



MIAMI SHORES VILLAGE
DEPARTMENT OF PLANNING & ZONING
10050 NE 2nd Avenue
Miami Shores FL 33138-2304
www.miamishoresvillage.com
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MIAMI SHORES VILLAGE

APPEAL TO PLANNING BOARD APPLICATION AND GUIDELINES

Applications for appeal to the Planning Board from any decision, order or determination by any administrative officer of the village shall be submitted to the Planning Director.

Please print or type all required information and ensure that the application is complete and accurate. In order to be accepted for processing, the application must be complete and accompanied by all required information and submittals.

VILLAGE OF MIAMI SHORES CODE OF ORDINANCES

ARTICLE VII. ERRORS AND VARIANCES

Sec. 700. [Generally.]

The planning board shall have the administrative powers and duties set forth in this article, subject to all limitations specified therein.

Sec. 701. Appeal on allegation of error.

Any interested person may appeal to the planning board from any decision, order or determination by the building inspector or any other administrative officer (whether such action was affirmative, negative or conditional), alleging that such action was in error for specifically stated reasons. After notice to the parties in interest, as prescribed in its rules, the planning board shall decide whether or not the action appealed from was in error and may confirm, reverse or modify the same accordingly, stating its reasons therefor, but may not vary the application of any provision of this ordinance.

Sec. 703. Procedure.

All applications and appeals to the planning board shall be made on standard forms prescribed by the village manager and shall be accompanied by such information as the planning board may prescribe in its rules in order to enable a thorough consideration of all aspects of the case in conformity with the requirements of this article. Said board may not consider any application or appeal that is not presented as herein prescribed and any action otherwise taken shall be of no effect and any building permit or certificate of occupancy issued pursuant to any such purported action shall be null and void.

A. ADDRESS OF PROPERTY AND PROPERTY INFORMATIONTo be filled out by applicant, information available: www.miamidade.gov/pa/property_search.asp

Property Address:	
Folio Number:	

B. APPLICANT INFORMATION SHEETContact InformationPlease Print or Type

Property Owner's Name			
Address, City, State, Zip			
E-mail Address			
Phone Number Day		Cell Number	
Fax Number			
Name of Applicant/Tenant: If different from owner. (indicate if not applicable)			
Address, City, State, Zip			
E-mail Address			
Phone Number Day		Cell Number	
Fax Number			
Name of Agent: If different from owner and applicant. (indicate if not applicable)			
Address, City, State, Zip			
E-mail Address			
Phone Number Day		Cell Number	
Fax Number			

IMPORTANT: THE APPLICANT OR AUTHORIZED REPRESENTATIVE MUST ATTEND THE HEARING TO PRESENT THE PROPOSAL. FAILURE TO APPEAR MAY RESULT IN DENIAL OF THE APPEAL.

C. EXHIBITS AND DATA TO BE SUBMITTED WITH THE APPLICATION

The village will not process applications if the required exhibits and information are not included in the application submittal. All exhibits (data submitted in connection with application) become a permanent part of the records of Miami Shores Village and will not be returned to the applicant.

The Planning Board has established certain guidelines as to the type of evidence the Board would require from any applicant in conjunction with such an appeal.

Required Documentation for a Complete Application:

(The original documents and seven (7) copies of each document are required as part of the submittal for a total of eight (8) complete collated and banded sets)

- a) An appeal to the planning board from any decision, order or determination by any administrative officer of the village must be filed with the planning director.
- b) A complete application with all required information submitted.
- c) Pursuant to Chapter 286.0105, Florida Statutes, if person decides to appeal any matter considered at such meeting or hearing, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.
- d) Proof of ownership. A copy of the most recent tax bill, property appraiser's office record or a copy of the most recent recorded warranty deed is required.
- e) Applicant must provide an "Owners Affidavit of Consent and Designation of Agency" form **Signed** by the property owner and applicant or agent if applicable, and **Notarized**. When an application is executed on behalf of a corporation or business entity, documentation must be provided which demonstrates the signatory's authority to represent the corporation.
- f) Applicant must provide a "Consent for Inspection of Property" form **Signed** by the property owner, authorized applicant or agent if applicable, and **Notarized**. When an application is executed on behalf of a corporation or business entity, documentation must be provided which demonstrates the signatory's authority to represent the corporation.
- g) Applicant to provide a letter describing the proposal and stating fully the grounds for the appeal, including a statement of why the applicant believes that the decision appealed from is unreasonable or is not in accord with the purposes of this ordinance.
- h) Applicant to provide such additional evidence, as they believe will support their appeal.
- i) Other data as required.

CONSENT FOR INSPECTION OF PROPERTY

I, _____, the owner or authorized agent for the owner of the premises located at _____ do hereby consent to the inspection of said premises by an employee of Miami Shores Village, Florida, in conjunction with an application for _____, without further notice.

Dated this _____ day of _____.

OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me this _____ day of _____, by.

Signature of Owner or Authorized Agent

Telephone Number

Print Name

NOTARY SEAL:

Signature of Notary Public – State of Florida

Name of Notary Typed, Printed, or Stamped

(Please check one)

- Personally known to me; or
- Produced identification.

Type of Identification Produced: _____.

OWNER'S AFFIDAVIT OF CONSENT AND DESIGNATION OF AGENCY

I/We _____ as Owner(s) of Lot(s) _____, Block _____, Sections _____, Plat Book and Page Located at _____ desire to file an application for an appeal from a decision, order or determination by an administrative officer of the village and I/WE understand and agree with the following:

- 1) That the Planning Board will act upon the request at the scheduled hearing and may affirm the decision of the administrative officer if the applicant is not present at the hearing.
- 2) That it is the responsibility of the applicant to submit a complete true and correct application before a hearing will be scheduled before the Planning Board.
- 3) That the submittal of inaccurate or false information will result in an incomplete application, tabling or denial of the appeal.
- 4) The undersigned owner(s) and applicant(s) certifies under penalties of perjury that all the statements contained in this application, including any statement attached to the application or any papers or plans submitted herewith are true and correct.

I/We as the owners of the subject property: (Please check one)

- Do hereby authorize _____ to act on my/our behalf as the applicant.
- Will on my/our own behalf act as applicant(s), and make application in connection with this request for a public hearing before the Planning Board.

OATH OR AFFIRMATION

STATE OF FLORIDA, COUNTY OF MIAMI-DADE:

Sworn to (or affirmed) and subscribed before me this _____ day of _____, by.

Sworn to (or affirmed) and subscribed before me this _____ day of _____, by.

Signature of Owner(s)

Signature of Authorized Applicant(s) or Agent(s)

Print Name

Print Name

Signature of Notary Public-State of Florida

Signature of Notary Public-State of Florida

Name of Notary Typed, printed or stamped

Name of Notary Typed, printed or stamped

NOTARY SEAL :

NOTARY SEAL :

(Please check one)

- Personally known to me; or Produced identification.

(Please check one)

- Personally known to me; or Produced identification.

Type of Identification Produced: _____.

Type of Identification Produced: _____.