

**CITY OF HIALEAH, FLORIDA
AMENDMENT TO THE FUTURE LAND USE MAP AND/OR PLAN
APPLICATION**

**APPLICANT
INFORMATION**

- 1) Name(s) _____
- 2) Home Phone () _____ 3) Work Phone () _____
- 4) Mailing Address _____
City _____ State _____ Zip Code _____

**PROPERTY
OWNER
INFORMATION**

- 5) Name(s) _____
- 6) Home Phone () _____ 7) Work Phone () _____
- 8) Mailing Address _____
City _____ State _____ Zip Code _____

PER THE NOTARIZED LETTER ATTACHED, OR OTHER ACCEPTABLE DOCUMENT, SUCH AS POWER OF ATTORNEY, ATTORNEY IN FACT, LETTER OF ADMINISTRATION ISSUED BY THE COURT FOR PROTEO, ETC., MADE A PART OF THIS APPLICATION, THE OWNER(S) OF RECORD AUTHORIZE(S) THE APPLICANT(S) AS HIS/HER/THEIR REPRESENTATIVE(S).

**PROPERTY
INFORMATION**

- 9) Folio Number _____
- 10) Address or Location _____

- 11) Area (Square Footage and Acreage) _____
- 12) Legal Description _____

- 13) Future Land Use Plan Designation _____
- 14) Existing Zoning _____

**REQUESTED
AMENDMENT**

- 15) Desired Land Use Plan Designation _____
- 16) Desired Zoning upon completion of Land Use Amendment _____

**JUSTIFICATION
FOR
AMENDMENT**

- 17) Justification for Amendment _____

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STATE OF _____

COUNTY OF _____

18) (I) (We), acknowledge that any corrections in submitted materials and/or supplemental requirements, if any, must be submitted within fifteen (15) days of notification of deficiency, or the incomplete application will be rejected and returned to the applicant(s).

19) (I) (We), _____ say that (I am)
(We are) the

- Owner(s) of the property
- Representative(s) of the owner(s) of the property

and (I) (We) affirm that all answers are true and accurate to the best of my/our knowledge.

20) _____ APPLICANT SIGNATURE/PRINTED NAME	_____ APPLICANT SIGNATURE/PRINTED NAME
_____ APPLICANT SIGNATURE/PRINTED NAME	_____ APPLICANT SIGNATURE/PRINTED NAME

(IF A CORPORATE ENTITY, AFFIX CORPORATE SEAL.)

21) THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME ON THIS _____
DAY OF _____, _____ BY _____
(Applicant)

DID TAKE AN OATH <input type="checkbox"/>	DID NOT TAKE AN OATH <input type="checkbox"/>
PERSONALLY KNOWN <input type="checkbox"/>	PRODUCED IDENTIFICATION <input type="checkbox"/>

TYPE OF IDENTIFICATION PRODUCED _____

SIGNATURE OF NOTARY PUBLIC

NAME OF NOTARY TYPED, PRINTED, OR STAMPED

MY COMMISSION EXPIRES

CITY OF HIALEAH, FLORIDA
APPLICATION FOR AMENDMENT TO THE FUTURE LAND USE MAP AND/OR PLAN

THE FOLLOWING ENCLOSURES ARE NEEDED TO COMPLETE THIS APPLICATION:

- A. TWENTY-FIVE (25) COPIES, AT LEAST ONE (1) COPY SEALED, OF AN AS-BUILT SURVEY, LESS THAN NINETY (90) DAYS OLD,** including the area of the lot, floor area, permeable area, floor elevation and flood insurance data.
- B. TWO (2) BASE MAPS** (Radius Map prior to insertion of ownerships on parcels.) No larger than 8 ½” x 14” (legal size), including the legal description of the property for which the Land Use Map and/or Plan Amendment is requested. The properties should be numbered as to the Lots or Tracts, Blocks, and should indicate the subdivisions with Plat Book and Page Numbers.
- C. TWENTY-FIVE (25) COPIES OF A RADIUS MAP, ALL SEALED,** showing all properties within 500 feet of the perimeter of the subject property. Map to be at a scale of 150 feet to one inch or larger. Owner(s) name(s) on each parcel. Map shall be prepared by a Registered Land Surveyor or other individual with a State Regulated Seal.
- D. TWENTY-FIVE (25) COPIES OF A PRELIMINARY SITE PLAN, AT LEAST THREE (3) SEALED, BY AN ENGINEER, ARCHITECT, OR LANDSCAPE ARCHITECT,** if application is for a Residential Office Land Use Designation, pursuant to HIALEAH, FLA. CODE Sec. 98-784. For concurrency and to assist decision-makers, staff has requested a site plan submittal and letter of intent outlining proposed intensity of development (e.g., 40%, 50% will be for the building) for non-residential amendments. Site Plans should include the building size, lot area, required off-street parking, and landscaping according to HIALEAH, FLA. CODE Sec. 98-320 - Site Plan Approval; Sec. 98-2189 - Parking regulations, and Sec. 98-2196-Landscaping; as well as - Miami-Dade County Landscaping Regulations pursuant to Miami-Dade County Ordinance No. 98-13, passed and adopted January 13, 1998.
- E. REQUEST/OWNERS LIST, (see sample provided).** Includes verbiage on each sheet and lists properties within a 500-foot radius of the subject property, exclusive of the petitioner, stating the request to be considered. This form must be printed or typewritten and must be of a size equal to or greater than a font of 10 point.

The petition must be approved and stamped with an approval stamp by the Planning Division.

CONDOMINIUMS: If the condominium board is developer-controlled, all unit owners are to be included on the ownership list. If the condominium board is association-controlled, then only those owners whose units lie on or within the 500-foot radius are to be included on the ownership list. In both instances, the name of the association, the name of the president, and the association’s address where a notice is to be mailed, must be provided.

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REQUIRED ENCLOSURES AND FEES (CONTINUED)

- F. Mailing labels with the names and mailing addresses of those owners in the radius. (Do not include duplicate names and addresses.)
- G. Disclosure of All Parties in Interest form. (This form is to be completed by the owner(s) of the property.)
- H. Affidavit stating that the Radius Map & Request/Owners List is complete and accurate. Signed by the individual or company who prepared said documentation.

I. APPLICATION FEES

Less than 1 Acre	\$3,000.00
Each Additional Acre	\$100.00

Pursuant to Sec. 98-195(e), "Any one hundred (100) percent service-connected disabled veteran, upon proof of such disability, shall receive a fifty (50) percent reduction in fees for an application filed on said disabled veteran's homestead, providing said veteran has owned said homestead property according to the Public Records of Miami-Dade County, Florida, for a period of at least two years prior to the date of the application."

Notices are mailed to surrounding property owners at the prevailing first-class postal rate (Currently \$0.37 for the first ounce). Said cost, which is paid by the applicant, is to be added to the application fee.

Prior to the hearing, sign(s) supplied by the City shall be posted on the property. The sign(s) shall contain the day, date, time and location of the hearing. The sign(s) shall also include the applicant's name, the location of the property, and the requested amendment. The sign(s) shall be placed in public view on each frontage of the property with a minimum of one (1) sign per one hundred sixty-five (165) feet of frontage. These signs shall be placed a minimum of one hundred sixty-five (165) feet apart. The number of signs required is determined by the Planning Division. The cost of such sign and or signs is paid for by the applicant. Each sign costs \$5.00.

- J. **BE ADVISED THAT DUE TO THE FACT THAT ALL REQUESTS ARE UNIQUE, ADDITIONAL DOCUMENTATION MAY BE REQUIRED. YOU WILL BE NOTIFIED BY STAFF.**

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APPLICATION INSTRUCTIONS

APPLICANT INFORMATION (Lines 1 through 4)

The person(s) or corporation submitting an application must complete this section. If the applicant is not the property owner, then a notarized letter from the property owner(s) authorizing said person(s) or corporation to submit the application is required. This letter of authorization should include the legal description of the property, the address or location by street intersections, and the requested amendment. If the property owner is a corporate entity, this authorization letter will also require a corporate seal.

If a property owner is deceased, the original death certificate is to be submitted, to be copied by staff. (The document is to be copied on the date of submittal and returned immediately thereafter.)

Other documents acceptable for representation are a Power of Attorney, Attorney in Fact, and some Sales Contracts (inclusion of verbiage that the sale of the property is contingent on, or subject to, the approval of the requested Land Use Map and/or Plan Amendment, or seller authorizes buyer to apply for an amendment, etc.). Originals should be submitted, to be copied by staff. (The document is to be copied on the date of submittal and returned immediately thereafter.)

PROPERTY OWNER INFORMATION (Lines 5 through 8)

If not the applicant, fill in the ownership information.
If same as the applicant write, "Same as above".

PROPERTY INFORMATION (Lines 9 through 14)

Line 9: The folio number as recorded in the Miami-Dade County tax rolls.

Line 10: The address as listed in the Miami-Dade County tax rolls or the approximate location by street intersections.

Line 11: Area of the property in square footage and acreage.

Line 12: Legal description as stated on the survey of the property. If legal description is lengthy due to metes and bounds, or a portion of a Parent Tract, etc., and space provided is insufficient, add a page, or place it on the reverse with a note on the lines provided, such as "see attached" or "see reverse".

Line 13: Land Use designation as shown on the City's Future Land Use Map.

Line 14: Existing Zoning designation as shown on the Zoning Atlas. If the property has a Variance Permit, SU-P (Special Use-Property) or SUP (Special Use Permit) designation, include the Ordinance Number, passage and adoption date, and what was granted pursuant to the ordinance.

REQUESTED AMENDMENT (Lines 15 and 16)

Line 15: The Land Use Plan Designation requested.

Line 16: The zoning classification that will be requested if the Land Use Plan Amendment is approved.

(CONTINUED)

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JUSTIFICATION FOR AMENDMENT REQUEST

Line 17: State the reason for the request.

AFFIDAVIT (LINES 18 THROUGH 21)

Line 19: Name(s) of applicant(s) is/are printed or typed and the applicant(s)'s relationship to the property is to be indicated. An application without the owner(s)'s affidavit authorizing the applicant(s) to act on behalf of the owner(s) will be returned.

Line 20: Signature(s) of the applicant(s) whose name(s) appear(s) on Line 19.
If a corporate entity, the corporate seal must be affixed.

Line 21: Jurat, to be completed by a Notary Public.

**RADIUS MAP AND PETITION/OWNER'S LIST
AFFIDAVIT**

STATE OF FLORIDA

COUNTY OF: _____

Re: Property Owners List within 500 feet of:

Address/Location: _____

Legal Description _____

I certify that the attached ownership list. Maps and mailing labels provide a complete and accurate representation of the real estate property and property owners within 500 feet of the subject property listed above. This reflects the most recent Miami-Dade County Tax records.

(Signature)

(Printed Name)

(Company Name)

**Affix
Corporate
Seal**

(Address)

(Telephone)

The foregoing instrument was acknowledge before me on this _____ day of

_____, _____ by _____

DID TAKE AN OATH OR DID NOT TAKE AN OATH

PERSONALLY KNOWN DID NOT TAKE AN OATH

Type of Identification Produced: _____

Signature of Notary Public

Name of Notary Typed, Printed, or Stamped

My Commission Expires

DISCLOSURE OF ALL PARTIES IN INTEREST

Type of Application: _____

Types: (Platting, Rezoning, Variance, Special use Permit, Conditional Use Permit, Final Decision, Land Use Map Amendment).

If Applicant is a Corporation or Partnership all officers and or partners shall disclose their name and addresses.

Names (s) and addresses (s) of all legal and/or equitable owners, even if said property is held in trust for same:

Name(s) and address(es) of those having any interest in a contract for sale of said property, including real estate brokers and sale persons:

Mortgagee(s) of Property:

All those having an interest in a contract for sale, shall disclose whether they are acting and/or for an undisclosed principal and, if so shall disclose the name(s) and address (es) of the beneficiary (ies) of the trust or the principal(s) and their interest in the contract:

THE DISCLOSURE MUST BE MADE AND OR UPDATED WITHIN A REASONABLE TIME, AS MAY BE NECESSARY, IN ORDER TO ENSURE THAT THE INFORMATION DISCLOSED IS ACCURATE AT THE TIME OF FILING AND AT ALL TIMES THEREAFTER SPECIFICALLY, AT DATES UPON WHICH ACTION IS DISCUSSED AND/OR TAKEN UPON SUCH PROPERTY.

FFIDAVIT

This is to certify that the undersigned (has) (have) prepared the foregoing disclosure of all parties in interest on property legally described as:

Located on/at: _____

(I) (We) further understand that any change (s) in said disclosure shall be updated and accurate at all times, specifically at dates upon which action is disclosed and/or taken on said property.

(I) (We) further certify that to the rest of (my) (our) knowledge it is a complete disclosure.

Signature

**Affix
Corporate
Seal**

Signature

STATE OF FLORIDA

COUNTY of _____

The forgoing instrument was acknowledged before me on this _____ day of _____, _____
by _____.

(Owner /Representative)

DID TAKE AN OATH [] OR DID NOT TAKE AN OATH []
PERSONALLY KNOWN [] OR PRODUCED IDENTIFICATION []

Type of Identification Produced _____

My Commission Expires

Signature of Notary Public

Name of Notary Typed, Printed, or Stamped

**SAMPLE PETITION FORM
REQUEST/OWNER'S LIST**

Subject Property: 501 Palm Avenue, Hialeah, Florida.
Zoned: CUD (Governmental Use District).

The following are property owners within a 500-foot radius of the following legally described property:

Legal Description: Lots 1 through 24, block 1, City of Hialeah, according to the plat thereof, as recorded in plat book, 5, page77, of the public records of Miami-Dade County, FL

Request: Rezoning said property from R-1 (One Family District) to R-2 (One and Family Residential District) and granting a variance permit to allow the maximum allowable lot coverage of 30% to be exceeded by 2% of a total lot coverage of 32% for the construction of a second unit.

Contra to: Hialeah, Fla., code section 98-.... (25) (b), which states in pertinent part, "maximum of thirty (30) percent of the net residential land area may be covered with or occupied by the principal residential structures."

Folio # and Legal Descriptions

Owners

Town of Hialeah, PB 5/77

Lot 1, Block 2
04-3118-001-0200
P.A. 600 Palm Ave

Planning and Zoning
610 Palm Ave
Hialeah, FL 33010

Bradley Manor PB 10/64

Tract A

Building Department
500 Palm Ave
Hialeah, FL 33010

1st Addn Town of Hialeah PB 34/26

Lots 4-1, Block 4
04-3118-045-0500
P.A., 800 E 1 Ave

John Die & w/ Jane
100 Circle Drive
Hialeah, FL 33166

MAILING LABELS

CITY OF HIALEAH P.O. BOX 40 HIALEAH, FL 33010	PLANNING & ZONING 501 PALM AVENUE HIALEAH, FL 33010	BUILDING DEPARTMENT 501 PALM AVENUE HIALEAH, FL 33010
JOHN DOE & WIFE JANE 100 CIRCLE DRIVE MIAMI SPRINGS, FL 3316	JANE SMITH 801 EAST 2 AVENUE HIALEAH, FL 33010	JOE JONES AND WIFE CATHY 125-15 STREET NEW YORK, NY 07001