



Planning & Zoning Department  
6130 Sunset Drive, South Miami, Florida 33143  
Telephone: (305) 663-6326

## Application for Waiver of Plat/Tentative Plat/Final Plat

### **APPLICATION SUBMISSION REQUIREMENTS**

1. Preliminary meeting(s) will occur between the applicant and the Planning & Zoning Department to analyze the proposal.
2. The applicant must submit a Letter of Intent, signed by the property owner(s), a Notarized copy of the Warranty Deed, and a completed Planning Board Public Hearing application form
3. The applicant must submit a Cost Recovery Fee of \$2,000 as well as the respective fee:
  - Tentative Plat: \$5,000
  - Final Plat: \$4,500
  - Waiver of Plat: \$4,500
4. Current property survey, prepared, signed and sealed by a Registered Surveyor.
5. Depending on the property size and the scale; either an 18" x 24" or a 24" x 36" sheet size is acceptable. The Applicant must submit two (2) full size sets and ten (10) 11x17 copies of the proposed Tentative/Final Plat document (survey), prepared and drawn at a standard engineering scale not smaller than 1"=100'; signed and sealed by a Florida Registered Surveyor. The Tentative/Final Plat document must include:
  - Proposed Subdivision name, municipality name and the Section, Township and Range.
  - The boundary and topographic survey must match the proposed subdivision legal description; shall be clearly identified with a heavy line; and shall show dimensions, bearings and be tied to a fractional section corner or any other well-established corner.
  - Legal description of parent tract, including square footage.
  - Legal description of each parcel to be created, including square footage.
  - Location of existing sewers, water mains, underground and overhead utilities, culverts and drains on the property.
  - Locations, names and widths of existing and proposed streets, highways, easements, building lines, alleys, parks and other open public spaces and similar facts regarding property immediately adjacent. Show the center line geometry and right-of-way width of all proposed public and/or private roads.
  - Show details of all existing roadways adjacent to the property including, but not limited to, right-of-way dimensions, pavement widths and condition, pavement markings, sidewalks, driveways (curb cuts), medians, median openings, drainage structures and center line geometry.
  - Date, north point and graphic scale.
  - Proposed lot line dimensions.

- Existing ground elevations of the property and extending not less than 25 feet beyond the boundaries of the property.
  - Existing easements or restrictions shown on underlying plat.
  - Location of all buildings, swimming pools, slabs, fences and other permanent structures on the adjacent properties that would be non-conforming with the creation of the subdivision.
6. The applicant shall submit an owner's affidavit that there are no documents that provide restrictions, reservations and/or covenants applicable to the parcel of land being considered other than those that were submitted with the owner's application for a waiver of plat, tentative or final plat and that the parcel is free of any declarations of restrictive covenants, unity of title, easements, or the like, which would prevent the separation of the site.
  7. The applicant shall submit an opinion of title issued by a member of the Florida Bar which concludes that, as of a date not more than 120 days before the date of this resolution, and from the root of title as defined by the Marketable Record Title to Real Properties Act, nothing in the chain of title prevents or serves as an exception to the division or change in the parcel's configuration as requested.
  8. Three (3) sets of public notice mailing labels, sworn affidavit, and location map
    - The **three (3) sets of mailing labels** shall contain 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 500-ft radius must also be submitted.
  9. Public Notice Letter, Notarized Affidavit, Certified Mail Receipts,
    - 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 sent out a **public notice letter** that 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 notarized affidavit shall be accompanied by a copy of the notification letter together with copies of the Certified Mail receipts.
  10. The applicant shall submit a Conceptual Site Plan for the resulting building parcels that is drawn to scale, and indicating the following information for the entire subject property to be subdivided:
    - a. Building footprints
    - b. Setbacks, yard requirements and easements

For purposes of this section, a conceptual site plan means a plan that is drawn at the schematic design phase, showing parcel lot lines, land uses, general building location, general driveway and parking arrangements, and major site features. Future construction may not exceed by more than four (4) per cent the size of the building, or floor area, gross, shown on the conceptual plan, unless approved by the City Commission by a four-fifths vote, and as long as the setbacks and yard requirements are in accord with the Code existing at the time of such future construction. The conceptual site plan shall be reviewed by the Planning Board and approved by resolution of the City Commission under the provisions for applications requiring a public hearing of section 20-5.5.
  11. A certified tree survey overlaid directly upon the site plan, as required by Section 20- 4.5. The tree survey must include the canopy measurements. Once an application for a waiver of plat or tentative plat is filed, a moratorium is placed on tree removal until after final waiver of plat or final plat approval is issued.
  12. Electronic copy (PDF) of submitted documents

## APPLICATION REVIEW PROCEDURE

1. An application for Tentative Plat, Final Plat, and Waiver of Plat must be approved by the City Commission.
2. Prior to City Commission approval, the application, for any subdivision approval shall be reviewed by the Planning Board. The subject property shall be posted ten (10) days prior to the planning board review of the application, and mailed notice shall be provided to all property owners within a five hundred-foot radius of the subject property.
3. City Commission Findings. Prior to approving a waiver of plat, tentative or final plat the City Commission shall use the following guidelines:
  - (a) (i) The building site created by the proposed waiver of plat, tentative or final plat, should be equal to or larger than the median of the existing building sites in the Surrounding area (this shall be demonstrated using copies of the official plat maps for the subject property and surrounding neighborhood), unless otherwise permitted by this ordinance. Surrounding area is defined as all lots within the same zoning district and within five hundred (500) feet from the exterior boundaries of the subject property.
  - (ii) The city commission may, in its discretion, approve a subdivision of land into lots that are included as part of a waiver of plat, tentative or final plat and that have lot frontage or lot area that is less than the Surrounding area median, provided it is approved by four votes of the City Commission and provided that at least the minimum requirements of the Land Development Code are satisfied.
  - (iii) Lot area and street frontage calculations shall exclude abutting public rights-of-way.
    - (b) The building site created by the proposed waiver of plat, tentative or final plat, will not result in existing structures becoming nonconforming as they relate to setbacks, lot area, lot width and depth, ground coverage and other applicable regulations of the City's Land Development Code and/or City's Code of Ordinances, except as permitted by this ordinance. Compliance with this provision may occur by demolition or relocation of existing structures.
    - (c) The building site created by the proposed waiver of plat, tentative or final plat, will be free of encroachments from abutting building sites.
    - (d) The building site created by the proposed waiver of plat, tentative or final plat is free of any declarations of restrictive covenants, unity of title, easements, or the like, which would prevent the separation of the site. However, this provision may be satisfied if existing covenants, unity of title, easements, or similar instruments, which conflict with the proposed subdivision, are released or modified to accommodate the proposed building site. (e) The scale of any proposed new construction shall be compatible with the as-built character of the surrounding area, and shall not create adverse impacts on the surrounding area; but if so, the applicant shall provide satisfactory commitments as to how the adverse impacts will be mitigated. An example of an adverse impact includes visual impacts arising from a proposed two-story structure in an area built out with single story homes; mitigation could include adding a condition to the approval of the waiver of plat, tentative plat or final plat, for landscape buffers, or adjusting second story setbacks or building facades to reduce the visual impact.
    - (f) The building site(s), lot(s) or parcel(s) of land that would be created are divided in such a manner that they are in compliance with the regulations of the City's Land Development Code. Lot area and street frontage calculations shall exclude abutting public rights-of-way.
    - (g) The building site or sites created by the proposed waiver of plat, tentative or final plat cannot constitute an irregular parcel (one that has more than four (4) corners or that has any curved or jagged lot line), unless the City Commission by a four-fifths vote determines that the irregularity arises from irregularity in the original parcel and cannot be corrected, or the Commission by such vote determines the irregularity is compatible with the parcels in the Surrounding area.
4. Additional Conditions. The City Commission shall may-designate such additional conditions in connection with a waiver of plat, tentative or final plat, as will, in its opinion; assure that such waiver of plat, tentative or final plat, will conform to the foregoing requirements in this section.

- (a) Additional conditions shall ensure the retention of specimen trees for six (6) years and permanently maintain fifty (50) percent of existing protected tree canopy, but in no event shall the condition be less restrictive than what is required by the City's and County's tree ordinance.
- (b) In their review and recommendations, the Planning Department and Planning Board may recommend, and the City Commission may prescribe, conditions or safeguards restricting the square footage, orientation and location of the new structures to be built on the resulting parcels.
- (c) The property owner shall execute and record in the public records of Miami-Dade County, a restrictive covenant, in a form approved by and subject to the review and approval of the City Manager and City Attorney, which contains all commitments made and conditions imposed as part of the approval of the approved waiver of plat, tentative and/or final plat.

5. **Improvements Required.**

- 1. Sidewalks, curbs, gutters, drainage and paving shall be installed by the owner or developer of the abutting parcel in accordance with Chapter 28 of the County Code and other applicable city requirements, unless such can be and are waived or deferred by the city commission.
- 2. No building shall be erected, improved, modified, altered or enlarged in any zoning use district, other than in an RS residential district, unless proper public improvements have been installed.

6. **Creation of Authorized Building Sites.**

- 1. No building permit for the construction of any structure within the city shall be issued until an authorized building site has been created which meets at least one (1) of the following criteria:
  - a. Is part of a recorded subdivision plat or has received final waiver-of-plat approval;
  - b. Is part of an officially approved planned unit development which:
    - i. Provides for all utility and drainage easements, alleys, streets and other public improvements necessary to meet the normal requirements for platting, and
    - ii. Includes the designation of building areas and easements, alleys and streets required and properly dedicated, and necessary public improvements; or
  - c. Fronts upon a dedicated public street and was separately owned prior to the effective date of this Code or annexation to the city;
- 2. Wherever there exists a single-family dwelling unit which was constructed on a building site containing two (2) or more platted lots, the nonconforming lot of record provisions in this Code shall apply.
- 3. Established building sites shall not be reduced in any manner to a size which is less than that required for the zoning district in which located.

7. Submissions must comply with the provisions of Chapter 28 of the Code of Miami-Dade County, Florida and with the City of South Miami Land Development Code.

8. Submissions must meet concurrency requirements and adopted level-of-service standards as set forth in the adopted and amended City of South Miami Comprehensive Land Use Plan.

**Note:** All Plat proposals must receive approval by Miami-Dade County. Submission to County agencies may require additional copies of the Waiver of Plat documents, additional information and filing fees.



**City of South Miami**  
*Planning & Zoning Department*  
 City Hall, 6130 Sunset Drive, South Miami, Florida 33143  
 Telephone: (305) 663-6326

*Application for Public Hearing before Planning Board & City Commission*

Address of Subject Property:	Lot(s) _____ Block _____ Subdivision _____ PB _____-_____
Meets & Bounds:	
Applicant:	Phone:
Representative:	Organization:
Address:	Phone:
Property Owner:	Signature:
Mailing Address:	Phone:
Architect/Engineer:	Phone:

AS THE APPLICANT, PLEASE INDICATE YOUR RELATIONSHIP TO THIS PROJECT:  
 Owner     Owner's Representative     Contract to purchase     Option to purchase     Tenant/Lessee

**APPLICATION IS HEREBY MADE FOR THE FOLLOWING:**  
 PLEASE CHECK THE APPROPRIATE ITEM:

<input type="checkbox"/> Text Amendment to LDC	<input type="checkbox"/> Variance
<input type="checkbox"/> Zoning Map Amendment	<input type="checkbox"/> Special Use
<input type="checkbox"/> PUD Approval	<input type="checkbox"/> Special Exception
<input type="checkbox"/> PUD Major Change	<input type="checkbox"/> Abandonment of ROW
	<input type="checkbox"/> Other (Waiver of Plat)

Briefly explain application and cite specific Code sections:

---



---

Section: \_\_\_\_\_ Subsection: \_\_\_\_\_ Page #: \_\_\_\_\_ Amended Date: \_\_\_\_\_

**SUBMITTED MATERIALS**  
 PLEASE CHECK ALL THAT APPLY:

- Letter of intent
- Justifications for change
- Statement of hardship
- Proof of ownership or letter from owner
- Power of attorney
- Contract to purchase
- Current survey (1 original sealed and signed/1 reduced copy @ 11" x 17")
- 15 copies of Site Plan and Floor Plans 24 x 36", 1 reduced copy @ 11" x 17"
- Affidavit-Receipts attesting to mail notices sent
- Petition
- Mailing labels (3 sets) and map
- Required Fee(s)

The undersigned has read this completed application and represents that the information and all submitted materials are true and correct to the best of the applicant's knowledge and belief.

\_\_\_\_\_  
 Applicant's Signature and title

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date

Upon receipt, applications and all submitted materials will be reviewed for compliance with the Land Development Code and other applicable regulations. Applications found not in compliance will be rejected and returned to the applicant.

**OFFICE USE ONLY:**

Date Filed _____	Date of PB Hearing _____	Date of Commission _____
Petition Required _____	Petition Accepted _____	
Method of Payment _____		



## 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.

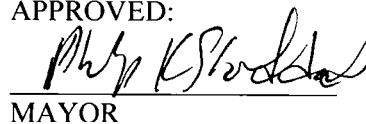
**Section 5. Effective Date.** This Ordinance shall be effective immediately upon adoption.

PASSED AND ENACTED this 16th day of September 2014.

ATTEST:

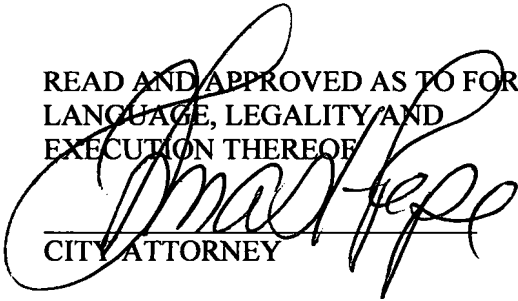
  
CITY CLERK

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



# City of South Miami

6130 Sunset Drive, South Miami, Florida 33143

(305) 663-6339 Fax: (305) 667-7806

[www.southmiamifl.gov](http://www.southmiamifl.gov)

## VENDOR REGISTRATION FORM

### General Information (all information below is required)

Company Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Portable Phone: \_\_\_\_\_

eMail: \_\_\_\_\_ Tax Identification Number (TIN): \_\_\_\_\_

Social Security (If Individual): \_\_\_\_\_

### Remittance Address (if different from above)

Street/P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Job Title: \_\_\_\_\_

### Bank Information (for Electronic Fund Transfer)

Name of Bank: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Must Check One of the Following**     Checking     Savings     Opt Out of EFT Program\*

I hereby authorize: 1) The City of South Miami here refer to as "The City" to deposit my invoice payment via electronic funds transfer. 2) My financial institution to credit this amount to my account. In the event that the exercise of this authorization for any reason results in an overpayment for invoices actually due and payable to me, I hereby authorize The City to either: **A)** debit my above-identified account for an amount not to exceed said overpayment, or **B)** withhold a sum equal to the overpayment from my next disbursement of supplier invoice payment.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

**\* If vendor elects to opt out of the EFT program, there will be a three dollar (\$3) check issue fee. The fee, will be deducted from each check issued to the vendor.**

### Attachments (if applicable):

W-9 (Required)     Insurance     Other:     Related Party Transaction Verification (Required)

### Business Type(Please Attach Support Documentation)

Minority Owned     Small Business     Local Business     Woman-Owned

Disabled Veteran



Office of the City Clerk  
6130 Sunset Drive  
South Miami, FL 33143

### ANNUAL LOBBYIST REGISTRATION

Section 8A-5 – Code of City of South Miami, Florida

**All lobbying activity is prohibited unless the registration is filed with the Clerk at least 3:00 p.m. on the day before engaging in lobbying activity**

**A SEPARATE REGISTRATION IS REQUIRED FOR EACH PRINCIPAL TO BE REPRESENTED**

*Please Type or Print in Ink*

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

\_\_\_\_\_  
Last Name First Name Middle

\_\_\_\_\_  
Business/Firm Name/Address Street

\_\_\_\_\_  
City State Zip

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

\_\_\_\_\_  
Business Phone Fax E-Mail

If you are representing any of the following persons or entities, check the box in front of same:  Not-for-Profit Agency,  Certified Level 1 C.S.B.E.,  Certified Micro Enterprise,  Certified Tier 1 Community Business Enterprise . If you are the principal of the Principal [see definition in note below], and are only appearing as a representative of the Principal without special compensation or reimbursement for the appearance, whether direct, indirect or contingent check the following box

If you are representing an individual without compensation for your services for non-commercial purposes, check the following box

No registration fee is required for any lobbyist who has checked any of these categories for representation of that person or entity.

As to any business, financial, familial, professional or other relationship with the mayor, any city commissioner, or personnel who is sought to be lobbied, state the name of the person and describe the relationship here: \_\_\_\_\_

Note: The word “Principal” with a capital “P” is the person seeking to influence a decision, etc. The word “principal” with a lower case “p” is the representative/lobbyist for the Principal who has control over, or authority to act for, the Principal. A “principal” includes the President of a corporation. (RQO 10-09), the Owner, president or chief shareholder of a corporation or an individual who has been designated or who has the apparent authority to make final decisions on behalf of the corporate entity. (RQO 10-09) or a member of the corporate board who has been appointed by the corporation to serve as its representative during negotiations. (RQO 08-41). However, a chief financial officer is not a principal if his normal scope of employment does not include lobbying activities. (RQO 08-41) and if so he is an employee exempt from registering.

**THE CLERK SHALL REJECT ANY STATEMENT WHICH DOES NOT DETAIL THE ISSUE ON WHICH THE LOBBYIST HAS BEEN EMPLOYED.**

# 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