



**PUBLIC HEARING APPLICATION**  
/ Administrative Review Application

<b>OFFICIAL USE ONLY</b> Application No.: _____ Date Received: _____
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- Please check one:
- VILLAGE COUNCIL
  - PLANNING BOARD
  - ADMINISTRATIVE REVIEW

**INSTRUCTIONS**

This application, with all supplemental data and information, must be completed in accordance with the specific instructions in this application. Applications and all supplemental information must be filed no later than 60 days prior to the regular public hearing date.

**APPLICATION**

Please indicate which type of application you are submitting by checking one category below:

- |  |  |
|--|--|
| <input type="checkbox"/> Change in Zoning District | <input type="checkbox"/> Plat          |
| <input type="checkbox"/> Variance                  | <input type="checkbox"/> Entry Feature |
| <input type="checkbox"/> Appeal of Decision        | <input type="checkbox"/> Site Plan     |
| <input type="checkbox"/> Conditional Use           | <input type="checkbox"/> Other _____   |

**IMPORTANT: THE APPLICANT, OR REPRESENTATIVE, MUST BE PRESENT AT THE HEARING TO PRESENT THE PROPOSAL.**

Please print or type

Name of Applicant, agent or tenant (with owner's affidavit)		
Mailing Address	City, State, Zip	Telephone Fax
Name of Owner		
Mailing Address	City, State, Zip	Telephone Fax

**PROPERTY INFORMATION**

A. LEGAL DESCRIPTION. (If subdivided – lot, block, complete name of subdivision, plat book and page numbers). If metes and bounds description – Complete description, including section, township and range).

Folio Number \_\_\_\_\_ Address \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Plat Book No. \_\_\_\_\_ Page No. \_\_\_\_\_

FINISHED FLOOR ELEVATION (If applicable): \_\_\_\_\_ FLOOD ZONE: \_\_\_\_\_

- B. ADDRESS (If number has been assigned) \_\_\_\_\_
- C. SIZE OF PROPERTY \_\_\_\_\_ ft. X \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft.; \_\_\_\_\_ acre(s)  
Width Depth
- D. Provide legal description or address of any property held by the owner which is contiguous to that which is the subject matter of this application.

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E. DATE SUBJECT PROPERTY WAS ACQUIRED \_\_\_\_\_

**APPLICANT'S PROPOSAL**

Specify in full the request. (Use a separate sheet of paper if necessary.)

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**INTENT**

Explain purpose of application, benefit(s) in the change and reasons why this application should be approved. Specify the exact nature of the use or operation applied for, together with any pertinent technical data, which will clarify the proposal. (Use a separate sheet of paper if necessary.)

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Is this application the result of a Notice of Violation or deviation from approved plans?  Yes  No

Are there any existing structures on the property?  Yes  No

If so, what type? (CBS, Frame, Frame-Stucco, Wood, Other) \_\_\_\_\_

Any applications (except plat applications) which involve new building construction or exterior improvements to an existing building must submit the plans with this application. Plans that are not filed with this application will not be considered by the Village of Pinecrest.

The following enclosures where applicable MUST BE ATTACHED to complete the application:

- A.  **SURVEY OF PROPERTY:** For vacant or improved property. Must be no more than five years old and sealed by a registered land surveyor. The Building and Planning Department may require a more recent survey if a site visit indicates any discrepancies. Survey must include, where applicable, lot lines, all structures, walls, fences, landscaping, and all physical improvements.
- B.  **SITE DEVELOPMENT PLAN:** Where applicable, plans shall show location and elevations of existing and proposed buildings, proposed additions, alterations and use of each; all dimensions of buildings and space between buildings; setbacks from property lines; proposed and existing off-street parking showing lined spaces, driveways, handicap spaces, compact spaces; a landscape plan that complies with Village of Pinecrest Landscape Ordinance showing location of existing and proposed vegetation, landscaping (i.e. trees and hedges), number, height and species type. The plan shall also show wall and fence height, location and material.
- C.  **LETTER OF INTENT:** A letter of intent must be filed explaining in detail the extent of the development. Signature and address must be shown.
- D.  **OTHER GOVERNMENTS/AGENCIES ENDORESEMENTS:** All applicable DERM, Miami-Dade Fire Department, or the Miami-Dade Water and Sewer Department's endorsement must be submitted.
- E.  **OWNER'S AFFIDAVIT:** Owner's affidavit allowing the filing of an application is required on all applications where the applicant is not the owner of the property under consideration; same form allows posting of property.
- F.  **TRAFFIC STUDY:** A detailed traffic analysis considering the impacts of the proposed development on current level-of-service (LOS) standards in abutting (or nearby) roads and intersections.

**NOTE:** SURVEYS, SITE DEVELOPMENT PLANS, LANDSCAPE PLANS MUST BE SUBMITTED AT STANDARD PLAN SIZE. AN APPLICATION WILL NOT BE CONSIDERED COMPLETE UNLESS 12 COPIES OF THE APPLICATION AND SUPPORTING DOCUMENTATION (FRONT AND BACK), APPROPRIATE PLAN DRAWINGS AND SURVEYS ARE SUBMITTED.

In support of this request, I submit the following additional items, which are attached hereto and made a part of this application:

- Owner's Affidavit
- Letters from Area Residents
- 35 MM Photo(s) (Mounted 8 ½ x 11)
- Other \_\_\_\_\_

Please check only one of the following options:

FOR VILLAGE COUNCIL PURPOSES

I/We understand that additional public hearings may be required and any interested person may discuss the application with Village staff to the same extent as the applicant. The application may change during the hearing process and additional public notices may affect the schedule of the hearings. If my/our appeal is denied, I/we must file an appeal to the Circuit Court within 30 days of the meeting.

FOR PLANNING BOARD PURPOSES

I/We understand that additional public hearings may be required and any interested person may discuss the application with Village staff to the same extent as applicant. The application may change during the hearing process and additional public notices may affect the schedule of the hearings. If my/our appeal is denied, I/we must file an appeal with the Village Clerk within 10 days of the decision.

\_\_\_\_\_/\_\_\_\_\_  
 Date Applicant's Signature Print Name

\_\_\_\_\_/\_\_\_\_\_  
 Date Applicant's Signature (if more than one) Print Name

I/We \_\_\_\_\_ as Owner (s) of Lot (s) \_\_\_\_\_

Block \_\_\_\_\_ Section \_\_\_\_\_ PB/PG \_\_\_\_\_

of property which is located at \_\_\_\_\_

desire to file an application for a public hearing before the  Village Council  Planning Board  Administrative Review, and I/We do understand and agree as follows:

1. That the application for a variance will not be heard unless the applicant is present at the hearing.
2. The property will be posted with a sign, which must not be removed until after the public hearing, at which time the Village staff will remove the sign.
3. That the requirements of the zoning code, Miami-Dade County Ordinances, the South Florida Building Code, and other government agencies may affect the scheduling and ability to obtain/issue a permit for the proposal.
4. That the only exceptions to the zoning code are those that have been specified in the written application and any other code or plan issues will be corrected by modifying the plans to comply with the respective codes and ordinances of the Village of Pinecrest or Miami-Dade County ordinances.
5. That the applicant will be responsible for complying with all the conditions and restrictions imposed by the Village Council or Planning Board in connection with the request and will take the necessary steps to make the request effective if approved by the Village Council or Planning Board.
6. That it is the responsibility of the applicant to submit a complete application with all of the documents necessary for the Village Council or Planning Board to hear the applicant's request.
7. That the applicant is responsible for timely submission and accuracy of all items requested on the application.
8. That the applicant is responsible for an additional fee for mailing notice to surrounding property owners.

I/We as the owners of the subject property (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 Village Council or Planning Board.

Owner's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary to Owner:

Applicant's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary to Applicant:



**PUBLIC HEARING APPLICATION SUPPLEMENT**

**OPTIONAL**

However, applicants are encouraged to contact neighbors regarding application.

\_\_\_\_\_ has applied to the Village of Pinecrest for a variance,

Name of Applicant

which will affect the property located at \_\_\_\_\_ as follows:

Property Address

To permit \_\_\_\_\_

The  Village Council  Planning Board will hold a public hearing on this request. I have read the above requested variance, the applicable plans and understand that I am waiving any objection to the proposed variance and related construction as described above. By subscribing my name below, I hereby certify that I have done so freely and without any duress or misrepresentation on the part of the applicant.

Parcel #1 _____ Owner Name _____ Address _____ Signature _____ Date	Parcel #2 _____ Owner Name _____ Address _____ Signature _____ Date	Parcel #3 _____ Owner Name _____ Address _____ Signature _____ Date
Parcel #4 _____ Owner Name _____ Address _____ Signature _____ Date	<p style="text-align: center;"><b>SUBJECT PROPERTY</b></p> <p style="text-align: center;">Please indicate the NORTH direction. (Circle one)</p> <p style="text-align: center;">←    ↑    ↓    →</p>	Parcel #5 _____ Owner Name _____ Address _____ Signature _____ Date
STREET / AVENUE / TERRACE / ROAD / COURT		
Parcel #6 _____ Owner Name _____ Address _____ Signature _____ Date	Parcel #7 _____ Owner Name _____ Address _____ Signature _____ Date	Parcel #8 _____ Owner Name _____ Address _____ Signature _____ Date