



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

**APPLICATION FOR ADMINISTRATIVE GUARD HOUSE APPROVAL
 AND CONTROLLED ENTRY**
 CITY CODE SECTION 31-171 (E)

DATE: _____

PROJECT NAME: _____

LOCATION: _____

LEGAL DESCRIPTION: _____

FOLIO NUMBER(s): _____

EXISTING OR PROPOSED USE OF PROPERTY: (Attach additional sheets if necessary)

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 deemed to be incorporated into this petition, as applicable:**

_____ Application must be accompanied by a **letter of intent**. Please describe in detail, whether and to what extent the requested entrance feature serves a public benefit that warrants the granting of the request. Insufficient justification may result in the denial of your application.

_____ 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.

_____ One (1) original, current (within 30 days) **Opinion of Title** for the subject property and copies of all documents referenced in that report.

_____ One (1) copy of a (folded), current (within 30 days), signed and sealed **survey** of the subject property, based upon the Opinion of Title. Survey must delineate existing natural features, easements, existing structures and uses, and existing utility lines. If survey has not been drawn within the past 30 days, a signed and sealed letter by a registered surveyor must accompany the survey indicating that no changes have been made since the date of the survey.

_____ Five (5) sets (folded) of a signed and sealed **site plan** identifying all structures incorporated in the entrance feature and identifying all setbacks and elevations.

- _____ Two (2) copies (folded) of **landscape plan** showing all plant material, as to location, name, size and quality. Landscape plan must be drawn, signed and sealed by a Florida registered landscape architect.
- _____ One (1) set of **photographs** of any existing entrance feature(s) on site.
- _____ **If entrance feature includes signage** - Five (5) sets (folded) of signed and sealed, sign details on architectural plans, which clearly illustrate the sign(s) requested. Existing and proposed signs must be shown on plot plan, including setbacks from property line. Site plan needs to be acceptable for building permitting with all signs drawn to scale and fully dimensioned.
- _____ Properties which are requesting a new or additional curb cut onto the State Highway System, enlargement of an existing cut, or a change in land use or intensification of development require Florida Department of Transportation approval for said access to the Highway system prior to the City of Aventura approval. (See attached FDOT notice – Attachment #1).
- _____ Disclosure of Interest Form
- _____ Applicant Representative Affidavit and Business Relationship Affidavit(s) Pursuant to Section 31-71(b) (2) of the City Code.
- _____ A queuing analysis prepared according to ITE standards.

2. Filing and Hearing Fees

- _____ A check made payable to the **City of Aventura** for the amount of:
 - 1) Guardhouse/ Controlled Entry \$5,000
 - 2) Modification or Replacement of Existing Controlled Entry/Guardhouse \$2,500

3. Review Procedure

Applications for Guardhouses and /or Controlled Entries will be reviewed by the Community Development Department.

Staff will provide written comments which address the preliminary plans. Comments may necessitate revisions to the plans. Final approval will be given by the City Manager or his designee when a determination has been made that the plans have met all the requirements of the City’s development regulations.

Entrance features will be reviewed in accordance with the Zoning Code which includes, but is not limited to, the following requirements:

- Guardhouse/Controlled Entries shall be placed so as not to encroach upon utility lines or traffic control devices. If a conflict is encountered after installation, the developer or designated property owner shall be responsible for the removal or relocation of the said features or a part thereof.
- Guardhouse/Controlled Entries shall be placed so as not to cause a visual obstruction and thereby create a traffic hazard, and should the use of illumination be incorporated in said features, such illumination shall be placed so as to be unobtrusive to moving lanes or adjacent properties.
- The character or scale of Guardhouse/Controlled Entries shall be of a design such that said features are complementary to the identified development and compatible with the immediate neighborhood insofar as its overall impact is concerned.
- All structures within Guardhouse/Controlled Entries shall meet all standards of the Florida Building Code, American Disability Act (ADA) requirements and any other applicable standards.

- All plans shall meet the requirements of Section 31-171(e) of the City Code.

4. 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 entrance feature approval will be deferred until such violations are corrected.

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

For Office Use

Date Application Received: _____

Application Number: _____

Application for Entrance Feature Approval
Revised 2/26/07
Revised 6/07

DEVELOPMENT APPLICATION OWNER CERTIFICATION
(Please complete all that apply)

For use when petitioner is the Owner of subject property:

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 or 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
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

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.

FLORIDA DEPARTMENT OF TRANSPORTATION PERMITS REQUIRED

Notice

Any property which proposes modification and/or addition of access to the State Highway System is required to secure a Department of Transportation Driveway Connection Permit. If access modification is not anticipated but the property is planned for a change in land use or intensification of development, a new Driveway Connection Permit may be required if the change is expected to result in an increase in traffic generation. A Drainage Connection Permit may be required if development would increase the total amount of parking, building or other impervious area.

If your planned site improvements can be described by one or more of the above conditions you must contact the Department's Permit office and have your proposal reviewed prior to local government development approval.

**Florida Department of Transportation
District #6, Permit Office, Room 6213
1000 NW 111 Avenue
Miami, FL 33172-5800
(305) 470-5367**

Attachment #1