

Steps That Need To Be Taken For: A Site Plan

Site Plan Approval

Site plan approval by the Planning and Zoning Board is required for new residences, additions to existing residences and garage conversions. In addition, site plan approval is required for a new business, changes of business within buildings and signs.

A Planning and Zoning Board Application is required. This form can either be picked up at Village Hall between the hours of 8:30 am - 4:30 pm or can be downloaded from the website by clicking [HERE](#).

A meeting with Planning Department staff is required before submitting a zoning application.

Please refer to the zoning application for a description of the application process and complete submittal requirements.

In order to apply for site plan approval, a completed form with all required information must be submitted to the Planning Director. Once the Planning Director determines that the application is complete, it will be scheduled for the next available Planning and Zoning Board hearing for review where the Board may deny, approve or approve the application with conditions. Any person who does not agree with a decision of the Board may appeal the decision to the Village Council. For more information on what requirements must be met click [HERE](#).

Steps That Need To Be Taken For: A Sign Plan

Sign Plan Approval

Sign approval requires two applications. In order to be granted a permit to install or replace a sign for your business, you must first apply to the Building Department for a building permit and secondly, complete a zoning application and submit it to the Planning Department. The zoning application will be scheduled for the next available Planning and Zoning Board hearing for review where the Board may deny, approve or approve the application with conditions. In addition to the information required to be submitted with the zoning application, the following information specific to signs must be provided:

For Wall Signs:

- a) **WALL SIGNS:** The applicant for a wall sign permit must provide the following information in addition to the exhibits and information required by the Planning and Zoning Application:
 - i) An original and seven (7) copies of each document must be provided to have a complete application.
 - ii) Approved building permit for the sign.
 - iii) Color pictures of building from all sides on 8.5" X 11" sheet.
 - iv) Sign detail, type, dimensions, etc.
 - v) Elevations of the front of the building and all sides where signs will be located. Elevations must show:
 - (1) Height of building.
 - (2) Width of front space occupied by tenant.
 - (3) Height of letters.
 - (4) Width of letters.
 - (5) Outside dimensions of sign, width and height.
 - (6) Color of all letters, should match other sign lettering on building.
 - (7) Sign style, should match other sign lettering on building.

Note: Color and sign style should match others on building as closely as possible.

For Detached Signs:

- b) **DETACHED SIGNS:** The applicant for a detached sign permit must provide the following information in addition to the exhibits and information required by the Planning and Zoning Application:
 - i) An original and seven (7) copies of each document must be provided to have a complete application.
 - ii) Approved building permit application.
 - iii) Color pictures of building from all sides on 8.5" X 11" sheet
 - iv) Sign detail, type, dimensions, etc.
 - v) Elevations of the sign which show:
 - (1) Height of sign, measured from ground to topmost part of sign.

- (2) Height and width of cabinet.
- (3) Height and width of all letters.
- (4) Color of letters, cabinet and pole.
- vi) Site plan: Click [HERE](#) for an example of a site plan
 - (1) Identifying the location of the proposed sign.
 - (2) Sign setbacks from the street, driveways and parking aisles.
 - (3) Location of other detached signs on the site.
- vii) Seven (7) copies (one original) of a survey of the property within the last five years at a 1'=30 or 1' = 40 scale. Click [HERE](#) for an example.

A Zoning Application can either be picked up at Village Hall between the hours of 8:30 am - 4:30 pm or can be downloaded from the website by clicking [HERE](#).

A meeting with Planning Department staff is required before submitting a zoning application.

Please refer to the zoning application for a description of the application process and complete submittal requirements.

Steps That Are Required To Apply For: Variances

If the Planning Director and/or Building Director denies an application for a building permit or a certificate of occupancy for any building or use that would be in violation of any of the provisions of this ordinance, and if the applicant is of the opinion that it is impossible to apply strictly such provisions to his property because of the existence of peculiar and unusual physical conditions affecting such property other than conditions relating to the financial circumstances of the applicant, but including the fact that same has been designated as a historic landmark by the Miami Shores Village Council, he or she may appeal to the planning board, fully setting forth:

- a. The alleged peculiar and unusual conditions affecting the property
- b. The alleged reasons why such conditions make it impossible strictly to apply specified provisions of this ordinance to the property.
- c. The variance in such strict application that the applicant believes to be necessary in order to enable him to make a reasonable use of the property
- d. The reasons why the applicant is of the opinion that such variance would be in harmony with the intent and purpose of this ordinance, would not be detrimental to the existing use or prospective development of property in the vicinity, and would not give to the applicant an advantage with respect to the use of his property that is not enjoyed by the owners of similarly situated property

A complete zoning application with supplemental information for a variance must be submitted to the Planning Department. The zoning application when complete will be scheduled for the next available Planning and Zoning Board hearing for review of the variance request where the Board may deny, approve or approve the application with conditions.

The Planning and Zoning Board application can be picked up at Village Hall between the hours of 8:30 am - 4:30 pm or can be downloaded from the website by clicking [HERE](#).

After notice to the parties in interest, as prescribed in its rules, the planning board shall act as follows:

1. Determine whether or not there are peculiar and unusual physical conditions applying to the property of the applicant, other than conditions relating to his financial circumstances; and if so but not otherwise;
2. Determine whether or not such conditions are such that it is impossible strictly to apply specified provisions of this ordinance to such property; and if so but no otherwise;
3. Determine the minimum variance in such strict application that will enable the owner to enjoy the reasonable use of the property without being detrimental to the existing use or prospective development of property in the vicinity and without giving the owner an advantage that is not enjoyed by the owners of similarly situated property; and
4. Grant the aforesaid variance, subject to such conditions as the board deems to be necessary in furtherance of the purposes of this ordinance.

In no case shall any such variance permit the establishment of any use that is not specifically permitted in the district under the regulations applying thereto as set forth in this ordinance. (Ord. No. 516, § 2, 9-20-88)

For any other questions concerning site plans and variances, please feel free to call Planning and Zoning or check the municipal codes online by clicking [HERE](#).

Planning and Zoning Board

The Planning & Zoning Board meets monthly except for August, beginning at 7:00 PM in the Council Chambers of Village Hall, please see the Board meeting schedule for exact dates. The Planning & zoning Board reviews your site plans, proposed new buildings, building additions and renovations, and other items related to the Village's zoning appendix, including requests to enclosure residential garages. In addition, businesses are reviewed for land use changes or to erect a sign advertising their business. The Board is comprised of five residents who are appointed by the Village Council to serve on the Board for two year terms.