



Board of Adjustment Application

City of Coral Gables

Development Services Department

Phone# 305.460.5211

Preamble

Pursuant to the City Charter, and subject to those provisions, a Board of Adjustment is created to provide relief from hardships and errors in the application of the regulations.

Application review request

The undersigned applicant(s)/agent(s)/property owner(s) request(s) a Board of Adjustment hearing for the following application(s) (please check all that apply):

- ☐ Appeal
☐ Variance
☐ Other: _____

Property information

Property/project name: _____

Street address of the subject property: _____

Property Legal Description: Lot(s): _____

Block(s): _____

Section(s): _____

Plat Book(s)/Page(s): _____

Has there been a Board of Adjustment hearing on the property in the last year? _____

Is this request the result of a Notice of Violation? _____

Is this request the result of a deviation from an approved set of plans? _____

Has the property owner owned the property for at least one (1) year? _____

Current land use classification(s): _____

Current zoning classification(s): _____

Listing of all folio numbers for subject property:

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General information

Applicant(s)/Agent(s) Name(s): _____

Telephone#: _____ Fax#: _____ Email: _____

Mailing Address: _____
(Street Address) (City) (State) (ZIP Code)

Property Owner(s) Name(s): _____

Telephone#: _____ Fax#: _____ Email: _____

Mailing Address: _____
(Street Address) (City) (State) (ZIP Code)

Property Owner(s) Name(s): _____

Telephone#: _____ Fax#: _____ Email: _____

Mailing Address: _____
(Street Address) (City) (State) (ZIP Code)

Project Architect(s) Name(s): _____

Telephone#: _____ Fax#: _____ Email: _____

Mailing Address: _____
(Street Address) (City) (State) (ZIP Code)

Provide the date(s) and type(s) of application(s) previously filed with the City of Coral Gables and type of reviews, approvals, actions related to this request:

Application received by: _____ Date: _____

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Application requirements and supporting information

The Development Services Department cannot accept applications that are not complete for any hearing before the Board of Adjustment. Failure to provide the information necessary pursuant to the established time frames included but not limited to application submittal, submission of revised documents, etc. for review by City Staff and the designated reviewing entity may cause application to be deferred without further review until such time the requested information is submitted.

Pre-application Meeting Requirements. A pre-application meeting is required to be held in advance of an application submittal to determine the information necessary to be filed with the application(s). The City reserves the right to request additional information as necessary.

Application submittal (order of documents). The order of the documents for the application submittal shall be as follows (required documents will be determined at pre-application meeting):

- ☐ Table of Contents with page numbers identifying all below documents.
- ☐ Completed Application.
- ☐ Applicant's proposal.
- ☐ Letter of intent.
- ☐ Standards for Variances #1 through #8.
- ☐ Owner's Affidavit.
- ☐ Proof of ownership if ownership of the property has changed in the last year.
- ☐ Full size set of plans (stamped by the Board of Architects).
- ☐ Plans in 11" x 17" size format (13 sets).
- ☐ Color photographs (35mm or digital photographs), must be labeled (13 sets).
- ☐ One (1) compact disc (CD) containing required plans and color photographs.
- ☐ Signed and sealed survey (indicate any tree disposition necessary if affected by proposed work).
- ☐ Aerial.
- ☐ Other (letter of support, rescheduling letter, etc.) _____.

Application supporting materials. The following application supporting materials shall be provided separately from the application submittal and are as follows:

- ☐ Application fees.
- ☐ One (1) original certified mailing list and signed affidavit including MDCPS.
- ☐ Two (2) sets of mailing labels.
- ☐ City of Coral Gables Annual Registration Application and Issue Application Lobbyist forms.

Posting of the property. The City shall post the subject property with a City approved sign advising of the Board of Adjustment meeting date. The public notice posting shall be in accordance with the Zoning Code. The sign shall be installed ten (10) days prior to the meeting and shall not be removed until after the meeting, at which time it is the applicant's responsibility to remove the sign.

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Applicant/agent/property owner/architect affirmation and consent

(I) (We) affirm and certify to all of the following:

1. The application will not be heard unless the Applicant/Agent is present at the Board of Adjustment hearing.
2. The subject property will be posted with a City approved public notice sign. The sign shall be installed a minimum of ten (10) days prior to the meeting and shall not be removed until after the meeting, at which time it is the applicant's responsibility to remove the sign.
3. No application shall be accepted during the following time periods after the denial of a substantially similar application affecting the same property or any portion thereof:
 - a. Conditional uses and variances: six (6) months.
 - b. Comprehensive Plan Map Amendment, Comprehensive Plan Text Amendment, Zoning Code Map Amendment, Zoning Code Text Amendment, amendments and applications for abandonment and vacation of non-fee interests: twelve (12) months (Section 3-210. Resubmission of application affecting same property).
4. That the only variance or items being requested are those that have been specified in the written application for a variance, and any other code or plan issues will be corrected by modifying the plans to comply with the respective codes and ordinances of the City of Coral Gables.
5. That the applicant will be responsible for complying with all of the conditions and restrictions imposed by the Board of Adjustment in connection with the requested variance, and will take the necessary steps to make the variance effective if approved by the Board of Adjustment.
6. That it is the responsibility of the applicant to submit a complete application with all of the documents necessary for the Board of Adjustment to hear the applicant's request.
7. That the applicant is responsible for the submission and accuracy of a certified mailing list and three (3) sets of mailing labels according to the latest ad valorem tax record of all property owners within one-thousand (1,000) feet of the property for which a public hearing before the Board of Adjustment is being requested.
8. Any variance granted by the Board of Adjustment or the City Commission shall be in effect for twelve (12) months from the date of approval. If a permit is not issued within the twelve (12) months, and work commenced, then the variance shall become null and void. One (1) twelve (12) month extension of a variance may be granted by the Development Review Official.
9. That the application fee is not refundable or any portion thereof regardless of final resolution, deferment, or non-presentation to the Board of Adjustment.
10. That all the information contained in this application and all documentation submitted herewith is true to the best of (my) (our) knowledge and belief.
11. Understand that the application, all attachments and fees become a part of the official records of the City of Coral Gables and are not returnable.
12. Failure to provide the information necessary pursuant to the established time frames included but not limited to application submittal, submission of revised documents, etc. for review by City Staff and the designated reviewing entity may cause application to be deferred without further review until such time the requested information is submitted.
13. Applicant has read and understands all of the information in the City of Coral Gables Board of Adjustment Information brochure.
14. All representatives of the application have registered with and completed lobbyist forms for the City of Coral Gables City Clerk's office.

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15. Understand that under Florida Law, all the information submitted as part of the application are public records.
16. Submission of the following:
- Warranty deed/tax record as proof of ownership for all properties considered as a part of the application request; or
 - Authorized as the applicant(s)/agent(s) identified herein to file this application and act on behalf of all current property owner(s) and modify any valid City of Coral Gables entitlements in effect during the entire review process.

Applicant(s)/Agent(s) Signature:

Applicant(s)/Agent(s) Print Name:

Address:

Telephone:

Fax:

Email:

NOTARIZATION

STATE OF FLORIDA/COUNTY OF

The foregoing instrument was acknowledged before me this ____ day of _____ by _____
(Signature of Notary Public - State of Florida)

(Print, Type or Stamp Commissioned Name of Notary Public)

☐ Personally Known OR ☐ Produced Identification; Type of Identification Produced _____

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Property Owner(s) Signature:

Property Owner(s) Print Name:

Property Owner(s) Signature:

Property Owner(s) Print Name:

Property Owner(s) Signature:

Property Owner(s) Print Name:

Address:

Telephone:

Fax:

Email:

NOTARIZATION

STATE OF FLORIDA/COUNTY OF

The foregoing instrument was acknowledged before me this ____ day of _____ by _____

(Signature of Notary Public - State of Florida)

(Print, Type or Stamp Commissioned Name of Notary Public)

☐ Personally Known OR ☐ Produced Identification; Type of Identification Produced _____

Board of Adjustment Application

Architect(s)/Engineer(s) Signature:

Architect(s)/Engineer(s) Print Name:

Address:

Telephone:

Fax:

Email:


SEAL**NOTARIZATION**

STATE OF FLORIDA/COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____ by _____

(Signature of Notary Public - State of Florida)

(Print, Type or Stamp Commissioned Name of Notary Public)

☐ Personally Known OR ☐ Produced Identification; Type of Identification Produced _____**Attachments:**

- A. Board of Adjustment supporting information.
- B. Board of Adjustment Calendar.
- C. Board of Adjustment Application Fee Schedule.
- D. Certified Mailing List Service Providers.