

# WARRANT PROCEDURE

A Warrant application shall be reviewed for compliance with the Miami 21 Code. The review shall consider the intent of the Transect, the guiding principles of the Miami 21 Code, and the manner in which the proposed use will operate given its specific location and proximity to less intense uses.

1. Applicant may consult with the Office of Zoning and the Planning Department for Survey and Plans guidance informally at anytime. The Office of Zoning may require applicant to drop-off plans and establish Base Building line on survey with the Department of Public Works prior to scheduling a pre-application meeting.
2. Prior to officially submitting an application for a Warrant, the prospective applicant shall meet in a pre-application meeting with the Zoning Administrator and the Planning Director to obtain information and guidance as to matters related to the proposed application. Applicant shall:
  - A. Submit one (1) 24" X 36" or larger set of plans to the Office of Zoning. Once the architectural plans & survey submission has been validated as complete for the pre-application by the Office of Zoning, the applicant will obtain a pre-application referral.
  - B. No later than seven (7) days prior to the desired date for the pre-application meeting, the applicant shall submit one (1) 11" X 17" set of plans with the pre-application referral to the Planning Department in order to be scheduled for the next available date.
  - C. At the pre-application meeting, the applicant will be provided with application materials and may ask questions regarding the proposed application. If the proposal, plans, and survey are satisfactory, the applicant will obtain a Zoning referral to apply for a Warrant.
3. Prior to submitting the application to the Planning Department, the applicant shall notify all abutting property owners, including those across a street or alley, the City Commissioner for the district where the property is located, the Planning Department, applicable NET office, and official representatives of all registered associations in the applicable NET office, by **U.S. Certified – return receipt mail (Certified Mail Receipt must have date stamped by the U.S. Postal Service office)**. The applicant shall submit to the Planning Department at time of application a copy of each notification sent with the original certified receipt attached to each notice.
4. Applicant shall submit a complete application to the Planning Department no later than five (5) business days from the date the notifications are mailed. In no event shall a Warrant be issued prior to thirty (30) calendar days from the date the notifications are mailed.
5. Information with instructions will be provided to the applicant during the pre-application meeting, if review by UDRB (Urban Development Review Board), CRC (Coordinated Review Committee) and or COA (Certificate of Appropriateness) are required.
6. Plans may require modification as a result of comments and recommendations generated by the UDRB, CRC, or during the process of obtaining a COA.
7. Once the application is reviewed by staff and Boards, (if applicable), an Intended Decision may be issued. Please be advised that the applicant must comply with all conditions before a Final Decision is rendered. Intended or Final Decisions will be issued in no less than thirty (30) calendar days from the date the Notification Letters are mailed.
8. Appeal of the determination of the Planning Director shall be taken to the Planning, Zoning, and Appeals Board within fifteen (15) calendar days of the posting of decision by the Planning Director on the City's website. The appeal shall be filed with the Office of Hearing Boards. The Board shall determine whether the Warrant is upheld or rescinded.
9. A Warrant shall be valid for a period of two (2) years during which time a Building Permit or Certificate of Use must be obtained. A one-year (1) time extension may be approved by the Planning Director if requested prior to the expiration of the original term of the Warrant.

# WARRANT APPLICATION

The items outlined below must be submitted to the Planning Department in their totality for the application to be considered complete. Applicants may contact the Planning Department at, (305) 416-1400 for status of applications.

## SUPPORTING MATERIALS

- Zoning referral completed by the Office of Zoning.
- Statement describing the intent of the proposed work, including specific details as to the nature and/or proposed use. Statement should specify if new construction on vacant land or if demolition is required, size of proposed structure - listing all proposed uses, location and type of improvements or repairs to existing property. **Please provide as much detail as possible.**
- Four (4) identical sets of signed and sealed plans that include floor area calculation as part of the zoning legend.
  - Two (2) sets for building permit –Building Department (owner & city copies)
  - Two (2) sets for planning review – (11" x 17") – Planning Department  
**Plans must not contain handwritten notes or alterations.**
- Photographs showing site, building or area to be altered, including any structure to be demolished. Please provide age of structure proposed for demolition.  
*(Any type of photographic reproduction is acceptable, **except Polaroid**)*
- A minimum of two (2) copies of a certified survey with legal description. (w/Building base line if requested by Zoning)  
**Surveys must not contain handwritten notes or alterations.**

## DOCUMENTS

- Optional Indemnification/Hold Harmless Affidavit if applicant desires to obtain a building permit prior to the expiration of the fifteen (15) day appeal period.  
*(With notarized signature on application)*
- Paid receipt for application fee of \$\_\_\_\_\_.  
*(Obtain receipt from cashier on 4<sup>th</sup> floor and submit to Warrant Coordinator in the Planning Dept.).*
- Applicant shall submit a list of all addresses within a 500' ft. radius from the subject property.
- Authorization to act and copy of property deed.

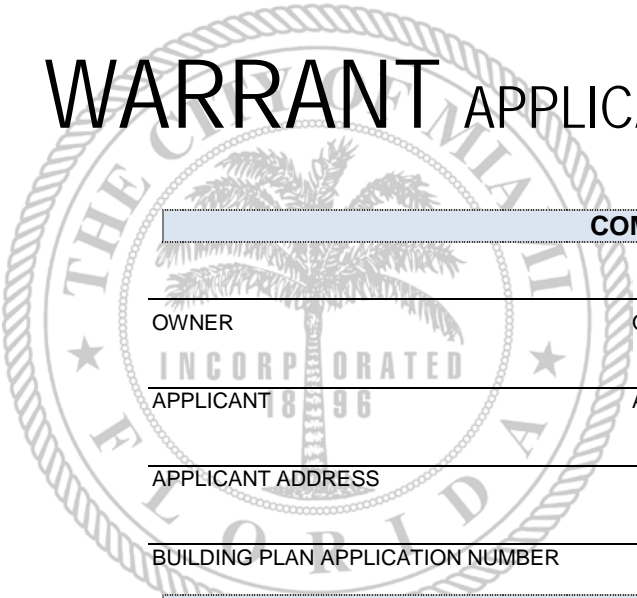
## NOTIFICATION

- List of property owners being notified, including NET registered Homeowners and Neighborhood Associations, the City of Miami Planning Department, and City Commissioner of the district where the subject property is located.**  
*(Name and address of notice recipient(s) is required).*
- Copy of each notification letter sent with its corresponding U.S. Certified mail receipt indicating the date letters were mailed.  
*(Template of Notification Letter is included in the Warrant Package provided by the Office of Zoning).*

## OTHERS

- \_\_\_\_\_
  - \_\_\_\_\_
- (Additional items specified)*

# WARRANT APPLICATION



**COMPLETED BY APPLICANT**

OWNER \_\_\_\_\_ OWNER PHONE NUMBER \_\_\_\_\_

APPLICANT \_\_\_\_\_ APPLICANT PHONE NUMBER \_\_\_\_\_ / FAX NUMBER \_\_\_\_\_

APPLICANT ADDRESS \_\_\_\_\_ / ZIP CODE \_\_\_\_\_

BUILDING PLAN APPLICATION NUMBER \_\_\_\_\_

**COMPLETED BY ZONING PLANS EXAMINER**

FOLIO NUMBER \_\_\_\_\_ PROJECT NAME \_\_\_\_\_ PROJECT ADDRESS \_\_\_\_\_ / ZIP CODE \_\_\_\_\_

PROPOSED USE \_\_\_\_\_ FLOOR AREA \_\_\_\_\_

NET DISTRICT \_\_\_\_\_ TRANSECT ZONE \_\_\_\_\_ APPLICABLE SECTION OF CODE \_\_\_\_\_

**DETAILED DESCRIPTION OF PROPOSED WORK ONLY**

NATURE OF APPLICATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION**

Pursuant to the fee schedule, a fee of \$ \_\_\_\_\_ shall be paid prior to the review and issuance of this Warrant. Permit fees are non-refundable.

**APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

The Office of Zoning has reviewed the proposed work and finds that a Warrant is required pursuant to specific section(s) of the Miami 21 Code, cited above.

**ZONING PLANS EXAMINER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**WARRANT COORDINATOR** \_\_\_\_\_ **DATE** \_\_\_\_\_

A Building Permit, Certificate of Occupancy and/or Certificate of Use for the proposed work/use identified herein must be obtained within two (2) years from the date of issuance of this Warrant, at which point the subject permit shall expire, unless extension is requested.



# WARRANT NOTICE INSTRUCTIONS TO APPLICANT

Please fill out the attached Notification form. Once filled out with a detailed description of the scope of work, the notification form must be signed for approval as to content by a City of Miami Zoning & Planning Staff Member.

Within five (5) business days of mailing out notifications, applicant must submit their Warrant application to the Planning Department. Failure to submit within five (5) business days, the Planning Department may require notifications to be mailed again. Notices that are mailed prior to being signed by Zoning and Planning staff will result in the applicant having to resend notices.

Once approved by staff, the notification letters must be mailed via U.S. Certified – Return Receipt mail to the following recipients:

- All registered Neighborhood and Homeowner associations within the NET District of the subject Property
- The NET Office that corresponds to the subject Property
- The Commissioner's Office that corresponds to the subject Property
- The abutting property owners to the subject Property
- City of Miami Planning Department

Copy of each notification letter sent with its corresponding U.S. Certified mail, date-stamped receipt indicating letters have been mailed must be submitted to the Planning Department along with the Warrant application.

# WARRANT NOTIFICATION LETTER

You are hereby notified that an application will be submitted to the City of Miami Planning Department for approval of a Warrant under the provisions of the Miami 21 Code, for the following proposal:

## NOTIFICATION TO:

|                           |  |
|---------------------------|--|
| ABUTTING OWNER NAME       |  |
| ABUTTING PROPERTY ADDRESS |  |
| APPLICANT                 |  |
| APPLICANT ADDRESS         |  |
| CITY, STATE ZIP CODE      |  |
| SUBJECT PROPERTY          |  |
| ZONING DESIGNATION        |  |
| NATURE OF APPLICATION     |  |

## FOR NEW CONSTRUCTION:

|                          |  |
|--------------------------|--|
| PROPOSED USE(S)          |  |
| HEIGHT                   |  |
| No. of PARKING SPACES    |  |
| SQUARE FOOTAGE (by use): |  |

## FOR ALL OTHER APPLICATIONS:

|                                  |  |
|----------------------------------|--|
| DETAILED DESCRIPTION OF PROPOSAL |  |
|----------------------------------|--|

This project will be reviewed for approval for a Warrant; consequently the Planning Department will have on file all documents, plans and supporting materials pertaining to this proposal. Should you wish to review this file, it will be made available by appointment with the Land Development Division of the Planning Department located at **444 SW 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor**. For an appointment, please call at **(305) 416-1400**.

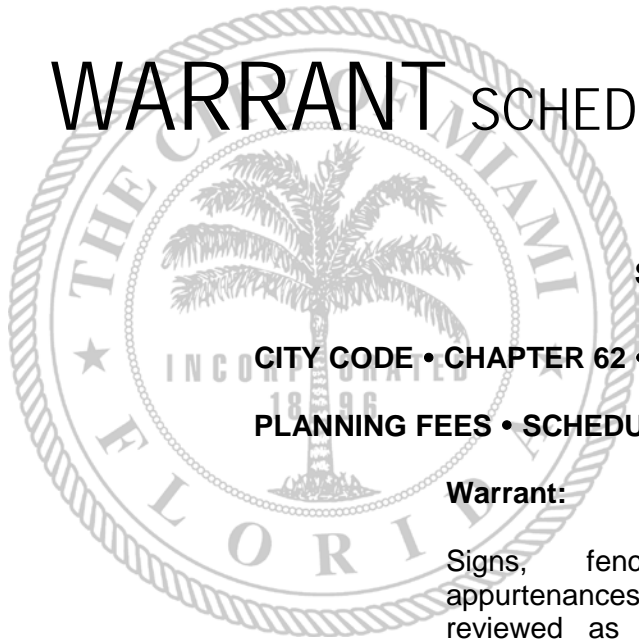
The Final Decision issued by the Planning Director may be appealed to the Planning, Zoning, and Appeals Board (PZAB) pursuant to provisions set forth in the Miami 21 Code, within fifteen (15) days of the date of issuance (posting to City's website) of the Warrant permit by filing a written appeal and appropriate fee with the Office of Hearing Boards located at 444 SW 2<sup>nd</sup> Avenue, 7<sup>th</sup> Floor, Miami, FL 33130. For an appointment, please call (305) 416-2030

*The Miami 21 Code requires that all abutting property owners, registered Neighborhood or Homeowners Associations & City Commissioner be notified of Warrant applications in an approved notification letter.*

Planning Department \_\_\_\_\_

Office of Zoning \_\_\_\_\_

# WARRANT SCHEDULE OF FEES



## SCHEDULE OF FEES

CITY CODE • CHAPTER 62 • ARTICLE VI

PLANNING FEES • SCHEDULE OF FEES

### Warrant:

Signs, fences, canopies, minor appurtenances and minor repairs to be reviewed as required by the text or schedule of district regulations..... 75.00

### New Construction:

Per square foot of floor area as defined in section 1.2..... 0.023

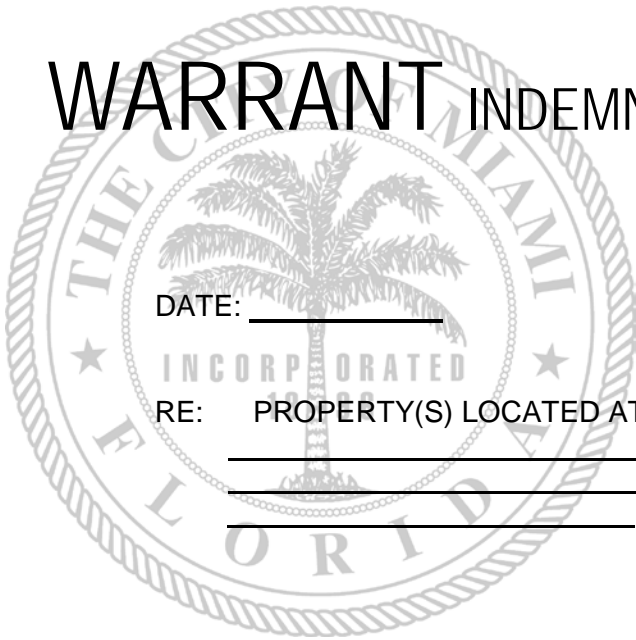
Minimum..... 450.00

Extension of Time for Warrant..... 150.00

All other applications as required by the text or schedule of district regulations..... 150.00

Demolition ..... 150.00

# WARRANT INDEMNIFICATION / HOLD HARMLESS AFFIDAVIT



DATE: \_\_\_\_\_

RE: PROPERTY(S) LOCATED AT:

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

DATE  
APPROVED \_\_\_\_\_

\_\_\_\_\_  
PLANNING DEPARTMENT

TO: CITY OF MIAMI, FLORIDA  
ATTN: PLANNING DIRECTOR  
444 SW 2 AVENUE 3<sup>rd</sup> FLOOR  
MIAMI, FL 33130

FROM: \_\_\_\_\_  
Legal owner of the above property.

The undersigned hereby affirms that he/she is the legal owner of the above-referenced property. Furthermore, the undersigned hereby acknowledges that he/she has heretofore made application(s) for and received approval from the City of Miami, Florida, for the following:

Warrant # \_\_\_ - \_\_\_ On \_\_\_ / \_\_\_ 20\_\_\_ by Planning Dept.  
(Type of permit) (Date approved) (City Dept. / City commission)

Warrant # \_\_\_ - \_\_\_ On \_\_\_ / \_\_\_ 20\_\_\_ by Planning Dept.  
(Type of permit) (Date approved) (City Dept. / City commission)

Warrant # \_\_\_ - \_\_\_ On \_\_\_ / \_\_\_ 20\_\_\_ by Planning Dept.  
(Type of permit) (Date approved) (City Dept. / City commission)

In connection with the foregoing, the undersigned is hereby requesting the City of Miami, Florida, to issue a building permit (s) for the construction of the following described improvement (s) on the property prior to the expiration of the deadline for the applicable appeal period

\_\_\_\_\_

The undersigned understands that in connection with the above-referenced property the applicable appeal period deadline (s) for the above mentioned approval(s) is/are as follows:

\_\_\_\_\_ / \_\_\_ / 20\_\_\_.

In consideration of the City of Miami, Florida agreeing to issue a building permit(s) to the undersigned as herein requested, the undersigned agrees as follows:

# WARRANT INDEMNIFICATION / HOLD HARMLESS AFFIDAVIT

Warrant # - \_\_\_\_\_

- (a) Pay all actual or estimated permit and other applicable city regulatory fees associated with the improvements prior to issuance of any building permits by the City of Miami;
- (b) Acknowledge he/she is proceeding at their own risk and hereby agrees to assume all responsibility and to indemnify and hold harmless the City in connection herewith; and
- (c) Agrees to immediately cease all construction on the property in the event an appeal is filed within the above stated appeal period;
- (d) Acknowledge that nothing herein shall prejudice the City's right to impose conditions on approval which are required by State, County and or City ordinance and regulations or are otherwise necessary to insure the public health, safety and welfare of the citizens of the City of Miami, Florida; nor shall the City be stopped from enforcing the terms of this affidavit by reason of its issuance of the building permit(s); and
- (e) Agree that the issuance of building permit(s) to the undersigned is not a grant of any vested right whatsoever for use, or completion of construction on the property; and
- (f) The undersigned hereby agrees to indemnify, defend, and hold harmless the City of Miami from any claims, demands, liabilities, losses, causes of action of any nature whatsoever arising out of or in connection with the permit(s) issued or any part thereof, from and against all cost, fees expenses, liabilities, any orders, judgments, or decrees which may be entered and from against all cost for attorneys fees, expenses and liabilities incurred in the defense of such claim or in the investigation thereof.

\_\_\_\_\_  
Print Owner's Name

\_\_\_\_\_  
Owner's Signature

(STATE OF FLORIDA  
COUNTY OF MIAMI-DADE)

The undersigned instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
He /she, has personally appeared before me and is known to me or has produced \_\_\_\_\_  
\_\_\_\_\_ as identification and did (did not) take an oath.

Name: \_\_\_\_\_

Notary Public –State of Florida  
Commission no:  
My commission expires: