



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

**APPLICATION FOR ADMINISTRATIVE
 SITE PLAN APPROVAL**
 City Code Section 31-79

DATE: _____

PROPOSED PROJECT NAME: _____

LOCATION: _____

LEGAL DESCRIPTION: _____

FOLIO NUMBER(s): _____

CURRENT ZONING: _____ CURRENT LAND USE: _____

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:

- _____ 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 all 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 1 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 1 electronic copy of supporting signed and sealed, architectural plans, which clearly indicate the development action request. Plans must include site plan showing all improvements and setbacks, fully dimensioned; roof plan; all exterior elevations (including air conditioning, compressors, signs); exterior surface treatments, including roofs; and exterior color samples, including that of signs. Site plans submitted for multi-family or commercial projects must indicate location of dumpsters and dumpsters enclosures.

- ___ Ten (10) copies (folded) of landscape plans and 1 electronic copy 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.

- ___ Ten (10) copies **(folded) and 1 electronic copy liquor survey, prepared and sealed by a registered land surveyor, with 1,500 ft. radius (required for approval of lounge, bar or package liquor store only).**

- ___ 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.

- ___ One electronic (1) set of photographs of existing structures on site and/or 8"x10" color photographs or color rendering of proposed construction.

- ___ 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 & Business Relationship Affidavit pursuant to Section 31-71(b)(2) of the City Code.

Is this hearing being requested as a result of a violation notice or summons?

Yes _____ No _____ If yes, in whose name was the violation or summons notice served?

Nature of violation _____

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	
Single Use Sites (Residential or Non-Residential)	\$10,500
Additional fee after three (3) reviews of plans	\$2,500
Major revision to administrative site plan approval	\$10,000
Minor revision to administrative site plan approval	\$5,000
Administrative Site Plan Review-Mixed Use Sites	\$17,500
Additional fee after three (3) reviews of plans	\$ 5,000
Major revision to administrative site plan approval	\$17,500
Minor revision to administrative site plan approval	\$ 8,750

_____ A check made payable to **Miami-Dade County** for \$250.00 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 (if applicable) 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 Site Plan Review

1. Owner or applicant will provide ten (10) sets of folded and collated plans for Preliminary staff review and 1 electronic set. Plans must include all items in Section 31-79 (e)
 - _____ Dimensioned Site Plan including, but not limited to: (Scale to be 1"=20' unless prior approval is received otherwise).
 - _____ Signage locations and types
 - _____ Land use and zoning information matrix to include required and provided setbacks, separations, heights, parking, etc.
 - _____ Location sketch
 - _____ Legal description of the subject property
 - _____ Details of dumpster, including, but not limited to, location, size, materials, type of doors, and access to.
 - _____ Information as to all perimeter buffer requirements for adjacent properties.
 - _____ Floor plans
 - _____ Elevations

- ___ On-site Survey (current within 30 days) based upon the Opinion of Title.
 - ___ Off-site sketch including, but not limited to, locations of structures, utilities, rights-of-way and curb cuts within 300' of the subject property
 - ___ A master site plan is required for all phased development
 - ___ A Landscape Plan
2. Staff will provide written comments addressing the Preliminary Site Plan.
 3. Owner or applicant will provide four (4) sets of revised plans, folded and collated and 1 electronic set for Final Staff review. Plans must include the same items as required for Preliminary Staff review plus all items in Section 31-79 (f)
 - ___ Details of all types of parking spaces provided.
 - ___ All signage locations, types and details.
 - ___ Complete Landscape Plan (Signed and sealed by a Florida Registered Landscape Architect). Plans shall include required and provided quantities of plant materials.
 - ___ Engineering Plan (Scale to be 1"=20' unless prior approval is received otherwise).
 - ___ Water, sewer, paving and drainage plans.
 - ___ Utility locations.
 - ___ Locations and details of all entry features (if applicable).
 4. Upon approval or receipt of comments from Final Staff review, the City Manager or his designee will make a determination that the Site Plan has met all the requirements of the City's development regulations. If any variance or conditional use approvals or any other public hearing approvals are required for approval of the development, the Owner or applicant will provide a fully completed Application and ten (10) sets of revised plans, folded and collated and 1 electronic set for City Commission approval. Plans must include the same items as required for Final Staff review and shall address all comments made at that stage.
 5. The application will be scheduled for public hearing once the application is in the form complying with City Code, as determined by the Community Development Department. If the application is approved by the City Commission, the site plan may be administratively approved.
 6. Prior to the Issuance of a Building Permit the Applicant shall provide a copy of the approved Site Plan, on disc, in a format compatible with the City's engineering applications.

For Office Use

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

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

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

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:

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

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.