



**CITY OF SOUTH MIAMI  
PLANNING BOARD  
PUBLIC HEARING APPLICATION  
FOR SPECIAL USE PERMIT**

Dear Applicant:

Applications will only be accepted for those uses listed as special uses in Section 20-3.3, **Permitted Use Schedule** of the Land Development Code.

Please, review the procedures for this application on the following pages and comply with all requirements as listed in the summary sheets attached. A complete application must be submitted before noon on the deadline date in order to be included on the agenda for the scheduled Planning Board meeting. An incomplete submission will not be processed.

All requests for SPECIAL USE PERMITS shall be initiated by the filing of a complete application with the Planning & Zoning Department, City of South Miami. Applications shall be executed and sworn to by the owners of at least seventy-five (75%) percent of the property described in the application, or their duly authorized agents, which agency shall be evidenced by a written power of attorney properly sworn to.

All applications must comply with the provisions set forth in Section 20-5.8, **Special Use Approvals** (attached) and the applicable conditional requirements as set forth in Section 20-3.4 **Special Use Conditions** of the Land Development Code. If a submission does not comply with the Land Development Code, then variances must be sought at the same time as the special use permit. A separate filing and fee will be required for all variances.

The Department upon submission of a complete application is required to make a recommendation to the Planning Board. As an independent, advisory body, the Planning Board will make a motion to (1) recommend approval, (2) recommend approval with modifications, or (3) recommend denial of the application, to the City Commission.

The Planning Board's action is not final. The applicant must appear before the City Commission for final approval or denial of the request. The City Clerk will schedule the applicant's request on the agenda for a City Commission meeting approximately three weeks after the Planning Board meeting and will so notify the applicant.

**ATTACHMENTS:**

Special Use Permit Procedure  
Public Hearing Application  
Planning Board Schedule  
Lobbyist Registration Forms

## **SPECIAL USE PERMIT PROCEDURE**

1. A preliminary meeting will occur between the Applicant and the Planning & Zoning Department to analyze the request.
2. The Applicant must file a complete application with the Department. At the time of filing, the Applicant must submit the following:
  - **Letter of intent**
  - **Proof of ownership or letter from owner**
  - **Current, official survey of the property, signed and sealed by a Registered Surveyor**
  - **Site plan, which specifies that the project meets all other code requirements**
  - **Fee \$3000**
  - **Public notice mailing labels, affidavit, and map as described below (#3)**
  - **Public notice letter, affidavit, mail receipts, as described below(see # 4)**
  - **Additional submission items as specified in Section 20-5.8(F)**

**ALL APPLICATIONS: \$3,000<sup>00</sup> & \$2,000<sup>00</sup> Cost Recovery Fee**

3. The applicant must submit three (3) sets of mailing labels containing the name and addresses of all property owners of record (as listed in the Miami-Dade County Property Appraiser's updated tax roll) within a 500-ft. radius of the property which is the subject of the public hearing. The applicant shall provide a sworn affidavit attesting to the validity of the mailing list. A location map showing the proposed site and all properties within the 500ft radius must also be submitted.
4. A notarized affidavit shall be presented to the Planning and Zoning Department within five (5) business days of submittal of an accepted application, attesting that the applicant gave notice of the proposed application to all the property owners within the noted five hundred (500) foot radius by regular U.S. mail with the exception of the abutting, or contiguous, property owners, who shall be made aware via Certified Mail. The affidavit shall be accompanied by a copy of the notification letter together with copies of the Certified Mail receipts.
5. The Department will advertise legal notice in a local newspaper at least ten calendar days prior to the Public Hearing by the Planning Board in accordance with the City Code.
6. The Department will post the Applicant's property with a sign ten days prior to the Public Hearing by the Planning Board. **THE APPLICANT MAY REMOVE THIS SIGN ONLY AFTER FINAL CITY COMMISSION PUBLIC HEARING AND DECISION.**
7. The Department will prepare a Notice of Hearing with an accompanying map. The Department will mail a copy of the notice and the accompanying map to the property owners as shown on the submitted list ten days prior to the hearing.
8. The Department will prepare a staff report for submission to the Planning Board.
9. The Applicant must appear before the Planning Board on the night of the Public Hearing. The Planning Board will make a recommendation on the application to the City Commission. Planning Board review is not final approval or denial. The applicant must appear before the City Commission for final approval or denial
10. The Department will submit the recommendation of the Planning Board to the City Clerk.

11. The petition will be advertised and scheduled as an item on the agenda of the City Commission by the City Clerk, approximately three weeks after the Planning Board meeting.
12. The applicant must appear before the City Commission on the night of the scheduled commission meeting in order to obtain final approval or denial of the request.





## COST RECOVERY AFFIDAVIT

I hereby acknowledge and consent to the payment of all applicable fees involved as part of my application process. City ordinance 21-14-2199 (attached) requires that the actual costs for reviews of applications to the City will be passed on to the applicant. These fees include but are not limited to: staff time, attorney fees, consultant fees, document preparation, regardless of the outcome of the review.

Please type or print the following:

Date: \_\_\_\_\_

Relationship to the project: (property owner, architect, developer, attorney)

\_\_\_\_\_

Full Name: Mr. /Mrs. /Ms. \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I am fully authorized to commit to the expenditures contemplated by this Cost Recovery Affidavit.

\_\_\_\_\_  
Signature

SWORN AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Florida at Large

My Commission expires \_\_\_\_\_, 20\_\_\_\_.

ORDINANCE NO. 21-14-2199

An Ordinance of the City of South Miami, Florida, amending Section 2-7, Administrative department; functions and duties; creating a cost recovery administrative program.

WHEREAS, the City Administration has conducted a review of costs incurred by the City for the review of development applications and for other City functions and transactions; and

WHEREAS, the City Administration finds that existing fee schedules do not fully cover the City's costs in the administration and review of applications and requests; and

WHEREAS, the City Administration finds that it is in the best interests of the City for the City to recover the costs for services relating to the review of development applications and other transactions with the City from those persons deriving the benefit of the review and/or of the transaction, as provided herein; and

WHEREAS, the City Administration finds that adoption of these regulations is in the best interest and welfare of the citizens of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA:

Section 1. Section 2-7 of the City of South Miami Code of Ordinances is hereby amended to read as follows:

Section 2-7. Administration department; functions and duties.

**iii** The administration department shall operate directly under the supervision of the city manager and shall consist of the following divisions and duties:

\* \* \* \*

**iii** Cost recovery administrative program.

**00** Intent. The intent of this Ordinance is to provide for a procedure for the recovery of costs related to the review required by the City's Land Development Code and/or except as otherwise specified below. Other City Code provisions, so that those persons or entities, who apply for or request the City's review and/or approval. Will be the ones who bear the costs of review and/or approval.

**@** Applicability of provisions. The cost recovery required herein shall not apply to applications or transactions that are originally initiated by or on behalf of the City.

**iii** Cost recovery. The cost recovery administrative program is hereby created as follows:

ill To the extent that any application for review and/or approval by the City under the City's Land Development Code or, except as otherwise specified below, other City Code provisions which require review by City staff, City contractors, agents or consultants, the actual costs for such review shall be passed on to the applicant. Costs for the City Attorney and/or any other outside contractors, agents or consultants of the City shall be charged to the applicant in an amount equal to the actual hourly rate charged to the City.

.(ill Fees charged by Miami-Dade County to process building permits and other development applications on the behalf of the City shall not be affected by this provision.

(iii) Unless prohibited by law, in circumstances in which the City prepares closing papers, deeds, or other documents in conjunction with matters in which the City holds a lien and is requested to subordinate its position, the City shall charge the applicant a reasonable fee, as determined by the City Manager, in an amount equal to the actual costs incurred by the City for the preparation of such documents.

(iv) Application fees for public hearings and other items involving City action or review shall be as set forth in the City's adopted fee schedule, as amended.

**Section 2. Codification.** The provisions of this ordinance shall become and be made part of the Code of Ordinances of the City of South Miami as amended; that the sections of this ordinance may be renumbered or re-lettered to accomplish such intention; and that the word "ordinance" may be changed to "section" or other appropriate word.

**Section 3. Severability.** If any section, clause, sentence, or phrase of this ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, this holding shall not affect the validity of the remaining portions of this ordinance.

**Section 4. Ordinances in conflict.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are repealed.

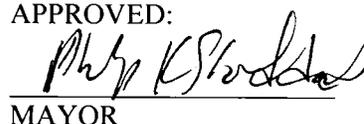
**Section 5. Effective Date.** This Ordinance shall be effective immediately upon adoption.

PASSED AND ENACTED this 16th day of September 2014.

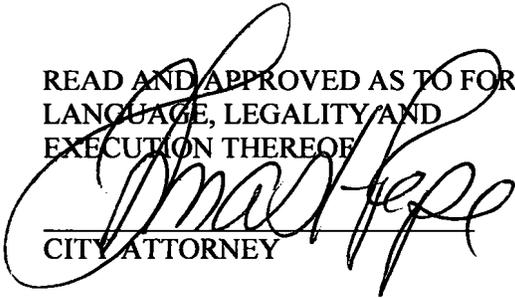
ATTEST:

  
CITY CLERK

APPROVED:

  
MAYOR

READ AND APPROVED AS TO FORM  
LANGUAGE, LEGALITY AND  
EXECUTION THEREOF



CITY ATTORNEY

COMMISSION VOTE: 5-0

Mayor Stoddard: Yea

Vice Mayor: Harris Yea Commissioner Liebman: Yea Commissioner Welsh: Yea Commissioner  
Edmond Yea



# ANNUAL LOBBYIST REGISTRATION

## Page 2

*Please Type or Print in Ink in the column below*

What is the Principal's Name	
Who is the Principal's Contact Person	
What is the Principal's Trade Name	
What is the Principal's Mailing Address	
If the Principal is a legal entity, what type of entity is it, i.e., corporation, partnership, trust, LLC, etc.	
Names of all chief officers, managing members, partners and trustees of Principal	
What is the Principal's telephone number	
What is the name of all persons or entities who, directly or indirectly, have a 5% or more ownership interest in the Principal.	

Provide the following information for all of the Principal's Lobbyists who are to be representing the Principal on the issue(s) described in this lobbyist Registration Form. If you need additional space type the information on a separate sheet and attach to this Registration Form.

Type the name and date of employment of each Lobbyist below		Type the address [see note 2 below], phone # and issue for each lobbyist below		
Name	Date	Address	Telephone #	Type the issue to be lobbied below

**Note 1** On or before July 1<sup>st</sup> of each year, every lobbyist must file an expenditure statement with the City Clerk for the preceding calendar year, regardless of the level of activity of the lobbyist, and whether or not the lobbyist has incurred any expenses during the reporting period.

**Note 2:** It is the responsibility of the lobbyist and the Principal to notify the City Clerk of any changes in address

**Legislative Issue Information** [  ] Please check in the foregoing box if the lobbyist is employed for a specific issue and identify, below, the name of each elected or appointed official, city department head, City personnel, member of any agency, board, committee or task forces or anyone else who you will be lobbying and beside each name identify the issue to be lobbied with that person: \_\_\_\_\_  
 If you need additional space, type or print the information on a separate sheet and attach to this Registration Form.

**WARNING:** Pursuant to Section 2-11.1(s)(9) of the Code of Miami-Dade County, misrepresentation of any facts on this form may subject the person signing this form to be prohibited from lobbying any of the City Personnel, including appointed and elected officials, department heads and members of any agency, board or committee for a period up to five years.

**ANNUAL LOBBYIST REGISTRATION**

**Page 3**

**AFFIDAVIT OF PRINCIPAL**

I, \_\_\_\_\_ as principal of \_\_\_\_\_,  
Name of principal (please print) Entity's Name (please print)

do solemnly swear or affirm under penalty of perjury that all facts contained on this Annual Lobbyist Registration form are true and correct; that I have read and am familiar with the provisions contained in Sec. 8A-5 of Chapter 8A of the City of South Miami's Code of Ordinances, and Sec. 2-11.1(a) of the Miami-Dade County Code and that I have not offered a contingency fee or success fee as defined in Section 2-11.1(s)(7) of the Miami-Dade Code, to any of the lobbyists named below.

\_\_\_\_\_  
Signature of Principal

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_ who is personally known \_\_\_\_\_ or produced identification \_\_\_\_\_ Type of Identification Produced \_\_\_\_\_.

My Commission expires:  
(Notary Seal)

\_\_\_\_\_  
Signature of Notary

**AFFIDAVIT OF LOBBYIST**

I, \_\_\_\_\_ as lobbyist for \_\_\_\_\_,  
Name of lobbyist (please print) Principal's Name (please print)

do solemnly swear or affirm under penalty of perjury that all facts contained on this Annual Lobbyist Registration form are true and correct; that I have read and am familiar with the provisions contained in Sec. 8A-5 of Chapter 8A of the City of South Miami's Code of Ordinances, and Sec. 2-11.1(a) of the Miami-Dade County Code and that I have not received or been offered a contingency fee or success fee as defined in Section 2-11.1(s)(7) of the Miami-Dade Code, to any of the lobbyists named below.

\_\_\_\_\_  
Signature of Lobbyist

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_ who is personally known \_\_\_\_\_ or produced identification \_\_\_\_\_ Type of Identification Produced \_\_\_\_\_.

My Commission expires:  
(Notary Seal)

\_\_\_\_\_  
Signature of Notary

**For Office Use Only:**

Annual Registration Fee: \$500.00 Oct. 1 – Sept 30

Fee Paid: [ ] Yes [ ] No [ ] Cash [ ] Check [ ] Visa [ ] Mastercard [ ] American Express