



City of Hialeah Gardens

Application for Development Technical Review Committee

10001 N.W. 87th Avenue, Hialeah Gardens, FL 33016
Telephone (305) 558-4114 Fax (305) 698-7236

Date: _____

1. Applicant: _____

2. Applicant Mailing Address: _____

Telephone: Business () _____ Fax () _____

Cellular () _____ E-mail _____

3. Property Owner: _____

4. Property Owner Mailing Address: _____

Telephone: Business () _____ Fax () _____

Cellular () _____ E-mail _____

5. Address of the proposed project: _____

6. Folio # _____

7. Legal Description: _____

8. Purpose for T.R.C. (Please Specify): _____

9. All Applicants must submit the following items with this application:

a. 7 Copies of a current signed and sealed survey which is less than 6 months old

b. 7 Copies of the Site Plan (signed and sealed)

The following exhibits shall be submitted with the site plan:

Location map.

Scale at one inch equaling 20 feet or 30 feet.

Lot lines and setbacks.

Shape, size location, height of existing and proposed building, walls and entrances.

Off-street parking, location, setbacks and size of the parking spaces (9' x 19').

Provide zoning legend on site plan (See attached example of zoning legend)

c. Floor Plan and Elevations (7 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 18-A).

g. Provide a CD with site plan, floor plan, elevations and landscape plans.

- h. Traffic study (if applicable).
- i. Color photographs of the building site, any existing structures, and neighboring structures which show the character of the building site, any existing structures, and neighboring structures that show the character of the surrounding area.
- j. Proof of ownership or warranty deed.
- k. Applicants are required to schedule a pre-application conference/concept review with Zoning Department staff in order to avoid conflict, waste and expense if a concept plan needs to be changed.
- l. Radius map of 1500 feet radius (for Variances and Special Exception Uses).
- m. Certified list of names and mailing addresses of property owner, as reflected by the property records of Dade-County, Florida based on radius map, in which the land use is zoned EU-Estates Residential, LDR-Low Density Single Family Residential, MOR-Moderate Density Single Family Residential, MER-Medium Density Residential, HDR-High Density Residential, BU-Business, CM-Commercial and IN-Industrial. (for Variances and Special Exception Uses).
- n. The Applicant shall provide stamped envelopes addressed to all property owners stamped for the purpose of regular mailing within 15 days prior to the time such request shall be considered. All information required for regular mail process be filled out. In the event that additional mailings are required for any reason, the applicant shall pay to the City an additional sum of one hundred dollars (\$100) and provide stamped addressed envelopes to all property owners. (for Variances and Special Exception Uses).

10. Processing fee \$1,000.00 (non-refundable).

11. Information supporting requested variance(s) (if applicable):

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.

A copy of this application should be included with each folded package that is submitted.

Signature of Applicant

Date

Printed Name of Applicant

Signature of Property Owner

Date

Printed Name of Property Owner