



ZONING APPEALS BOARD (ZAB)

SECTION 1: SUBMITTAL REQUIREMENTS & CHECKLIST

SECTION 2: ZONING APPEALS BOARD (ZAB) INFORMATION, FEES & CONTACTS

APPLICATION

12400 NE 8 Avenue, North Miami, FL 33161

305-895-9825

www.northmiamifl.gov/CPD

Section 1: Submittal Requirements & Process

Please read the following information on the general requirements and procedures of the Zoning Appeals Board. For questions concerning the Zoning Appeals Board (ZAB) application requirements and procedures, please contact the Community Planning & Development Department at 305-895-9825, Extension 19007.

Zoning Appeals Board Members

The City Council has been established as the Zoning Appeals Board.

Zoning Appeals Board Procedure

1. Fill out the "Zoning Appeals Board Application," which is included in this packet. **Your Petition (appeal request) will not be processed unless your application is complete.**
2. Within thirty (30) days from the date of the decision that forms the basis of this appeal, you must submit the following:
 - a. One (1) original and five (5) copies of the Petition and all attachments;
 - b. Payment of \$1,677 for all filing fees; if hearing is continued an additional fee will apply. The applicable fees are listed on the last page of the packet; and,
 - c. A certified map and two sets of mailing labels indicating the names and address of property owners within a 500-foot radius of the subject property (for public notice requirements). A list of some of the companies that perform this service are:

Florida Real Estate Decisions	(305)-757-6884	Rio Development Resources	(305)-498-1614
Miguel Espinosa Land Surveying, Inc.	(305) 262-2992	Consuelo Quintana	(305)-858-2287
3. Within forty-five (45) working days of receipt of a complete appeals application, the city will schedule and advise you of the date of a public hearing before the ZAB. You will also be contacted to pick up a Public Notice Sign ten (10) days prior to the ZAB meeting date. The sign must be conspicuously posted on your property one week prior to the meeting and remain posted until final action.
4. Your ZAB application request will be quasi-judicial in nature and will appear as an agenda item at a regularly scheduled City Council meeting. City Council meetings begin at 7:00 pm and are held in the City Council Chambers on the 2nd floor of City Hall, 776 NE 125 Street, North Miami, Florida. The meetings are open to the public. For additional information, call the Department of Community Planning and Development at 305-895-9825, ext. 19007. The department is located at 12400 NE 8th Avenue, North Miami, Florida 33161.

Applications will not be processed unless all requirements have been submitted by the submittal deadline.

All applications and fees shall be submitted in person between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday

**** Please note that no incomplete applications will be accepted. ****

Any persons aggrieved by a decision of the Zoning Appeals Board may appeal by petition for writ of certiorari to a court of competent jurisdiction for judicial relief within thirty (30) days after a decision by the Zoning Appeals Board is filed with the clerk of that board. The election of remedies shall lie with the appellant.



Zoning Board of Appeals Public Hearing Application

Instructions: Please print or type all information. The application must be filled out accurately and completely.

FOR OFFICE USE ONLY:

File Number _____ Date Received: _____
Reviewed and Accepted By: _____ Date of ZAB Meeting: _____

Case Under Appeal:

Permit Number: _____ Filed in the name of (Applicant): _____
Name of Appellant, if other than applicant: _____
Address/Location of APPELLANT'S property: _____

Application, or part of Application being Appealed (Explanation): _____

Appellant (Name): _____ hereby appeals the decision of the _____, with reference to the above subject matter, and in accordance with the provisions contained in Article 3, Division 7 of the City of North Miami, Florida Land Development Regulations, hereby makes application to the Zoning Appeals Board for review of said decision. The grounds and reasons supporting the reversal of the ruling are as follows: _____



Zoning Appeals Board Public Hearing Application

APPELLANT MUST SIGN THIS PAGE

Date: _____

Signed: _____

Print Name: _____

Mailing Address: _____

Representative's Affidavit

If you are filing as representative of an association or other entity, so indicate:

Representing: _____

Signature: _____

Print Name: _____

Address: _____

Telephone Number: _____

Subscribed and Sworn to before me on the ____ day of _____, year _____

Notary Public: _____

(stamp/seal)

My Commission Expires: _____



Zoning Appeals Board Public Hearing Application

APPELLANT'S AFFIDAVIT OF STANDING (Must be signed by EACH Appellant)

STATE OF _____

COUNTY OF _____

Before me the undersigned authority, personally appeared _____ (Appellant) who was sworn and says that the Appellant has standing to file the attached appeal.

The Appellant further states that they have standing by virtue of being of record in the matter because of the following:

Check all that apply

- _____ 1. Participation at the hearing
- _____ 2. Original Applicant
- _____ 3. Special interest in the matter not shared by the public at large

Appellant further states they understand the meaning of an oath and the penalties for perjury and that under penalties of perjury, Affiant declares that the facts stated herein are true.

Witnesses:

Signature: _____ Appellant's Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Subscribed and Sworn to before me on the ____ day of _____, year _____. Appellant is personally known to me or has produced _____ as identification.

Notary Public: _____

(stamp/seal)

My Commission Expires: _____

Section 2: Zoning Board of Appeals Fees & Contacts

Publishing/Noticing Signs (Public Notice)	\$1,250
Appeal by Aggrieved Party	\$293
TOTAL FEE	\$1,677
Continuation of Item, if necessary	\$112

Contact	Phone Number	E-Mail
Debbie Love, AICP City Planner	305-893-6511, ext. 19003	dlove@northmiamifl.gov
Jennifer Warren Deputy City Attorney	305-895-9810, ext. 12202	jwarren@northmiamifl.gov
Amanda Murray Sr. Planning Technician	305-893-6511, ext. 19007	amurray@northmiamifl.gov
Lorna Louis-Pierre Zoning Clerk	305-893-6511, ext. 19011	llouis-pierre@northmiamifl.gov