



# City of Hialeah Gardens

## Application for Planning and Zoning Board Development Review

10001 N.W. 87<sup>th</sup> Avenue, Hialeah Gardens, Florida 33016

Phone: (305) 558-3862- (305) 558-4114 - Fax (305) 698-7236

Date \_\_\_\_\_

1. Applicant: \_\_\_\_\_

2. Applicant Mailing Address: \_\_\_\_\_

Telephone: Business ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Cellular ( ) \_\_\_\_\_ Email \_\_\_\_\_

3. Property Owner: \_\_\_\_\_

4. Property Owner Mailing Address: \_\_\_\_\_

5. Address of the proposed project: \_\_\_\_\_

6. Folio #: \_\_\_\_\_

7. Legal Description: \_\_\_\_\_  
\_\_\_\_\_

8. The applicant shall pay a fee of \$500.00 PLUS \$50.00 per acre or fractional part thereof with a certified check, cashier check or cash to the **CITY OF HIALEAH GARDENS**  
Total amount \$ \_\_\_\_\_.

9. Existing Land Use Classification of the property. \_\_\_\_\_

10. All applicants must submit the following items with this application:

a. 13 Copies of a current signed and sealed survey, which is less than 6 months old.

b. 13 Copies of Site Plan (signed and sealed)

The following information shall be included in the site plan:

- Location map.
- Scale at no less than one inch equaling 100 feet.
- Lot lines and setbacks.
- Shape, size location, height of existing and proposed building, walls and entrances.
- Off-street parking, location, setback and size of parking spaces (9'x 19').
- Provide zoning legend and site plan (see attached example of zoning legend).

c. Floor Plan and elevations (13 Copies).

d. Site Plan approved by Miami-Dade County Fire Department.

e. Site plan approved by Florida Department of Transportation (DOT), where any property line directly abuts any State Road.

- f. Landscape plan (according to Miami-Dade County Code Chapter 18A and City's Land Development Regulations).
- g. In addition to hard copies, provide a CD with site plan, floor plan, landscape plan and elevations also plats, surveys and renderings must be submitted in **PDF format** as well as legal descriptions in **Microsoft Word format**.
- h. Traffic study (if applicable).
- i. Color photographs of the building site, any existing structures, and neighboring structures which show the character of the surrounding area.
- j. Illustration of the project. Illustration must depict all elements proposed in a scaled size large enough for public display.

11. Information supporting requested variance(s):

- a. Existing land use designation(s) \_\_\_\_\_
- b. Existing zoning districts \_\_\_\_\_
- c. Type of development proposal \_\_\_\_\_
- d. Density/intensity of use \_\_\_\_\_
- e. Subdivision plat, if platted \_\_\_\_\_
- f. Variance requested \_\_\_\_\_  
\_\_\_\_\_
- g. Reason and justification for variance \_\_\_\_\_  
\_\_\_\_\_
- h. Information on other required permits, if any \_\_\_\_\_
- i. Other information in order to explain proposal \_\_\_\_\_  
\_\_\_\_\_

12. All variances requested shall include a response sheet to the review standards listed below:

- a. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not generally applicable to other lands, structures, or buildings in the same district.
- b. The special conditions and circumstances do not result from the actions of the applicant and/or the property owner.
- c. Literal interpretation of the provisions of these land use regulations would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of these land use regulations and would work unnecessary and undue hardship, but not economic hardship, on the applicant.

d. The variance granted is the minimum variance that will make possible the reasonable use of land, structure, or building.

e. The grant of the variance will be in harmony with the general intent and purpose of these land use regulations, and the variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

f. Granting the variance requested will not be detrimental to adjacent property or adversely affect the public welfare.

g. No nonconforming use of neighboring lands, structures, or buildings in other districts shall be considered grounds for the authorization of a variance.

13. Any other supplemental supporting information as determined by the Zoning Department.

Note: "Any person desiring to appeal any decision made by the Planning & Zoning Board with respect to any matter considered at the public hearing will need a record of the proceedings, and it will be their responsibility to insure that a verbatim record of the proceedings is made, which record included the testimony and evidence upon which the appeal is to be based. Any person requiring the presence of a translator to aid them in the proceedings should obtain the services of a translator since the City of Hialeah Gardens does not provide it. You need to obtain the service of a professional translator, but any being any individual who is able to translate from your language into English and vice versa. All application fees will not be refundable.

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Applicant Signature

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Date

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Printed Name of Applicant