide documentation of same to City (list available at City Hall). The City may defer or deny applications inadequately communicated to adjacent neighbors.
4. **Lush Landscape** – According to the City's landscaping requirements all significant projects shall include landscape plans including colored renderings that depict lush landscaping that is above the minimum requirements. Applications will be tied to such plans and renderings including construction plans.
5. **Quality Design and Architecture** – All major projects shall include color architectural renderings that depict quality buildings, design and quality materials. The City generally prefers modern, "inclusive" architecture that incorporates the Miami Modern or Florida/Caribbean modern elements that complement the city's architectural heritage.
6. **Proffered Community Amenities** – Applicants should recognize, and proffer, additional community amenities, significant resources or monetary contributions to mitigate the impact of their projects. E.g. landscape of adjacent rights-of-way, contributing to nearby parks, etc.
7. **Neighborhood Compatibility** – Applicants must provide detailed plans to mitigate neighborhood impacts, especially when the proposal will increase densities and intensities. E.g. the width of proposed landscape buffers, wall specifications, plant types, etc.
8. **School Concurrency Management** - The City is committed to supporting the Miami Dade County School District's programs to improve Miami Gardens' schools. All residential projects shall fully comply with the District's facility requirements including but not limited to the payment of education impact fees and of additional school facility mitigation fees. Applicants of residential projects must contact the Miami-Dade County School Board website at :
<http://www.dadeschools.net/community/community.htm>
School concurrency must be completed prior to the public hearing meeting.
9. **Transportation/Parking Impacts** – Applicants shall comply with the City's traffic impact analysis methodologies/parking analysis methodology and may be required to provide a complete traffic analysis and/or parking analysis report as part of the submittal. The Applicant will be responsible for all costs associated for the City's engineering consultant's review of the analysis and meetings and testimony at the public hearing.
10. **Workforce Housing** – Whenever possible and appropriate all residential projects especially larger developments should include units that are affordable to moderate income households such as public school teachers, firemen, nurses, etc.

PUBLIC HEARING ZONING APPLICATIONS PROCEDURES FOR SUBMITTAL

APPLICATIONS REQUIRING ZONING HEARING APPROVAL

Certain applications for zoning approval require that the City Council adopts a resolution or an ordinance. The following zoning applications require City Council approval:

1. All variances/waivers of the City's Land Development Regulations. This includes but not limited too, variances of setbacks, building heights parking requirements, landscape requirements, sign requirements, etc.
2. Approval of special exception uses.
3. Re-zonings of property.
4. Modifications of previously approved conditions of resolutions/ordinances.
5. Tentative plats, final plats, waiver of plats, rights-a-way vacation
6. Appeals of administrative interpretations.
7. All other requests that may require City Council approval.

CITY COUNCIL ZONING MEETING DATES AND TIME

The City Council Zoning meeting is scheduled the first Wednesday of each month, at 7:00pm. The meetings are held in City Hall, Council Chambers, 1515 N.W. 167 Street, Building 5, Suite 200, Miami Gardens, FL 33169, unless otherwise noticed.

NOTE: The City Council does not meet during the month of August.

LOBBYIST REQUIREMENTS

City of Miami Gardens Ordinance No. 2004-02-18 requires all lobbyists before engaging in any lobbying activities to register with the City Clerk and pay an annual fee of \$250.00. This applies to all persons who are retained (whether paid or not) to represent a business entity or organization to influence "City" action. "City" action is broadly described to include the ranking and selection of professional consultants, and virtually all-legislative, quasi-judicial and administrative action. All not-for-profit organizations, local chamber and merchant groups, homeowner associations, or trade associations and unions must also register however an annual fee is not required (see attached forms).

APPEALS/DISABILITIES/TRANSLATORS

Any persons, or persons, wishing to appeal any decision made by the City Commission with respect to any matter considered at the meeting or hearing, will require a verbatim record of the proceedings upon which the appeal is based. Any person with a disability requiring auxiliary aids and services for meeting, or requiring translation should contact the City Clerk's Office at 305-622-8000, at least three business day prior to the scheduled meeting date.

ZONING HEARING CONTACT INFORMATION

For more information, questions, or to schedule an appointment to file a Zoning Hearing application please contact the Planning and Zoning Department, 1515 N.W. 167 Street, Building 5, Suite 160, Miami Gardens, FL, 33169, 305-622-8023 or email Cyril Saiphoo, AICP, Zoning Administrator at csaiphoo@miamigardens-fl.gov.

ZONING HEARING PROCEDURES

1. It must first be determined by the Planning and Zoning Department that a Zoning Hearing is required.
 - a. This determination can be made by contacting the Planning and Zoning Department, 305-622-8023, during the hours of 8:00am to 4:00pm Monday to Friday.
 - b. It is recommended that an appointment be made with the Zoning Administrator to discuss the application prior to filing the application for complete and detail instructions, and to address any questions or concerns.
2. The applicant/agent shall prepare the submittal of the Zoning Hearing application. The completed application shall be submitted in person, or delivered to the Planning and Zoning Department. The Zoning Administrator shall make the determination that the Zoning Hearing application is complete, and submitted accordingly. **NOTE:** Applications will not be processed and/or scheduled for Public Hearing until deemed complete.
3. A recommendation of approval, approval with conditions, or denial of the application will be formulated by the Planning and Zoning Department.
 - a. The recommendation will be made after the Department's review of all submitted materials and an evaluation of hardships, impacts, and the general benefit and welfare of the community.
 - b. The Planning and Zoning Department's recommendation is made to the City Council. **NOTE:** An opportunity is given for the applicant/agent to address staff's concerns, and too modify the application, and/or proffer a Declaration of Restrictive Covenants, or withdraw the application.
 - c. The City Council may at its' sole discretion adopt a motion for approval, approval with conditions, modified approval, denial, or deferral. Staff makes cannot confirm prior to the Zoning Hearing the actions the City Council may adopt.
 - d. Be advised The City Council adopts a motion for approval, approval with conditions, modified approval, denial, or deferral at its' sole discretion. Staff does not determine the actions the City Council may adopt.
4. The application will be tentatively scheduled for the City Council Zoning meeting agenda. It is the Department's intention to have applications scheduled within ninety (90) days of an accepted application. **NOTE:** The application may be delayed due to incomplete or missing items, modifications or revisions to the applications, and/or unforeseen circumstances. Staff's draft recommendation to the City Commission will be made available to the applicant approximately thirty days (30) days prior to the scheduled meeting date. Please contact the Planning and Zoning Department for a copy of the draft recommendation.
5. At the City Council Zoning meeting, the applicant and/or its' representative/agent shall be present to address the City Council and explain the nature of the application and too address any questions or concerns of the application.

- a. During the public hearing all interested parties may speak and comment on the application. The City Council will motion for an action to be taken based on the Department's recommendation, the applicant's presentation, and on public comment and concerns.
 - b. The City Council grants the final approval, approval with conditions, or denial of the application.
6. The decision of the City Council is final unless appealed within 14 days from the date of posting or filed with the Circuit Court of the 11th Judicial Circuit by an aggrieved party or the applicant within 30 days. **NOTE:** The City Attorney's office should be contacted for details and procedures on filing such appeals.
- a. An Ordinance or Resolution, and if conditioned, a Declaration of Restrictive Covenants of the outcome of the hearing will be prepared by the City Attorney and City Clerks Office for the City of Miami Gardens and will be mailed to the applicant.
 - b. The Ordinance or Resolution render the decision of the City Council and will specify any conditions imposed by the Council.
 - c. If a Declaration of Restrictive Covenants is a condition of approval, the Declaration will be mailed for execution and with instructions to return to the Planning and Zoning Department.
 - d. Non-compliance with the any condition of approval may be enforced accordingly. Formal action may be taken on any item discussed or added to this Agenda.

I have read these guidelines and principles and pledge to comply with same.

Signature of Applicant: _____

Print Name:

Date:



OFFICE USE ONLY

Date Received: _____

Process No. _____

PUBLIC HEARING ZONING APPLICATION

PROPERTY OWNER INFORMATION:

OWNER'S NAME, MAILING ADDRESS, TELEPHONE NUMBER:

Owner's Name (Provide name of ALL owners): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____ E-mail: _____

APPLICANT /DULY APPOINTED AGENT INFORMATION:

CONTACT PERSON, MAILING ADDRESS, TELEPHONE NUMBER:

Contact Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone#: _____ E-mail: _____

PROJECT INFORMATION:

1. **PROJECT NAME:** _____

2. **LIST FOLIO NUMBER OF ALL PARCELS:**

3. **ADDRESS OR LOCATION OF PROPERTY:** _____

(for location, provide general location i.e. NE corner of, etc.)

4. **CURRENT ZONING CLASSIFICATION:** _____

5. **LEGAL DESCRIPTION:** _____

(Provide complete legal description, i.e., lot, block, subdivision name, plat book & page number, or a metes and bounds description; if additional room is necessary please attach on separate sheet. NOTE: All legal descriptions must also be submitted as part of this application in an electronic MICROSOFT WORD format.)

6. **SIZE OF PROPERTY (in acres):** _____

(divide total sq.ft. by 43,560 for acerage)

7. **TOTAL BUILDING SQUARE FOOTAGE (total gross square footage):**

8. **IS CONTIGUOUS PROPERTY OWNED BY THE SUBJECT PROPERTY OWNER(S)?**

no yes.

(If yes, please provide legal description on separate sheet)

9. **IS THERE AN OPTION** to purchase or lease the subject property or property contiguous thereto?

no yes.

(If yes, identify potential purchaser or lessee and complete 'Disclosure of Interest' form)

10. **APPLICATION TYPE** (Check all that apply and describe nature of the request in space provided)

Rezoning from: to

Special Exception Use for: in the district.

Variance/waiver of Section(s) of the Land Development Regulations:

(list specific sections from the Land Development Regulations)

Modification of previously approved Resolution/Plan/Declaration of Restrictive Covenant :

(list Resolutions numbers / plans / or Declarations O.R.B page)

Other (specify)

11. **Has there ever been a public hearing held on this property?** no yes.

(If yes, provide applicant's name, date, purpose and result of hearing, and resolution number for all):

12. **Is this Zoning Application a result of a warning or violation notice?** no yes

(If yes, please submit copy of violation notice)

OWNERSHIP AFFIDAVIT FOR INDIVIDUAL

STATE OF

COUNTY OF

Before me, the undersigned authority, personally appeared , hereinafter the Affiant, who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the fee owner of the property that is the subject of the proposed hearing.
2. The subject property is legally described as:
3. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.

Witnesses:

Signature

Affiant's signature

Print Name

Print Name

Signature

Print Name

Sworn to and subscribed before me on the _____ day of _____, 20____.
Affiant is personally known to me or has produced _____ as
identification _____.

Notary

(Stamp/Seal)

Commission Expires:

OWNERSHIP AFFIDAVIT FOR CORPORATION

STATE OF

COUNTY OF

Before me, the undersigned authority, personally appeared _____
_____ hereinafter the Affiant(s), who being first duly sworn by me, on oath,
deposes and says:

1. Affiant is the president, vice-president or CEO of the Corporation, or otherwise authorized to sign on behalf of the Corporation, doing business at the following address:
2. The Corporation owns the property which is the subject of the proposed zoning hearing.
3. The subject property is legally described as:
4. Affiant is legally authorized to file this application for public hearing.
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning action granted at public hearing.

Witnesses:

Signature

Affiant's signature

Print Name

Print Name

Signature

Print Name

Sworn to and subscribed before me on the ____ day of _____, 20 ____.

Affiant is personally known to me or has produced _____
as identification.

Notary

(Stamp/Seal)

Commission Expires:

DISCLOSURE OF INTEREST*

If a CORPORATION owns or leases the subject property, list principal stockholders and percent of stock owned by each. [Note: Where principal officers or stockholders consist of other corporation(s), trust(s), partnership(s) or other similar entities, further disclosure shall be made to identify the natural persons having the ultimate ownership interest].

CORPORATION NAME:

<u>NAME AND ADDRESS</u>	<u>Percentage of Stock</u>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If a TRUST or ESTATE owns or leases the subject property, list the trust beneficiaries and the percent of interest held by each. [Note: Where beneficiaries are other than natural persons, further disclosure shall be made to identify the natural persons having the ultimate ownership interest].

TRUST/ESTATE NAME

<u>NAME AND ADDRESS</u>	<u>Percentage of Interest</u>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If a PARTNERSHIP owns or leases the subject property, list the principals including general and limited partners. [Note: Where the partner(s) consist of another partnership(s), corporation(s), trust(s) or other similar entities, further disclosure shall be made to identify the natural persons having the ultimate ownership interest].

PARTNERSHIP OR LIMITED PARTNERSHIP NAME:

<u>NAME AND ADDRESS</u>	<u>Percentage of Ownership</u>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

CONTRACT FOR PURCHASE

If there is a **CONTRACT FOR PURCHASE**, by a Corporation, Trust or Partnership list purchasers below, including principal officers, stockholders, beneficiaries or partners. [Note: Where principal officers, stockholders, beneficiaries or partners consist of other corporations, trusts, partnerships or other similar entities, further disclosure shall be made to identify natural persons having the ultimate ownership interests].

NAME OF PURCHASER:

NAME, ADDRESS AND OFFICE (if applicable)

Percentage of Interest

Date of contract:

If any contingency clause or contract terms involve additional parties, list all individuals or officers, if a corporation, partnership or trust.

NOTICE: For any changes of ownership or changes in purchase contracts after the date of the application, but prior to the date of final public hearing, a supplemental disclosure of interest is required.

The above is a full disclosure of all parties of interest in this application to the best of my knowledge and belief.

Signature: _____
(Applicant)

Sworn to and subscribed before me this ____ day of _____, _____. Affiant is personally know to me or has produced _____ as identification.

(Notary Public)

My commission expires: _____

*Disclosure shall not be required of: 1) any entity, the equity interests in which are regularly traded on an established securities market in the United States or another country; or 2) pension funds or pension trusts of more than five thousand (5,000) ownership interests; or 3) any entity where ownership interests are held in a partnership, corporation or trust consisting of more than five thousand (5,000) separate interests, including all interests at every level of ownership and where no one (1) person or entity holds more than a total of five per cent (5%) of the ownership interest in the partnership, corporation or trust. Entities whose ownership interests are held in a partnership, corporation, or trust consisting of more than five thousand (5,000) separate interests, including all interests at every level of ownership, shall only be required to disclose those ownership interest which exceed five (5) percent of the ownership interest in the partnership, corporation or trust.

FEE SCHEDULE

Z100	Basic fee:	2,304.00	<input style="width: 100%;" type="text"/>
Z101	Basic fee (Violation):	4,608.00	<input style="width: 100%;" type="text"/>
	Size of Property (applies to all applications):		
Z978	Residential (\$1,152.00 per 10 acres or portion thereof)		<input style="width: 100%;" type="text"/>
Z981	Commercial (\$1,536.00 per 10 acres or portion thereof) *always round up to nearest integer.		<input style="width: 100%;" type="text"/>
	Size of Building:		
Z982	Commercial, Non Residential (\$768.00 per 5,000 sq. ft. or portion thereof) * always round up to nearest integer.		<input style="width: 100%;" type="text"/>
	Number of Units:		
Z979	Residential (\$768.00 per 15 units or portion thereof)		<input style="width: 100%;" type="text"/>
	Site Plan Review:		
Z977	Residential	3,210.50	<input style="width: 100%;" type="text"/>
Z977	Commercial/Multi-Family/Non-residential	3,210.50	<input style="width: 100%;" type="text"/>
	Variance(s) and Waivers: (FLAT FEE for Single Family ONLY)		
Z983	PH-Variance/Waivers single family, duplex, townhouse lot	1,600.00	<input style="width: 100%;" type="text"/>
Z980	PH- Commercial/Industrial/Multi-Family/non-residential, other	4,565.00	<input style="width: 100%;" type="text"/>
Z984	PH- Variance/Waiver as result of violation	1,900.00	<input style="width: 100%;" type="text"/>
	Variance – Signs:		
Z997	Fee	1,800.00	<input style="width: 100%;" type="text"/>
Z997(a)	Additional Fee per Sign	250.00	<input style="width: 100%;" type="text"/>
Z998	(Result of a Violation)	3,000.00	<input style="width: 100%;" type="text"/>
	Modification/Deletion of Condition:		
Z975	Modification/Deletion of previous Resolution/Plan/Declaration of Restrictive Covenant:	4,160.00	<input style="width: 100%;" type="text"/>
Z974	Special Exception Use (R districts):	5,536.00	<input style="width: 100%;" type="text"/>
Z974 (a)	Special Exception Use (all other districts):	15,072.00	<input style="width: 100%;" type="text"/>
	Zone Change to:		
Z104	AU/R-1/R-2	2,848.00	<input style="width: 100%;" type="text"/>
Z114	R-15/R-25/R-50/OF	8,768.00	<input style="width: 100%;" type="text"/>
Z124	PD	15,797.00	<input style="width: 100%;" type="text"/>

Z134	NC/PCD	13,152.00	<input type="text"/>
Z144	I-1/I-2/GP	13,152.00	<input type="text"/>
Appeals:			
Z500	Appeal of Administrative Interpretation/ Substantial Compliance Determination:	1,100.00	<input type="text"/>
Z202	Appeal of an Administrative Variance/Waiver:	1,920.00	<input type="text"/>
Z116	Revisions to plans: (first revision no charge) thereafter, each revision	2,826.50	<input type="text"/>
Z117	Application submitted 30 days or less prior to hearing	1200.00	<input type="text"/>
	Subtotal		\$ <input type="text"/>

CONTINUED FEE SCHEDULE

Concurrency: CN01-Residential CN02-Commercial/Non-residential	6%	<input type="text"/>
	Subtotal	<input type="text"/>
City of Miami Gardens Surcharge:	15%	<input type="text"/>
	Subtotal	\$ <input type="text"/>
Upfront Notices & Advertisement Fees		
Z999	Additional Radius Fees:	
	Single-Family Lot Non-Use Variance	250.00 <input type="text"/>
	Notices requiring a radius of 500 feet	2,700.00 <input type="text"/>
	Notices requiring a radius of ½ Mile for Commercial	4,200.00 <input type="text"/>
Z888	Upfront Traffic Engineering/Parking Analysis review fees	1,000.00 <input type="text"/>
	GRANDTOTAL	\$ <input type="text"/>

Make checks payable to: "City of Miami Gardens".

UPON SUFFICIENCY REVIEW OF THE APPLICATION, ADDITIONAL FEES MAY APPLY.

PLEASE NOTE: Applications are not considered sufficient until such time all fees have been paid. Fees are non-refundable unless a request to withdraw the application is received in writing to the Planning and Zoning Department five (5) days prior to any noticing or advertising of the application. Fees or portions thereof may not be refunded if the application has been advertised, noticed, site plan review has commenced, traffic/parking analysis review has commenced, or any other review.

SUBMITTAL CHECKLIST

The following items must be submitted with this application:

Required	Provided	Description
<input type="checkbox"/>	<input type="checkbox"/>	Registration of Lobbyists – must register with the City Clerk’s office as lobbyists. Accordance to Ordinance No. 2004-02-18
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Intent - signed by the applicant, listing what is being requested, and reasons why applicant feels the request should be approved, detailing variances, zoning requests, explaining zoning hardship, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Application - <u>completely</u> filled out and properly executed. (Folio numbers are mandatory).
<input type="checkbox"/>	<input type="checkbox"/>	Boundary Survey 1 signed and sealed (5 copies) - (required with every application, no older than 1 year. Must show all structures, rights-of-way, etc. and any municipal boundary, if any). Legal Description and Folios- must be accurate and submitted in MICROSOFT WORD format
<input type="checkbox"/>	<input type="checkbox"/>	Site Plans (6 sets) - (must show entire property, all dimensions measured to centerline of the streets, size and uses of existing and proposed buildings, spacing, setback distances, typical parking spaces, driveways, etc. A complete zoning legend, showing data calculations for the site) Zoning Legend: All plans must contain a complete zoning data legend.
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans (6 sets) (must identify all rooms and indicate dimensions of each).
<input type="checkbox"/>	<input type="checkbox"/>	Building Elevations (6 sets) (drawing must show number of stories and height of top of roof).
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plans (6 sets) (including Landscape Legend and Certificate acknowledging compliance with the Landscape Ordinance). Title Block: Plans must contain a Title Block identifying the project, name, title and address of person who prepared the plan, date prepared, and scale used.
<input type="checkbox"/>	<input type="checkbox"/>	All Plans (15 sets) 11” x 17” full sets of all plans submitted
<input type="checkbox"/>	<input type="checkbox"/>	PDF files of all plans, survey, studies, renderings submitted
<input type="checkbox"/>	<input type="checkbox"/>	Ownership affidavit(s) – only if other than the owner is representing this application.
<input type="checkbox"/>	<input type="checkbox"/>	Disclosure of Interest - if the owner, applicant or contract purchaser is a corporation, partnership, trustee.
<input type="checkbox"/>	<input type="checkbox"/>	Contract to Purchase
<input type="checkbox"/>	<input type="checkbox"/>	Copy of executed lease - for one year or more, if applicant is a lessee.
<input type="checkbox"/>	<input type="checkbox"/>	Liquor Survey
<input type="checkbox"/>	<input type="checkbox"/>	Special Purpose Survey
<input type="checkbox"/>	<input type="checkbox"/>	Engineer’s certification and/or compliance letter for existing structures.
<input type="checkbox"/>	<input type="checkbox"/>	Architectural approval letter required from the homeowners’ or condominium association.
<input type="checkbox"/>	<input type="checkbox"/>	Lake Excavation Plans (prepared & sealed by a Florida surveyor or engineer, showing perimeter dimensions, deep cut line, cross sections and slope descriptions).
<input type="checkbox"/>	<input type="checkbox"/>	School Concurrency Management – The City is committed to supporting the Miami Dade County School District’s programs to improve Miami Gardens’ schools. All residential projects shall fully comply with the District’s facility requirements including but not limited to the payment of education impact fees and of additional school facility mitigation fees.
<input type="checkbox"/>	<input type="checkbox"/>	Transportation/parking Impacts – Applicants shall comply with the City’s traffic impact analysis methodologies and/or parking analysis methodology and provide a complete traffic/parking analysis report meeting the approval of the City’s traffic engineer. Applicants will be notified of the fees for such review(s) and shall be responsible for payment of those fees.
<input type="checkbox"/>	<input type="checkbox"/>	School Checklist - required for all day care centers, charter schools, and private schools.
<input type="checkbox"/>	<input type="checkbox"/>	Fees – Pay fees

RESPONSIBILITIES OF THE APPLICANT

I AM AWARE THAT:

1. The City of Miami Gardens, Department of Development Services, Planning & Zoning, and other City Departments review and critique zoning hearing applications which may affect the scheduling and outcome of my hearing.
2. Applications are not considered sufficient until such time all fees have been paid. Fees are non-refundable unless a request to withdraw the application is received in writing to the Planning and Zoning Department five (5) days prior to any noticing or advertising of the application. Fees or portions thereof may not be refunded if the application has been advertised, noticed, site plan review has commenced, traffic/parking analysis review has commenced, or any other review.
3. The Florida Building code requirements may affect my ability to obtain a building permit even if my zoning application is approved. I am responsible for obtaining any required permits and inspections for all structures and additions proposed, or built without permits. And that a Certificate of Use (C.U.) must be obtained for the use of the property. Failure to obtain the required permits and/or C.U., Certificates of Completion (C.C.) or Certificate of Occupancy (C.O.) will result in enforcement action against any occupant and owner. Submittal of the Zoning Hearing application may not forestall enforcement action against the property.
4. The 3rd District Court of Appeal has ruled that zoning applications inconsistent with the Comprehensive Development Master Plan (CDMP) cannot be approved by a zoning board based upon considerations of fundamental fairness. Therefore, I acknowledge that if the hearing request is inconsistent with the CDMP and I decide to go forward then my hearing request can only be denied or deferred, but not approved.
5. Any Declaration of Restrictive Covenant, Unity of Title or legal document to be proffered by the Applicant must be submitted to the City Attorney's Office, on City of Miami Gardens approved form, at least 15 days prior to the hearing date. The documents will be reviewed and the applicant will be notified if changes or corrections are necessary. Once the covenant is acceptable, the applicant is responsible to submit the executed covenant with a current 'Opinion of Title' within ten (10) days after the granting of the approval. The City Attorney can advise as to additional requirements applicable to foreign corporations. Documents submitted to City Attorney must carry a cover letter indicating subject matter, application number and hearing date. City Attorney may be reached at (305) 622-8000 ext. 2650.

(Applicant's Signature)

(Print Name)

Sworn to and subscribed before me on the ____ day of _____ 20____.

Affiant is personally known to me or has produced _____
as identification.

Notary

(Stamp/Seal)

Commission Expires:

**CITY OF MIAMI GARDENS
LOBBYIST AUTHORIZATION FORM**

PRINCIPAL'S NAME:

PRINCIPAL'S CONTACT PERSON:

PRINCIPAL'S TRADE NAME:

MAILING ADDRESS:

TELEPHONE NUMBER:

NAME OF LOBBYIST(S):

LOBBYIST'S ADDRESS

TELEPHONE NUMBER:

DATE EMPLOYED:

Is lobbyist employed for a specific issue Yes No

SPECIFIC ISSUE:

I swear under penalty of perjury that the information on this form is true and accurate.

PRINCIPAL'S SIGNATURE _____ DATE: _____

Violations may be determined by the Miami-Dade County Commission on Ethics and Public Trust. A finding by the Commission that a person has violated this Ordinance shall subject the person to those penalties set forth in Section 2-11.1 of the Metropolitan Dade Code. The penalties include admonition, public reprimand, and fines, as well as prohibitions from registering as a lobbyist or engaging in lobbying activities before the City.

AFFIDAVIT OF LOBBYIST REGISTRATION

A \$250.00 Registration Fee is due on or before October 1st of each year.

DATE REGISTERED

Lobbyist Name (print):
Last Name, First Name, Middle Initial

Business Name:
(if different from above)

Business Phone:

Email Address (optional)

Mailing Address:

Business Address (if different from above):

I do solemnly swear that all facts contained in this Registration report are true and correct, and that I have read and am familiar with the provisions of Miami-Dade County Code Section 2-11.1(s), and the LOBBYIST REGISTRATION, REPORTING, AND WITHDRAWAL requirements contained herein.

Signature of Lobbyist

___ Personally Known
___ Produce ID _____
___ Did take an oath, or
___ Did not take an oath

Sworn to and subscribed before me this _____ day of _____, 20 __.

Notary Public
My Commission Expires:

For City Clerk's Use only: PAID \$ _____ as Cash _____; Check _____ (Check # _____)
Date rec'd: _____, 200 __.
Rec'd By: _____

LOBBYIST REGISTRATION FORM

“Lobbyist” means all persons, employed or retained, whether paid or not, by a principal who seeks to encourage the passage, defeat or modification of any ordinance, resolution, action or decision of any council member; any action, decision, recommendation of the city manager or any board or committee; or any action, decision or recommendation of any city personnel defined in any manner in this section, during the time period of the entire decision-making process on such action, decision or recommendation that foreseeable will be heard or reviewed by the city council, or a city board or committee. The term “lobbyist” specifically excludes the principal as well as any employee of the principal engaged in lobbying activities. City of Miami Gardens Ordinance No. 2007-09-115.

1. **Lobbyist Name (print):**
Last Name, First Name, Middle Initial

Business Name:
(if different from above)

Business Phone:

Email Address (optional)

Mailing Address:

Business Address (if different from above):

2. **Principal retained by: (list each person or entity that has retained you to lobby on this subject):**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Principal’s Address (If different from above)

a) **If you represent a corporation, partnership, or trust, identify and provide the address for the Chief Officer, Partner, and/or beneficiary:**

3. **Subject Matter (Must be specific & describe in detail!)**

4. Identify each individual (Mayor, Councilmember, Board, Committee, or City staff) to be lobbied:

5. The subject matter listed in number 3 above is to be considered at the meeting of: (Identify each entity)

City Council _____ on _____ 20__
 City Staff _____ on _____ 20__
 City Board or Committee _____ on _____ 20__

6. State the extent of any business, financial, familial, professional or other relationship which exists with any individual identified in number 4 above.

On October 1 of each year, each lobbyist shall submit to the City Clerk a signed statement under oath, listing all lobbying expenditures in the City of Miami Gardens for the preceding calendar year. Each person who withdraws as a lobbyist must file a "Certificate of Withdrawal" with the City Clerk.

OATH: I do solemnly swear that I have read and am familiar with the provisions of City of Miami Gardens, Ordinance NO. 2004-18, including the LOBBYIST REGISTRATION, REPORTING, ANNUAL REGISTRATION, AND WITHDRAWAL requirements contained therein, and that all facts contained in this Lobbyist Registration report are true and correct.

Signature of Lobbyist

___ Personally known
___ Produced ID _____
___ Did take an oath, or
___ Did not take an oath

State of Florida, County of Miami-Dade
Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public or City Clerk
My Commission expires:

FOR CITY CLERK'S USE ONLY: Registration: ___ Accepted ___ Rejected Date: _____
If rejected, state reasons: _____

Fee Paid: ___ Yes \$ _____ as Cash ___; as Check ___ (Check # _____)
___ No ___ Not For Profit Organization (___ documentary proof attached)

Date Received: _____ Received By: _____