



**CITY OF AVENTURA
GOVERNMENT CENTER
COMMUNITY DEVELOPMENT DEPARTMENT
19200 West Country Club Drive
Aventura, Florida 33180**

**APPLICATION FOR ENTRANCE FEATURE AND
GUARD HOUSE APPROVAL**

DATE: _____

PROJECT NAME: _____

LOCATION: _____

LEGAL DESCRIPTION: _____

FOLIO NUMBER(s): _____

EXISTING OR PROPOSED USE OF PROPERTY: (Attach additional sheets if necessary)

Name of Applicant or Contact Person:

Phone No.:

Address of Applicant:

Name of Property Owner (if other than Applicant):

Phone No.:

Address of Property Owner:

1. The following documents are required to be submitted with and deemed to be incorporated into this petition, as applicable:

_____ Application must be accompanied by a letter of intent. Please describe in detail, whether and to what extent the requested entrance feature serves a public benefit that warrants the granting of the request. Insufficient justification may result in the denial of your application.

_____ A complete zoning history of the property is required. The attached Certificate of Resolutions form must be completed and signed by a Miami-Dade employee from the Zoning Information Section.

_____ One (1) original, current (within 30 days) Opinion of Title Report for the subject property and copies of all documents referenced in that report.

- _____ One (1) copy of a (folded), current (within 30 days), signed and sealed survey of the subject property, based upon the Ownership and Opinion of Title Report. Survey must delineate existing natural features, easements, existing structures and uses, and existing utility lines.
- _____ Five (5) sets (folded) of a signed and sealed plot plan identifying all structures incorporated in the entrance feature and identifying all setbacks and elevations.
- _____ Two (2) copies (folded) of landscape plan showing all plant material, as to location, name, size and quality. Landscape plan must be drawn, signed and sealed by a Florida registered landscape architect.
- _____ One (1) set of photographs of any existing entrance feature(s) on site.
- _____ **If entrance feature includes signage** - Five (5) sets (folded) of signed and sealed, sign details on architectural plans, which clearly illustrate the sign(s) requested. Existing and proposed signs must be shown on plot plan, including setbacks from property line. Site plan needs to be acceptable for building permitting with all signs drawn to scale and fully dimensioned.
- _____ Properties which are requesting a new or additional curb cut onto the State Highway System, enlargement of an existing cut, or a change in land use or intensification of development require Florida Department of Transportation approval for said access to the Highway system prior to the City of Aventura approval. (See attached FDOT notice).
- _____ Disclosure of Interest Form.
- _____ Applicant Representative Affidavit and Business Relationship Affidavit(s) Pursuant to Section 31-71(b)(2) of the City Code.

2. Filing and Review Fees

_____ A check made payable to the **City of Aventura** for the amount of:

- New Entrance Feature: \$ 1,625.00
- Modification or Replacement of Existing Entrance Feature: \$ 812.50

_____ Please contact **Miami-Dade County Fire Rescue** to obtain preliminary site plan approval **prior to submittal of this application**. A fee will be charged by Miami-Dade County. You may call (786) 315-2771 or visit 11805 SW 26 Street for review.

3. Review Procedure

Applications for Entrance Features will be reviewed by the Community Development Department. In order to reserve a place at a staff review meeting, the application must be complete and must be submitted by the application deadline. You may contact the Community Development Department at 466-8940 for meeting dates and associated submittal deadlines.

Staff will provide written comments at the staff review meeting which address the preliminary plans. Comments may necessitate revisions to the plans and may require an additional meeting. Final approval will be given by the City Manager or his designee when a determination has been made that the plans have met all the requirements of the City's development regulations.

Entrance features will be reviewed in accordance with the Zoning Code which includes, but is not limited to, the following requirements:

- Entrance features shall be placed so as not to encroach upon utility lines or traffic control devices. If a conflict is encountered after installation, the developer or designated property owner shall be responsible for the removal or relocation of the said features or a part thereof.

- Entrance features shall be placed so as not to cause a visual obstruction and thereby create a traffic hazard, and should the use of illumination be incorporated in said features, such illumination shall be placed so as to be unobtrusive to moving lanes or adjacent properties.
- The character or scale of Entrance Features shall be of a design such that said features are complementary to the identified development and compatible with the immediate neighborhood insofar as its overall impact is concerned.
- All structures within Entrance Features shall meet all standards of the South Florida Building Code, American Disability Act (ADA) requirements and any other applicable standards.

4. Property Violations

As part of the review, your property may be subject to various inspections by City personnel. If building, zoning or Code Compliance violations are found, your request for entrance feature approval will be deferred until such violations are corrected.

5. Responsibility of Applicant

It is the responsibility of the applicant to assure that all questions in the application and all required supplementary data are submitted at the time of the filing of the application and that all answers, plans and supplementary data are accurate and complete.

All data submitted in connection with the application becomes a permanent part of the public records of the City of Aventura.

FLORIDA DEPARTMENT OF TRANSPORTATION

PERMITS REQUIRED

Notice

Any property which proposes modification and/or addition of access to the State Highway System is required to secure a Department of Transportation Driveway Connection Permit. If access modification is not anticipated but the property is planned for a change in land use or intensification of development, a new Driveway Connection Permit may be required if the change is expected to result in an increase in traffic generation. A Drainage Connection Permit may be required if development would increase the total amount of parking, building or other impervious area.

If your planned site improvements can be described by one or more of the above conditions you must contact the Department's Permit office and have your proposal reviewed prior to local government development approval. Please provide three (3) sets of site plans, a site survey and a cover letter detailing the scope of work and nature of development or re-development proposed to:

**Florida Department of Transportation
District #6, Permit Office, Room 6215
1000 NW 111 Avenue
Miami, FL 33172-5800
(305) 470-5367**

The Department will perform a preliminary review and report the findings of this review in writing to you.

DEVELOPMENT APPLICATION OWNER CERTIFICATION
(Please complete all that apply)

For use when petitioner is the Owner of subject property:

This is to certify that I am the owner of the subject lands described in the above application. I understand that I am responsible for complying with all application requirements prior to this petition being scheduled for any public hearing. I also understand that it is my responsibility to comply with the City's requirements regarding quasi-judicial proceedings. This further certifies that I have read this petition and the statements contained herein are true and correct.

Print Name of Petitioner

Signature of Petitioner

STATE OF _____ COUNTY OF _____

The foregoing instrument was Sworn to and Subscribed before me this _____ day of _____, 200_____, by _____ who is personally known to me or who has produced _____ as identification.

Printed Name of Notary Public

Signature of Notary Public

My Commission Expires:

For use when petitioner is NOT the Owner of the Subject Property:

This is to certify that I am the owner of subject lands described in the above petition. I have authorized _____ to make and file the aforesaid petition. This further certifies that I have read this petition and the statements contained herein are true and correct.

Print Name of Owner

Signature of Owner

STATE OF _____ COUNTY OF _____

The foregoing instrument was Sworn to and Subscribed before me this _____ day of _____, 200_____, by _____ who is personally known to me or who has produced _____ as identification.

Printed Name of Notary Public

Signature of Notary Public

My Commission Expires:

Tenant or Owner Affidavit

I, _____, being first duly sworn, depose and say that I am the owner/tenant of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketch data and other supplementary matter attached to and made a part of the application are honest and true. I understand this application must be completed and accurate before a hearing can be advertised. In the event that I or any one appearing on my behalf is found to have made a material misrepresentation, either oral or written, regarding this application, I understand that any development action may be voidable at the option of the City of Aventura.

Print Name

Signature

STATE OF _____ COUNTY OF _____

The foregoing instrument was Sworn to and Subscribed before me this _____ day of _____, 200_____
, by _____ who is personally known to me or who has produced
_____ as identification.

Printed Name of Notary Public

Signature of Notary Public

My Commission Expires:

Attorney Affidavit

I, _____, being first duly sworn, depose and say that I am a State of Florida Attorney at Law, and I am the Attorney for the Owner/Applicant of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketch data and other supplementary matter attached to and made a part of this application are honest and true. I understand this application must be complete and accurate before a hearing can be advertised. In the event that I or any one appearing on my behalf is found to have made a material misrepresentation, either oral or written, regarding this application, I understand that any development action may be voidable at the option of the City of Aventura.

Print Name

Signature

STATE OF _____ COUNTY OF _____

The foregoing instrument was Sworn to and Subscribed before me this _____ day of _____, 200_____
, by _____ who is personally known to me or who has
produced _____ as identification.

Printed Name of Notary Public

Signature of Notary Public

My Commission Expires:

Corporation Affidavit

I/We, _____, being first duly sworn, depose and say that I/we are the President/Vice President, and Secretary of the aforesaid corporation, and as such, have been authorized by the corporation to file this application for public hearing; that all answers to the questions in said application and all sketches, data and other supplementary matter attached to and made a part of this application are honest and true; that said corporation is the owner/tenant of the property described herein and which is the subject matter of the proposed hearing. We understand that this application must be complete and accurate before a hearing can be advertised. In the event that I or any one appearing on our behalf is found to have made a material misrepresentation, either oral or written, regarding this application, I understand that any development action may be voidable at the option of the City of Aventura.

Print Name

Signature

STATE OF _____ COUNTY OF _____

The foregoing instrument was Sworn to and Subscribed before me this _____ day of _____, 200_____, by _____ who is personally known to me or who has produced _____ as identification.

Printed Name of Notary Public

Signature of Notary Public

My Commission Expires:

DISCLOSURE OF INTEREST

If the property, which is the subject of the application, is owned or leased by a CORPORATION, list the principal stockholders and the percentage of stock owned by each. [Note: where the principal officers or stockholders consist of another corporation(s), trustee(s), partnership(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity.

Corporation Name

Name, Address, and Office	Percentage of Stock
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If the property which is the subject of the application is owned or leased by a TRUSTEE, list the beneficiaries of the trust and the percentage of interest held by each. . [Note: where the beneficiary(ies) consist of corporation(s), another trust(s), partnership(s) or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity].

Trust Name

Name and Address	Percentage of Interest
_____	_____
_____	_____
_____	_____
_____	_____

If the property which is the subject of the application is owned or leased by a PARTNERSHIP or LIMITED PARTNERSHIP, list the principals of the partnership, including general and limited partners, and the percentage of ownership held by each. [Note: where the partner(s) consist of another partnership(s), corporation(s), trust(s), or other similar entities, further disclosure shall be required which discloses the identity of the individual(s) (natural persons) having the ultimate ownership interest in the aforementioned entity].

Partnership or Limited Partnership Name

Name and Address	Percentage of Ownership
_____	_____
_____	_____
_____	_____
_____	_____

which are held in a limited partnership consisting of more than 5,000 separate interests and where no one person or entity holds more than a total of 5% of the ownership interest in the limited partnership.

CERTIFICATION OF RESOLUTIONS

Property Address: _____

Folio #: _____

Legal Description: _____

Attached herewith, please find all of the Resolutions corresponding to the above listed property. The complete listing of Resolution numbers for the property is as follows:

RESOLUTION NO. _____ RESOLUTION NO. _____

RESOLUTION NO. _____ RESOLUTION NO. _____

RESOLUTION NO. _____ RESOLUTION NO. _____

RESOLUTION NO. _____ RESOLUTION NO. _____

This form must be signed by a Miami-Dade employee from the Zoning Information Section.

Signed: _____ Date: _____

Title: _____

You may contact: Miami-Dade
Zoning Information Section
111 NW 1st Street, 12th Floor
Stephen P. Clark Center
Miami-Dade, Florida 33128
(305) 375-1806/1807/1808



City of
Aventura
Government Center
19200 West Country Club Drive
Aventura, Florida 33180

APPLICANT REPRESENTATIVE AFFIDAVIT
AND
BUSINESS RELATIONSHIP AFFIDAVIT

INFORMATION AND INSTRUCTION SHEET

The Applicant Representative Affidavit and Business Relationship Affidavit are required pursuant to Section 31-71 of the City's Land Development Regulations. Section 31-71(b)(2) is attached.

I. Applicant Representative Affidavit

One Applicant Representative Affidavit is required for each development permit. Submit only one Applicant Representative Affidavit per application listing all representatives, not a separate affidavit for each representative.

This affidavit must list all persons representing the individual or entity applying for the development permit, including, but not limited to, all attorneys, architects, landscape architects, engineers and lobbyists. This affidavit must be signed by an authorized representative of the individual or entity applying for the development permit and the owner of the property (if different than the applicant). The signature of each representative is not required on this affidavit, only the signature of the individual or entity applying for the development permit and the owner of the property (if different than the applicant).

II. Business Relationship Affidavit

A separate Business Relationship Affidavit is required for each representative listed on the Applicant Representative Affidavit. A Business Relationship Affidavit is also required for the applicant and the property owner (if different than the applicant). This form consists of three pages. On Page 1, state whether or not a relationship exists by checking the appropriate box. The applicant and/or the property owner signs the affidavit at the bottom of Page 1. For all other representatives, sign on Page 2. On Page 3, the signature is sworn by a Notary Public of the State of Florida.

The Business Relationship Affidavit requires the individual or entity providing the affidavit to disclose whether it has any business relationships with any member of the City Commission or any City Advisory Board and the nature of the business relationship. The types of relationship to be disclosed are listed on Page 1 of the Affidavit as 2.i to vi.

Please be sure to properly complete and date all forms submitted.



APPLICANT REPRESENTATIVE AFFIDAVIT

Pursuant to Section 31-71(b)(2)(i) of the City of Aventura Land Development Code, this Applicant Representative Affidavit is hereby made and submitted. The undersigned authorized representative of the individual or entity applying for the Development Permit, which is identified in the accompanying application, and the owner of the property subject to the application (if different) hereby lists and identifies all persons representing the individual or entity applying for the Development Permit in connection with the application, as follows:

<i>Name</i>	<i>Relationship</i> (i.e. Attorneys, Architects, Landscape Architects, Engineers, Lobbyists, Etc.)
_____	_____
_____	_____
_____	_____
_____	_____

(Attach Additional Sheets If Necessary)

NOTICE: ANY STATEMENT OR REPRESENTATION MADE BY ANY PERSON LISTED ON THE APPLICANT REPRESENTATIVE AFFIDAVIT SHALL BE BINDING UPON THE INDIVIDUAL OR ENTITY APPLYING FOR THE DEVELOPMENT PERMIT AND THE OWNER OF THE SUBJECT PROPERTY. APPLICANTS AND AFFIANTS ARE ADVISED TO TIMELY SUPPLEMENT THIS AFFIDAVIT PURSUANT TO SEC. 31-71(B)(2)(IV) OF THE CITY'S LAND DEVELOPMENT REGULATIONS IN THE CITY CODE, IN THE EVENT THAT PRIOR TO CONSIDERATION OF THE APPLICATION BY THE CITY BOARD OR COMMISSION, THE INFORMATION PROVIDED IN THE AFFIDAVIT BECOMES INCORRECT OR INCOMPLETE.

WITNESS MY HAND THIS ____ DAY OF _____, 200_.

AUTHORIZED REPRESENTATIVE OF APPLICANT:

OWNER

By: _____
(Signature)

By: _____
(Signature)

Name: _____
(Print)

Name: _____
(Print)

Title: _____

Title: _____

Address: _____

Address: _____

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE)

Before me the undersigned authority personally appeared _____ as the authorized representative of the Applicant and/or the owner of the property subject to the application, who being first by me duly sworn, did swear or affirm that he/she executed this Affidavit for the purposes stated therein and that it is true and correct.

SWORN TO AND SUBSCRIBED BEFORE ME this __ day of _____, 200_.

AFFIANT

Notary Public State of Florida At Large
Printed Name of Notary _____
My commission expires: _____



BUSINESS RELATIONSHIP AFFIDAVIT*

This Affidavit is made pursuant to Section 31-71(b)(2)(ii) of the City of Aventura Land Development Code. The undersigned Affiant hereby discloses that: (mark with "x" applicable portions only)

1. Affiant does not have a Business Relationship with any member of the City Commission or any City Advisory Board to which the application will be presented.
2. Affiant hereby discloses that it does have a Business Relationship with a member of the City Commission or a City Advisory Board to which the application will be presented, as follows:

_____ (List name of Commissioner or Advisory Board Member) who serves on the
_____ (List City Commission or City Advisory Board upon which member serves).

The nature of the Business Relationship is as follows:

- i. Member of City Commission or Board holds an ownership interest in excess of 1% of total assets or capital stock of Applicant or Representative;
- ii. Member of City Commission or Board is a partner, co-shareholder (as to shares of a corporation which are not listed on any national or regional stock exchange) or joint venturer with the Applicant or Representative in any business venture;
- iii. The Applicant or Representative is a Client of a member of the City Commission or Board or a Client of another professional working from the same office or for the same employer as the member of the City Commission or Board;
- iv. A City Commissioner or Board member is a Client of the Applicant or Representative;
- v. The Applicant or Representative is a Customer of the member of the City Commission or Board (or of his or her employer) and transacts more than \$10,000.00 of the business of the member of the City Commission or Board (or his or her employer) in a given calendar year;
- vi. The member of the City Commission or Board is a Customer of the Applicant or Representative and transacts more than \$25,000.00 of the business of the Applicant or Representative in a given calendar year.

WITNESS MY HAND THIS _____ DAY OF _____, 200_.

APPLICANT:

By: _____ (Signature)
Name: _____ (Print)
Title: _____ (Print)

WITNESS MY HAND THIS _____ DAY OF _____, 200_.

PROPERTY OWNER:

By: _____ (Signature)
Name: _____ (Print)
Title: _____ (Print)

*The terms "Business Relationship," "Client," "Customer," "Applicant," "Representative" and "Interested Person" are defined in Section 2-395 of the Aventura City Code.

WITNESS MY HAND THIS _____ DAY OF _____, 200_.

REPRESENTATIVE: (Listed on Business Relationship Affidavit)

By: _____ (Signature)

By: _____ (Signature)

Name: _____ (Print)

Name: _____ (Print)

Title: _____ (Print)

Title: _____ (Print)

By: _____ (Signature)

By: _____ (Signature)

Name: _____ (Print)

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By: _____ (Signature)

Title: _____ (Print)

Title: _____ (Print)

Title: _____ (Print)

Title: _____ (Print)

NOTE: 1) Use duplicate sheets if disclosure information for Representative varies

2) Applicants and Affiants are advised to timely supplement this Affidavit pursuant to Sec. 31-71(b)(2)(iv) of the City's Land Development Regulations in the City Code, in the event that prior to consideration of the application by the City Board or Commission, the information provided in the Affidavit becomes incorrect or incomplete.

NOTARIZATION PROVISION

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE)

Before me, the undersigned authority, personally appeared _____ the Affiant, who being first by me duly sworn, did swear or affirm that he/she executed this Affidavit for the purposes stated therein and that it is true and correct.

AFFIANT

SWORN TO AND SUBSCRIBED before me this ____ day of _____, 200_.

Notary Public State of Florida At Large

Printed Name of Notary
My commission expires:_____

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE)

Before me, the undersigned authority, personally appeared _____ the Affiant, who being first by me duly sworn, did swear or affirm that he/she executed this Affidavit for the purposes stated therein and that it is true and correct.

AFFIANT

SWORN TO AND SUBSCRIBED before me this ____ day of _____, 200_.

Notary Public State of Florida At Large

Printed Name of Notary
My commission expires:_____

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE)

Before me, the undersigned authority, personally appeared _____ the Affiant, who being first by me duly sworn, did swear or affirm that he/she executed this Affidavit for the purposes stated therein and that it is true and correct.

AFFIANT

SWORN TO AND SUBSCRIBED before me this ____ day of _____, 200_.

Notary Public State of Florida At Large

Printed Name of Notary
My commission expires:_____

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE)

Before me, the undersigned authority, personally appeared _____ the Affiant, who being first by me duly sworn, did swear or affirm that he/she executed this Affidavit for the purposes stated therein and that it is true and correct.

AFFIANT

SWORN TO AND SUBSCRIBED before me this ____ day of _____, 200_.

Notary Public State of Florida At Large

Printed Name of Notary
My commission expires:_____