



City of Hialeah Gardens

Instructions for Review

For Alcohol Special Exception Use

10001 N.W. 87th Avenue, Hialeah Gardens, FL 33016

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

1. Application for Development Technical Review

Meetings of the Technical Review Committee "T.R.C." are public meetings, not public hearings. The T.R.C. is composed of representatives of the following Departments: Building, Code Compliance, Planning & Zoning, Police, Public Works, and Water & Sewer. T.R.C. shall review all applications and make an initial determination regarding the concurrency and development requirements required by the Land Development Regulations.

2. Application for Planning & Zoning Meeting

Meetings of the Planning and Zoning Board are public hearings. All zoning applications including variances, special exception uses, and plats will be reviewed by the Board. The Board will make a recommendation to City Council for final approval.

3. City Council Approval

All zoning applications will be read as ordinances before the City Council. Zoning ordinances shall have two readings at two scheduled City Council meetings the second being a public hearing. Applicants must attend both meetings and be prepared to present site plan. A final determination will be made by a majority vote of the City Council.

APPLICATIONS SCHEDULED FOR SECOND READING/PUBLIC HEARING WHERE THE APPLICANT/REPRESENTATIVE FAILS TO BE PRESENT WILL BE TABLED SUBJECT TO THE PAYMENT OF A \$150 FEE FOR RE-ADVERTISEMENT OF A RESCHEDULED SECOND READING/PUBLIC HEARING.

NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

I HAVE UNDERSTOOD THE ABOVE PROCEDURES YES NO

Name of the applicant: _____

Name of application: _____

Address: _____

Telephone: (____) _____ Email: _____

Signature: _____ Date: _____