



## ADMINISTRATIVE ADJUSTMENT APPLICATION

Village of Palmetto Bay, Department of Planning and Zoning

Fee \_\_\_\_\_ Date received Stamp \_\_\_\_\_  
Folio Number: \_\_\_\_\_

This application, with all required supplemental data and information must be completed in accordance with the attached "INSTRUCTIONS FOR FILING A ZONING APPLICATION FOR ADMINISTRATIVE ADJUSTMENT" and returned to the VILLAGE OF PALMETTO BAY, DIVISION OF PLANNING AND ZONING with the required fees. TYPE OR PRINT LEGIBLY IN INK ALL INFORMATION ON THE APPLICATION.

NOTE: This application may only be applied for by the current fee owner of the property who either currently resides on the premises that is the subject of this application or owns and intends to reside there after construction is completed.

1. Owner of Property: \_\_\_\_\_ Phone \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ FAX \_\_\_\_\_

3. LEGAL DESCRIPTION OF THE PROPERTY COVERED BY THE APPLICATION:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIZE OF PROPERTY: \_\_\_\_\_ X \_\_\_\_\_

4. Address or location of subject property \_\_\_\_\_

5. Present Zoning Classification(s) \_\_\_\_\_ Present minimum square footage for building \_\_\_\_\_

6. Is this hearing being requested as a result of a violation notice or summons?  Yes  No  
Nature of the violation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
\*\*\*\*\*

OWNER AFFIDAVIT/INTENT TO RESIDE

I have made every attempt to relocate/redesign the structure so as to avoid the adjustment(s) that are herein requested. I acknowledge that the Director of the Division of Planning and Zoning has the authority to approve, modify, or deny my application and that in granting approval of my application the Director may prescribe any appropriate conditions and safeguards necessary to protect and further the interest of the area and abutting properties.

I, \_\_\_\_\_ being first duly sworn, depose and say that I am the legal owner of record of the property described and which is the subject of the proposed adjustment application and that I reside on or intend to reside on the subject premises.

This affidavit is subject to penalties of law (Perjury) and to possible voiding of any Administrative Decision.

\_\_\_\_\_  
Signature

Sworn to and subscribed to before me  
This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Commission expires: \_\_\_\_\_

CONSENT FORM

I, \_\_\_\_\_, have applied for an Administrative Adjustment to the Director of Community Development, to permit \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, the undersigned property owners, have read (or have had read to us) the information applicable to this request for an Administrative Adjustment from the Zoning Code as applied to the Village of Palmetto Bay and fully understand that by subscribing my name to this consent form, I am waiving any objection to the proposed construction as outlined above and as shown on the plans accompanying this application. I further certify that I have subscribed my name freely and without any duress or apparent misrepresentation on the part of the applicant to this form and to the plans accompanying this application.

Name (Type or Print) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
Signature

Name (Type or Print) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
Signature

Name (Type or Print) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
Signature

Name (Type or Print) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
Signature

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Address \_\_\_\_\_

\_\_\_\_\_  
Signature

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Address \_\_\_\_\_

\_\_\_\_\_  
Signature

Name (Type or Print) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
Signature

Name (Type or Print) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
Signature

Name (Type or Print) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
Signature

Name (Type or Print) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
Signature

Name (Type or Print) \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
Signature

## LETTER OF INTENT

LETTER OF INTENT: ALL APPLICATIONS MUST BE ACCOMPANIED BY A LETTER OF INTENT. Please describe in detail in the Letter of Intent whether and to what extent the requested adjustment serves a public benefit which would warrant the granting of the request and specific justification for approval of the application, nature of the requests and other pertinent information. It is important that justification for each and every adjustment be included in your letter of intent. Insufficient justification may result in the denial of your application. The applicant must affix their signature on the Letter of Intent. **This page may be used to write the Letter of Intent.**

## CHECK LIST FOR THE APPLICANT

Applicant must provide the following upon submittal of application:

1. Complete Application
2. All applications must be accompanied by a letter of intent
3. Letter of Intent stating the purpose for the adjustment describing the setbacks and signed by the applicant
4. The applicant must justify each and every adjustment in the letter of intent and the consent page
5. Consent of adjacent/abutting neighbors on both the consent form and proposed plan
6. Signatures must be received from all adjacent/abutting neighbors including owners of vacant, commercial, and industrial lots on plan and on the consent form.
7. Signatures are not required when the properties are separated by a public right-of-way which measures 70 feet or greater, nor shall consents be required when a body of water completely separates the parcel from another parcel.
8. The consent page must reflect the applicant's reasons for requesting an Administrative Adjustment.
9. An accurately dimensioned floor plan and plot plan denoting all building and accessory structure setbacks to each property line must be submitted.
10. A copy of the Floor plans, elevations and site plans must be submitted in PDF format on a disk
11. General location and distance to existing structure on adjacent property nearest to addition for which this adjustment is requested.
12. All surveys must be dated within one year of the submittal date of the application and show all structures (home, sheds, carports, fences, etc...) on the property to be accepted by the Department of Community Development.
13. Applicant must submit a copy of the building permit for all structures including (but not limited to) sheds, fountains (decorative, ornamental), terraces, storage buildings, and the like, that fall within required setback areas.
  - NOTE: if no building permit is available, the applicant must have an As-built letter from a licensed Architect or Engineer stating that the structure complies or will be made to comply with the appropriate Building Code.
14. Photographs
15. See attached Administrative Adjustment Fee Schedule (page 10)

	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Subject Property</div>	
<div style="border: 1px solid black; padding: 5px; width: 100%;">Street, Avenue, and other transportation thoroughfare less than 70 feet.</div>		

Include name and addresses of all abutting owners in above proper space in relation to the subject property. If the sample sketch does not fit the existing situation, please make one that will. Exhibit A has some typical examples on the next page.

EXHIBIT A

**IMPORTANT INFORMATION**

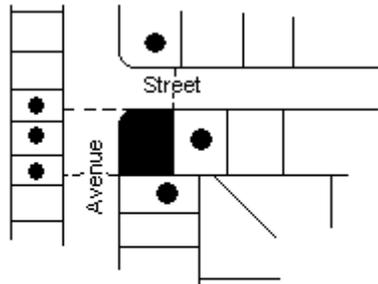
When filling out the signature sheet

1. All requests for administration adjustment must be specifically indicated on the Consent Form. (See examples on page 3)
2. If you need more than six (6) signatures as shown below include additional lines.

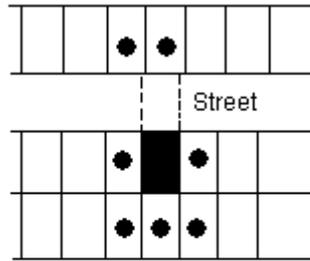
These depict typical situations which may apply to your lot

- Dots indicate signatures that are required.

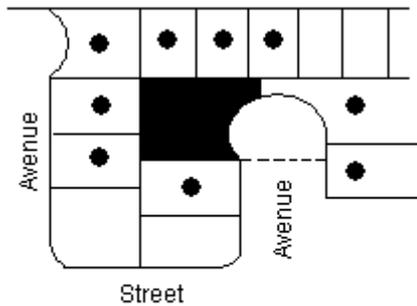
ADMINISTRATIVE ADJUSTMENT NOTICE



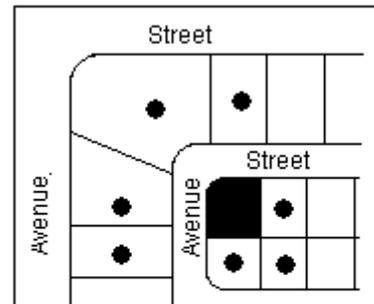
**EXAMPLE 1**



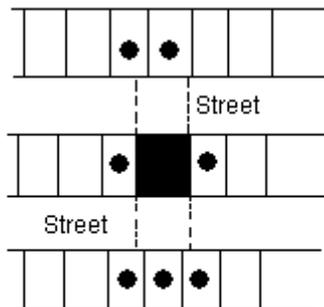
**EXAMPLE 2**



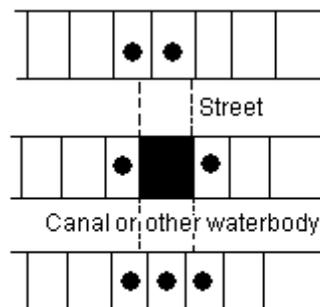
**EXAMPLE 3**



**EXAMPLE 4**



**EXAMPLE 5**



**EXAMPLE 6**

For all Administrative Adjustment Applications, signatures from the abutting and adjacent property owners must be obtained on the plans as well as on the consent form provided in the application.

*Applicant, please draw or provide a similar box to the sketch below on the plan.*

**Be advised all consenting neighbors must sign the plan.**

(Example only. Do not sign on this paper.)

We, the neighbors, have no objection to these plans, which are being submitted for an Administrative Application.
Signature and Date

**ADMINISTRATIVE ADJUSTMENT FEES\***

***Any Adjustment Involving:***

Z204	utility shed (max. 100 sq. ft.)	\$313.50	_____
Z209	spacing between structures	\$313.50	_____
Z211	setback adjustment for attached/detached structure:	\$598.50	_____
Z217	any adjustment involving a tennis court, swimming pool or other recreational use:	\$741.00	_____
Z219	any adjustment for construction of a new residence	\$963.30	_____
Z220	other adjustments such as, but not limited to, lot area, lot frontage, lot coverage, etc...	\$741.00	_____
Z221	for any application where a VIOLATION exists, an <b><u>additional</u></b> fee of \$228.00 shall be assessed.	\$228.00	_____

\*Only one fee shall be assessed; should an application involved two (2) or more adjustments of a different category, the greater fee shall apply.

CN01 6% concurrency for new residences

SUBTOTAL: \_\_\_\_\_  
\*8% SURCHARGE: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

**\*NOTE: AN 8% SURCHARGE WILL BE ADDED TO ALL FEES EXCEPT DERM AND CONCURRENCY AND WILL BE IN EFFECT FROM 10/1/03 THROUGH 9/30/06.**

Z221	for any application where a VIOLATION exists, an		
Z202	appeals of administrative adjustment decisions by an Aggrieved property owner	\$649.59	_____

(NOTE: Applicant cannot appeal this decision but may file for a public hearing).