



Planning, Zoning, and Code Compliance Department

ADMINISTRATIVE SITE PLAN APPROVAL APPLICATION

_____ File #

_____ Date Received

1. Name(s) of Applicant _____

- a. If applicant is owner, give name exactly as recorded on deed.
- b. If applicant is corporation, partnership, limited partnership, or trustee, a separate Disclosure of Interest form must be completed.

Signature of Applicant

Address of Property _____

City _____ State _____ ZIP _____

Tel. # (during working hours) _____ Other _____

E-Mail: _____ Mobile #: _____

2. Name of Property Owner (if different from applicant) _____

Signature of Property Owner

Mailing Address _____

City _____ State _____ ZIP _____

Tel. # (during working hours) _____ Other _____



Signature of Property Owner

3. Contact Person (if different from applicant)_____

Mailing Address _____

City _____ State _____ ZIP _____

Tel. # (during working hours) _____ Other _____

E-Mail: _____ Mobile #: _____



4. LEGAL DESCRIPTION OF THE PROPERTY COVERED BY THE APPLICATION

- a. If subdivided, provide lot, block, complete name of subdivision, plat book and page number.
- b. If metes and bounds description, provide complete description (including section, township, and range).
- c. Attach a separate typed sheet, if necessary. Please verify the accuracy of your legal description

5. Size of property: _____ × _____ Acres _____

6. Does property owner own contiguous property to the subject property? If so, give complete legal description of entire contiguous property. (If lengthy, please type on a sheet labeled "Contiguous Property.")

7. Present zoning classification(s): _____ Present land use classification(s): _____

8. Is site plan approval being requested as a result of a violation notice? Yes No

If yes, give name to whom violation notice was served _____

Nature of violation _____

9. Please describe proposed improvements in detail



OWNER OR TENANT AFFIDAVIT
FOR
INDIVIDUAL

STATE OF FLORIDA

Public Hearing No. _____

COUNTY OF MIAMI-DADE

Before me, the undersigned authority, personally appeared, hereinafter the Affiants, who being first duly sworn by me, on oath, depose and say:

- 1. Affiants are the fee owners of the property which is the subject of the proposed hearing.
- 2. The subject property is legally described as: _____

3. Affiants understand this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.

4. I, _____, being first duly sworn, depose and say that I am the owner / tenant (**circle one**) 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.

_____ will represent me at the hearing.

Witnesses:

Affiant:

Signature

Affiant's Signature

Print Name

Print Name

Signature

Print Name



Sworn to and subscribed before me on the _____ day of _____, 20____. Affiant is personally known

to me or has produced _____ as identification.

Notary
(Stamp/Seal)

My Commission Expires: _____


MIAMI LAKES
Growing Beautifully
OWNER OR TENANT AFFIDAVIT
FOR
CORPORATION

STATE OF FLORIDA

Public Hearing No. _____

COUNTY OF MIAMI-DADE

Before me, the undersigned authority, personally appeared, hereinafter the Affiants, who being first duly sworn by me, on oath, depose and say:

1. Affiants are the fee owners of the property which is the subject of the proposed hearing.
2. The subject property is legally described as: _____

3. Affiants understand this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.

4. I, _____, as _____ (title) of _____ (name of corporate entity), being first duly sworn, depose and say that _____ (name of corporate entity) is the owner / tenant (**circle one**) 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.

_____ will represent me at the hearing.

Witnesses:

Affiant:

Signature

Affiant's Signature

Print Name

Print Name



Signature

Print Name

Sworn to and subscribed before me on the _____ day of _____, 20____. Affiant is personally known

to me or has produced _____ as identification.

Notary
(Stamp/Seal)

My Commission Expires: _____


MIAMI LAKES
Growing Beautifully
OWNER AFFIDAVIT
FOR
TRUSTEE

STATE OF _____

Public Hearing No. _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared _____
_____, hereinafter the Affiant, who being duly sworn by me, on
oath, deposes and says:

1. Affiant is the Trustee of the Trust which owns the property which is the subject of the proposed hearing.
2. Affiant is legally authorized as Trustee to apply for the proposed hearing.
3. The subject property is legally described as: _____

4. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning granted at public hearing.

5. I, _____, as _____
(title) of _____ (name of trust), being first duly sworn,
depose and say that _____ (name of trust) is the owner 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.

_____ will represent me at the
hearing.



Witnesses:

Signature

Affiant's Signature

Print Name

Print Name

Signature

Print Name

Sworn to and subscribed before me on the _____ day of _____, 20____. Affiant is personally known to

me or has produced _____ as identification.

Notary Public, State of _____

My Commission Expires: _____



DISCLOSURE OF INTEREST*

If a CORPORATION owns or leases the subject property, list principal stockholders and percent of stock owned by each. [Note: Where principal officers or stockholders consist of other corporation(s), trust(s), partnership(s) or similar entities, further disclosure shall be made to identify the natural persons having the ultimate ownership interest.]

CORPORATION NAME: _____

NAME AND ADDRESS: _____

Percentage of Stock

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If a TRUST or ESTATE owns or leases the subject property, list the trust beneficiaries and percent of interest held by each. [Note: Where beneficiaries are other than natural persons, further disclosure shall be made to identify the natural persons having the ultimate ownership interest.]

TRUST / ESTATE NAME: _____

NAME AND ADDRESS: _____

Percentage of Interest

_____	_____
_____	_____
_____	_____
_____	_____



If a PARTNERSHIP owns or leases the subject property, list the principals including general and limited partners. [Note: Where partner(s) consist of other partnership(s), corporation(s), trust(s), or similar entities, further disclosure shall be made to identify the natural persons having the ultimate ownership interests.]

PARTNERSHIP OR LIMITED PARTNERSHIP NAME: _____

NAME AND ADDRESS: _____

Percent of Ownership

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



If there is a CONTRACT FOR PURCHASE by a Corporation, Trust, or Partnership, list purchasers below, including principal officers, stockholders, beneficiaries, or partners. [Note: Where principal officers, stockholders, beneficiaries, or partners consist of other corporation, trusts, partnerships, or similar entities, further disclosure shall be made to identify natural persons having ultimate ownership interests.]

NAME OF PURCHASER: _____

NAME, ADDRESS, AND OFFICE (if applicable): _____

Percentage of Interest

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date of Contract: _____

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

NOTICE: For changes of ownership or changes in purchase contracts after the date of the application, but prior to the date of final public hearing, a supplemental disclosure of interest is required.



Signature: _____
(Applicant)

Sworn to and subscribed before me this _____ day of _____.
Affiant is personally known to me or has produced _____
as identification.

(Notary Public)

My commission expires _____

* Disclosure shall not be required of: (1) any entity, the equity interests in which are regularly traded on an established securities market in the United States or another country; or (2) pension funds or pension trusts or more than five thousand (5,000) ownership interests; or (3) any entity where ownership interests are held in a partnership, corporation, or trust consisting of more than five thousand (5,000) separate interests, including all interests at every level of ownership and where no one (1) person or entity holds more than a total of five percent (5%) of the ownership interest in the partnership, corporation, or trust. Entities whose ownership interests are held in a partnership, corporation, or trust consisting of more than five thousand (5,000) separate interests, including all interests at every level of ownership, shall only be required to disclose those ownership interests which exceed five percent (5%) of the ownership interests in the partnership, corporation, or trust.


MIAMI LAKES
Growing Beautifully
ATTORNEY AFFIDAVIT

I, _____, of _____, (name of law firm) 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 / Tenant (**circle one**) of the property described and which is the subject matter of the proposed application; that all the answers to the questions in this application, and all sketch data and other supplementary matter attached 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 completed and accurate before a hearing can be advertised. I also acknowledge that I must fill out the Town's Consultant Disclosure Form and/or Lobbyist Registration Form prior to the Administrator's final decision.

Attorney's Signature

Print Name

Sworn to and subscribed before me on the ____ day of _____, 20____. Affiant is personally known to me or has produced _____ as identification.

Notary Public, State of _____

My Commission Expires: _____
Print Name



REQUIRED DOCUMENTS FOR ADMINISTRATIVE SITE PLAN APPROVAL

- A. Completed application form. Applicants must meet the criteria in Division 3.1(d) of the Land Development Code
- B. Certified survey of the property. The survey must accurately depict the current conditions on the property. The survey must show all additions, fencing, paving and driveways and other improvements such as accessory buildings. At least one (1) copy must be provided to staff. If you wish to keep the certified copy staff will make a copy of your survey. For applications proposing new structures and/or paved areas, the survey needs to show all easements and encumbrances of public record.
- C. Site Plan – A site plan drawn to scale showing all proposed improvements, lot coverage and setbacks to property lines. If applicable, the site plans must include a table with all required zoning information such as setbacks, height, lot coverage, required parking, landscaping, etc. Where applicable (as determined by staff), two (2) paper copies of the site plan must be provided (one set on 24" x 36" and one set on 11" x 17" or letter size paper) and one (1) digital copy (PDF preferred). Site plans must conform to the requirements in Division 3.4(e) of the Land Development Code.
- D. Color photographs of the property. Digital photos are preferred in lieu of color prints.
- E. A letter describing the request
- F. HOA Approval. If the property is within the jurisdiction of a Homeowner's Association, provide written documentation of consideration (approval or denial) from the HOA.
- G. Applicable Fees

Individual Single Family, Two Family or Townhouse

\$100 application fee + notification costs with a \$50 cost recovery deposit – total fee due at submittal = \$150

Multifamily / Commercial / All Others

\$0 application fee + notification costs with a \$1,000 cost recovery deposit