



CITY OF AVENTURA
 COMMUNITY DEVELOPMENT DEPARTMENT
 19200 W. Country Club Dr.
 Aventura, Florida 33180
 (305) 466-8940

**APPLICATION FOR ADMINISTRATIVE APPROVAL
 OF TENTATIVE PLAT**
 City Code Section 31-78

DATE: _____

PROPOSED PROJECT NAME: _____

LOCATION: _____

LEGAL DESCRIPTION: _____

FOLIO NUMBER(s): _____

CURRENT ZONING: _____ **CURRENT LAND USE:** _____

PROPOSED USE(S) OF PROPERTY:

_____ **Residential:** _____ **Dwelling Units**
 (number)

_____ **Non-Residential:** _____
 (gross leasable area)

Gross Acres within Plat: _____

Right of Way within Plat: _____ **acres**

Water within Plat: _____ **acres**

Net within Plat: _____ **acres**

Name of Applicant or Contact Person:

Phone No.:

Address of Applicant:

Name of Property Owner (if other than Applicant):

Phone No.:

Address of Property Owner:

1. The following documents are required to be submitted with and are deemed to be incorporated into this petition, as applicable:

- _____ ALL APPLICATIONS MUST BE ACCOMPANIED BY A LETTER OF INTENT. Please describe in detail, whether and to what extent the requested development action serves a public benefit which would warrant the granting of the request and specific justification for approval of the application, nature of the requests and any other pertinent information. Insufficient justification may result in the denial of your application.
- _____ One (1) original application, signed and notarized by the applicant, owner and/or attorney and, if necessary, authorization to another individual to represent the applicant.
- _____ One (1) original, current (within 30 days) Opinion of Title for the subject property and copies of documents referenced in that report.
- _____ A complete zoning history of the property is required. The attached Certificate of Resolutions form must be completed and signed by a Miami-Dade employee from the Zoning Information Section.
- _____ Ten (10) copies (folded) and one electronic copy of a registered, current (within 30 days), signed and sealed survey of subject property, based upon the Opinion of Title. Surveys must delineate existing natural features, easements, existing structures and uses, and existing utility lines.
- _____ Ten (10) sets (folded) and one electronic copy of the Tentative Plat, signed and sealed.
- _____ Lot/Parcel Analysis required, including, but not limited to, the following information relative to lots and parcels in each zoning district: number of lots, smallest lot size, average lot size, number of parcels, acreage in each parcel.
- _____ Letters from all utilities franchised to operate in the City (Florida Power and Light, Southern Bell, WASA, Cable) relative to adequacy of proposed easements shown in the plat/site plan, including approval of shared easements.
- _____ Disclosure of Interest Form.
- _____ Applicant Representative Affidavit and Business Relationship Affidavit pursuant to Section 31-71 (b) (2) of the City Code.

Does property owner own contiguous property to the subject property? If so, give complete legal description of entire contiguous property.

Is there an option to purchase or lease subject property or property contiguous thereto, predicated on the approval of this application? Yes _____ No _____

If yes, who are the affected parties? _____
(Copy of purchase contract must be submitted with this application).

Do these plans represent new construction?	Yes _____	No _____
Has construction started?	Yes _____	No _____
Has construction been completed?	Yes _____	No _____
Are there any existing structures on the property?	Yes _____	No _____
Will the existing structures be demolished?	Yes _____	No _____

2. Filing and Hearing Fees

_____ A check made payable to the **City of Aventura** for the amount of \$ 7,500.
Plus \$100 per lot/tract

_____ A check made payable to **Miami-Dade County** for \$250.00 for Miami Dade DERM review.

3. Property Violations

As part of the review, your property may be subject to various inspections by City personnel. If building, zoning or Code Compliance violations are found, your request for a public hearing will be deferred until such violations are corrected.

4. Responsibility of Applicant

It is the responsibility of the applicant to assure that all questions in the application and all required supplementary data are submitted at the time of the filing of the application and that all answers, plans and supplementary data are accurate and complete.

All required plans, supplementary data, mailing labels and fees must be submitted at the same time as the application is filed, or the application will be incomplete. Incomplete applications will not be scheduled for public hearing and will be returned to the applicant. The filing of an incomplete application will not reserve a place on the hearing agenda. An application submitted prior to the deadline does not automatically insure placement of the application on that hearing agenda.

All data submitted in connection with the application becomes a permanent part of the public records of the City of Aventura.

5. **Procedure for Platting or Replatting:**

1. Ten (10) copies of the Tentative Plat are submitted to the City's Community Development Department
2. City determines if the Tentative Plat meets the requirements of the City Code
3. Upon approval by the Community Development Department, the applicant submits the Tentative Plat to Miami-Dade County along with the City's staff report confirming approval.
4. Upon approval by Miami-Dade County, the applicant prepares the Final Plat and submits ten (10) copies to the Community Development Department. The Final Plat appears before the City Commission for approval.
5. The City Commission, if approving the Final Plat, passes a resolution.
6. The Final Plat is submitted to Miami- Dade County along with the City's resolution, for final approval and recording.

For Office Use

Date Application Received: _____ **Application Number:** _____

**DEVELOPMENT APPLICATION OWNER
CERTIFICATION**

(Please complete all that apply)

For use when petitioner is the Owner of subject property: (not a corporation)

This is to certify that I am the owner of the subject lands described in the above application. I understand that I am responsible for complying with all application requirements prior to this petition being scheduled for any public hearing. I also understand that it is my responsibility to comply with the City's requirements regarding quasi-judicial proceedings. This further certifies that I have read this petition and the statements contained herein are true and correct to the best of my knowledge.

Print Name of Petitioner

Signature of Petitioner

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 19 _____, by _____ who is personally known to me or who has produced _____ as identification and who (did) (did not) take an oath.

Printed Name of Notary Public

Signature of Notary Public

My Commission Expires:

For use when petitioner is NOT the Owner of the Subject Property:

This is to certify that I am the owner of subject lands described in the above petition. I have authorized _____ make and file the aforesaid petition. This further certifies that I have read this petition and the statements contained herein are true and correct to the best of my knowledge.

Print Name of Petitioner

Signature of Petitioner

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 19 _____, by _____ who is personally known to me or who has produced _____ as identification and who (did) (did not) take an oath.

Printed Name of Notary Public

Signature of Notary Public

My Commission Expires:

Tenant or Owner Affidavit

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. In the event that I or any one appearing on my behalf is found to have made a material misrepresentation, either oral or written, regarding this application, I understand that any development action may be voidable at the option of the City of Aventura.

Print Name of Petitioner

Signature of Petitioner

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 19 _____, by _____ who is personally known to me or who has produced _____ as identification and who (did) (did not) take an oath.

Printed Name of Notary Public

Signature of Notary Public

My Commission Expires:

Attorney Affidavit

I, _____, being first duly sworn, depose and say that I am a State of Florida Attorney at Law, and I am the Attorney for the Owner/Applicant 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 this application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before a hearing can be advertised. In the event that I or any one appearing on my behalf is found to have made a material misrepresentation, either oral or written, regarding this application, I understand that any variance, special exception or plat approval shall be voidable at the option of the City of Aventura.

Print Name of Petitioner

Signature of Petitioner

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 19 _____, by _____ who is personally known to me or who has produced _____ as identification and who (did) (did not) take an oath.

Printed Name of Notary Public

Signature of Notary Public

My Commission Expires:

Corporation Affidavit

I/We, _____, being first duly sworn, depose and say that I/we are the President/Vice President, and Secretary of the aforesaid corporation, and as such, have been authorized by the corporation to file this application for public hearing; that all answers to the questions in said application and all sketches, data and other supplementary matter attached to and made a part of this 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 which is the subject matter of the proposed hearing. We understand that this application must be complete and accurate before a hearing can be advertised. In the event that I or any one appearing on our behalf is found to have made a material misrepresentation, either oral or written, regarding this application, I understand that any development action may be voidable at the option of the City of Aventura.

Print Name of Petitioner

Signature of Petitioner

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 19 _____, by _____ who is personally known to me or who has produced _____ as identification and who (did) (did not) take an oath.

Printed Name of Notary Public

Signature of Notary Public

My Commission Expires:



Disclosure of Interest

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. Note: where the principal officers or stockholders consist of another corporation(s), trustee(s), partnership(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual (s) (natural persons) having the ultimate ownership interest in the aforementioned entity.

Corporation Name

Name, Address and Office	Percentage of Stock
_____	_____
_____	_____
_____	_____

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. [Note: where the beneficiary (ies) consist of corporation (s), another trust(s), partnership(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity.]

Trust Name

Name, Address and Office	Percentage of Stock
_____	_____
_____	_____
_____	_____

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, and the percentage of ownership held by each. [Note: where the partners(s) consist of another partnership(s), corporation(s), trust(s), or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity.]

Partnership of Limited Partnership Name

Name, Address	Percentage of Ownership
_____	_____
_____	_____

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. [Note: where the principal officers, stockholders, beneficiaries, or partners consist of another corporation, trust, partnership, or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural person) having the ultimate ownership interest in the aforementioned entity].

Name	Date of Contract
Name and Address	Percentage of Interest
_____	_____
_____	_____
_____	_____

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

_____	_____
_____	_____
_____	_____
_____	_____

For any changes of ownership or changes in contracts for purchase subsequent to the date of the application, but prior to the date of final public hearing, a supplemental disclosure of interest shall be filed. The above is full disclosure of all parties of interest in this application to the best of my knowledge and belief.

Signature of Applicant	Print Name of Applicant
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State of _____ County of _____

The foregoing instrument was Sworn to and Subscribed before me this _____ day of _____, 200__ by _____ who is personally known to me or who has produced _____ as identification.

Printed Name of Notary Public	Signature of Notary Public
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My commission Expires:

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

CERTIFICATION OF RESOLUTIONS

Property Address: _____

Folio #: _____

Legal Description: _____

Attached herewith, please find all of the Resolutions corresponding to the above listed property. The complete listing of Resolution numbers for the property are as follows:

RESOLUTION NO. _____ RESOLUTION NO. _____
RESOLUTION NO. _____ RESOLUTION NO. _____
RESOLUTION NO. _____ RESOLUTION NO. _____
RESOLUTION NO. _____ RESOLUTION NO. _____

This form must be signed by a Miami-Dade employee from the Zoning Information Section.

Signed: _____ Date: _____

Title: _____

You may contact: Miami-Dade
Zoning Information Section
111 NW 1st Street, 12th Floor
Stephen P. Clark Center
Miami-Dade, Florida 33128
(305) 375-1806/1807/1808