

CLASS I SPECIAL PERMIT PROCEDURE

Step 1. Contact a Zoning or Neighborhood Enhancement Team representative to discuss the proposed event so that he/she can provide you with a Class I Special Permit application and the required documents.

Step 2 Complete the Class I Special Permit Application. **Only the completed and paid applications will be reviewed by the Departments.** Therefore, to ensure that the application is complete the following items are required:

- Enter all the information on the applicant portion of the application.
 - Sign and notarize the application and the Indemnification/Hold Harmless Affidavit.
 - Attach a site plan of where the event is going to take place, showing the property boundaries, existing and proposed structures, parking, landscaping, if applicable, etc. as per the City of Miami Zoning Ordinance 11000, Section 1304.2.1(c)
 - Answer the Fire Department questionnaire.
 - Specify on the Class I Special Permit notification letter the event, date, time and nature of the application.
 - Attach the original certified mail receipts and copies of the notification letter that you mailed (a draft of the letter is provided in the package). **Note: the Class I Special Permit requires that the applicant notifies the adjacent property owner(s) and registered associations of the area as well as the City Commissioner in the district.**
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Step 3 Submit the Class I Special Permit application and payment of (\$153.00) to your local NET Office. (Please see list of NET Offices attached).

The NET Offices will accept the payment, issue a receipt number and will process the application for you through the assistance of the City of Miami Special Events Office. We ask that you **do not walk-through this application, since it may delay the process.**

Once the completed Class I Special Permit application is reviewed by Fire, Police and the NET Departments. The application is then submitted to the Office of Zoning for final approval. The Office of Zoning will contact you to pick up the application.

Step 4 Once the permit is approved, you may proceed to obtain an occupational license or building permit, **if applicable.**

CITY OF MIAMI
ZONING DEPARTMENT
444 S.W. 2nd Avenue, 4th Floor, Miami, FL 33130
Telephone No. 305.416.1499

Class I Special Permit # _____

Receipt # _____

APPLICATION FOR CLASS I SPECIAL PERMIT

It is intended that Class I Special Permits be required where specified uses or characteristics of use are of a nature requiring mandatory technical determinations or reviews to establish special conditions and safeguards. In general, such determinations and review will normally be by agencies or officers other than the Zoning Department, and may involve matters such as design for traffic, parking and loading facilities, health and environmental considerations, and legal determinations.

The Zoning Administrator shall be responsible for the administrative and processing of applications for Class I Special Permits, and for determination thereon. Decisions of the Zoning Administrator regarding Class I Special Permits shall be affected and limited by reports received on mandatory referrals as provided in Section 1402. (Section 1401.2)

Applicant Name _____ Address _____

City / State / Zip _____ Phone / Email _____

I (name and address above), the property owner or agent of the subject property, hereby applies to the Zoning Administrator of the City of Miami for approval of a Class I Special Permit under the provisions of Article 13 and 14 of the City of Miami Zoning Ordinance.

Zoning District: _____

Address of property: _____

Nature of proposed use: _____

Applicable Sections: _____

Description : _____

Date and time of event: _____

I attach the following in support or explanation of this application:

- a) Legal description of property and /or survey, and /or floor plan.
- b) **Site plan:**

Showing (as required) property boundaries, existing and proposed structure(s), parking, landscaping, screening, etc., with dimensions and computation of lot area, floor area ratio, lot coverage, etc. see **Section 1304.2.1 (c)**

- c) Fee of \$153.00
- d) Affidavit.
- e) Notification of adjacent property owners w/original receipts. (Provided letter, **only**, must be sent certified.)
- f) Police / Fire Department review (memo).
- g) Authorization if City property.
- h) Other (specify)

Additional documents for Total Demolition:

- i) Arborist letter
- j) Copy of Building demolition permit application

Signature _____
Owner or authorized agent / lessee

CITY OF MIAMI
ZONING DEPARTMENT
444 S.W. 2nd Avenue, 4th Floor, Miami, FL 33130
Telephone No. 305.416.1499

NET Administrator's recommendations:

Name _____ Date _____ Signature _____

Police: (Special Events only) 1700 NW 30 Avenue / (305) 579-6440

Name _____ Date _____ Signature _____

Fire Marshall recommendations: (Special Events only)

Name _____ Date _____ Signature _____

Zoning Administrator's findings and conditions:

- Approved
- Approved with Conditions (*see below*)
- Denied

Name _____ Date _____ Signature _____

Subject to all conditions and limitations of the Zoning Ordinance 11000, as amended. If appealed, must furnish full ownership disclosure.

Before me, the undersigned authority, authorized to administer oaths and take acknowledgements personally appeared:

(Name of applicant)

Who, after being first duly sworn upon oath deposes and says that he/she is the applicant for this Class I Special Permit and that he/she has made and read the foregoing application and that the statements therein contained are true and correct and acknowledges that he/she I will be subject to requirements and limitations of the City of Miami Zoning Ordinance 11000, as amended

Signature

Sworn and subscribed to before me this _____ day of _____, 20_____.

Notary Public, State of Florida at large

My Commission Expires:

CITY OF MIAMI
 ZONING DEPARTMENT
 444 S.W. 2nd Avenue, 4th Floor, Miami, FL 33130
 Telephone No. 305.416.1499

**CITY OF MIAMI
 CLASS I SPECIAL PERMIT
 NOTIFICATION LETTER**

You are hereby notified* that an application will be submitted by the above to the Office of Zoning of the City of Miami for approval of a Class I Special Permit under the provisions of Articles 13 and 14 of the City of Miami Zoning Ordinance, 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 TEMPORARY USES/SPECIAL EVENTS:

PROPOSED USE(S)	
DATES/DURATION	

FOR ALL OTHER APPLICATIONS:

DETAILED DESCRIPTION OF PROPOSAL	

This project will be reviewed for approval for a Class I Special Permit; consequently the Office of Zoning 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 to you after submittal and upon your request at the City of Miami Riverside Center, located at **444 SW 2nd Avenue, 4th Floor**. For an appointment, please call at **(305) 416-1499**.

The Office of Zoning will take into consideration any comments you may have about the proposal; however, such comments will not be binding upon the Zoning Administrator's decision.

The final decision of the Director may be appealed to the Zoning Board, pursuant to provisions set forth in **Article 18** of Zoning Ordinance 11000, as amended, within fifteen **(15)** days of the date of issuance of the Class I Special Permit by filing a written appeal and appropriate fee with the Office of Hearing Boards located at **444 SW 2nd Avenue, 7th Floor, Miami, FL. 33130**. For an appointment, please call **(305) 416-2030**.

*The Zoning Ordinance of the City of Miami requires that all **abutting property owners and registered Neighborhood or Homeowners Associations** be notified of **Class I Special Permit** applications in an approved notification form as set forth in **Section 1501**.*

Staff Initials _____

CITY OF MIAMI
ZONING DEPARTMENT
444 S.W. 2nd Avenue, 4th Floor, Miami, FL 33130
Telephone No. 305.416.1499

**INDEMNIFICATION / HOLD HARMLESS
AFFIDAVIT**

DATE: _____

RE: PROPERTY(S) LOCATED AT:

DATE
APPROVED _____

TO: CITY OF MIAMI, FLORIDA
ATTN: DIRECTOR OF ZONING
444 SW 2 AVENUE
MIAMI, FL 33130

ZONING DEPARTMENT

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:

CLASS I / CLASS II #09- _____ (Type of permit)	On ____ / ____ 2009 (Date approved)	by <u>Zoning Department</u> (City dept. / City commission)
CLASS I / CLASS II #09- _____ (Type of permit)	On ____ / ____ 2009 (Date approved)	by <u>Zoning Department</u> (City dept. / City commission)
CLASS I / CLASS II #09- _____ (Type of permit)	On ____ / ____ 2009 (Date approved)	by <u>Zoning Department</u> (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:

_____ / ____ / 2009.

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:

**INDEMNIFICATION / HOLD HARMLESS
AFFIDAVIT**

Special Permit #09-_____

- (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) And 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) And 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 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

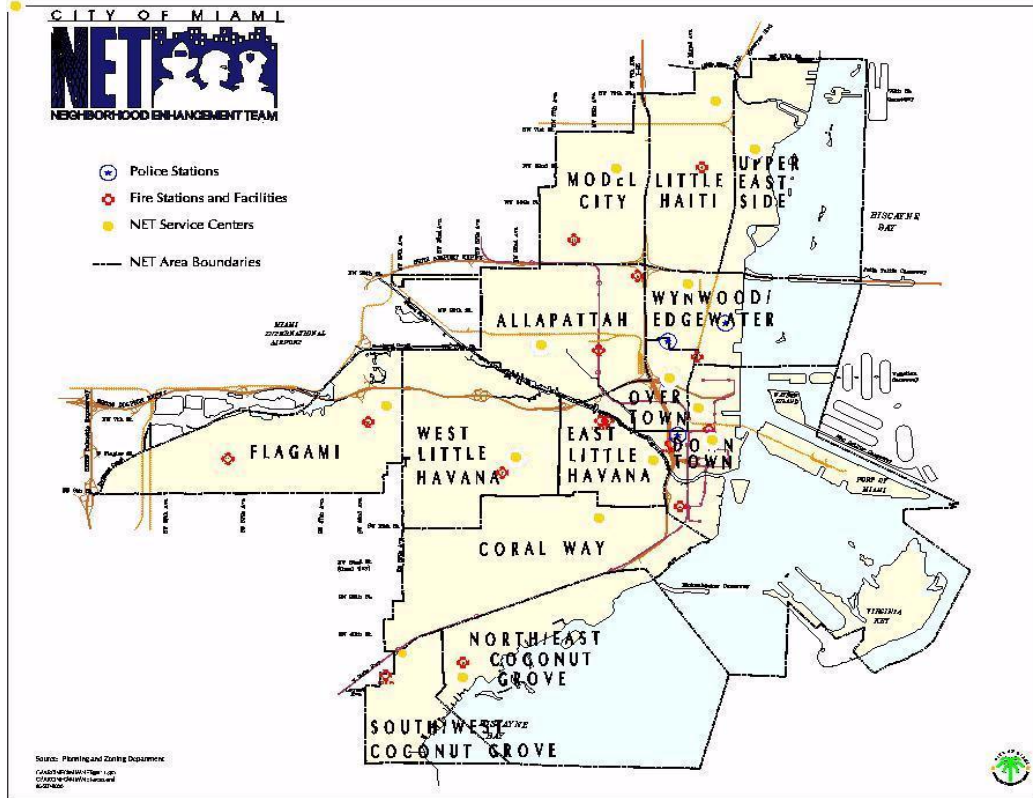
(STATE OF FLORIDA
COUNTY OF MIAMI-DADE)

The undersigned instrument was acknowledged before me this _____ day of _____, 2009. 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:

NET - NEIGHBORHOOD ENHANCEMENT TEAMS



NET SERVICE CENTER	LOCATION	TELEPHONE # / FAX #
NET Administration	444 SW 2 nd Avenue, 7 th Fl.	305.416.2087 / 305.416.1970
Upper Eastside	6599 Biscayne Boulevard	305.795.2330 / 305.795.2333
Little Haiti	6421 NE 2 nd Avenue	305.960.4660 / 305.960.4669
Model City	1000 NW 62 nd Street	305.795.2303 / 305.793.2322
Wynwood / Edgewater	101 NW 34 th Street	305.579.6931 / 305.579.6933
Allapattah	1901 NW 24 th Avenue	305.575.5128 / 305.575.5129
Downtown	10 NE 9 th Street	305.579.6007 / 305.579.6009
Overtown	1490 NW 3 rd Avenue	305.372.4550 / 305.372.4553
Little Havana	1275 NW 1 st Street	305.960.4650 / 305.960.4659
West Flagler	4343 W. Flagler St. #102	305.329.4760 / 305.329.4768
Flagami	3802 NW 11 th Street	305.642.1250 / 305.642.1254
Coral Way	2299 SW 27 Avenue	305.329.4750 / 305.329.4748
N.E. Coconut Grove	2820 McFarlane Road	305.960.4670/ (305)960.4679
S.W. Coconut Grove	3692B Grand Avenue	305.461.7073 / 305.461.7077

Code Enforcement Offices

North Office (Little Haiti)
 1402 N.W. 36 Street
 305 329-4820

South Office (Coral Way)
 1300 S.W. 12th Ave
 305-329-4770

Central Office (Allapattah)
 1402 N.W. 36th St
 305-329-4800

NOTICE INSTRUCTIONS TO APPLICANT

PLEASE FILL OUT THE ATTACHED SPECIAL PERMIT NOTIFICATION FORM.

ONCE FILLED OUT, THIS FORM MUST BE INITIALED FOR APPROVAL AS TO CONTENT BY A CITY OF MIAMI ZONING STAFF MEMBER. NOTICES THAT ARE MAILED PRIOR TO BEING APPROVED MAY RESULT IN THE CITY REQUIRING THAT THE NOTICES BE RE-SENT.

ONCE APPROVED BY STAFF, THE FORM MUST BE MAILED BY CERTIFIED 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.**

COPIES OF ALL NOTICES AND THE ORIGINAL POST OFFICE RECEIPTS THAT SHOW ALL SUCH NOTICES WERE SENT MUST BE SUBMITTED TO THE CITY ALONG WITH YOUR SPECIAL PERMIT APPLICATION.

FAILURE TO PROVIDE ADEQUATE NOTICE MAY RESULT IN THE CITY REQUIRING THAT THE NOTICES BE RE-SENT.

SPECIAL PERMIT APPLICATIONS, INCLUDING ALL APPLICATION MATERIALS AND PLANS (IF APPLICABLE) MUST BE FILED WITH THE APPROPRIATE DEPARTMENT WITHIN 5 WORKING DAYS OF WHEN THE NOTICES ARE MAILED. FAILURE TO FILE WITHIN THE 5 DAY PERIOD WILL RESULT IN NOTICES HAVING TO BE RE-SENT.

CITY OF MIAMI
ZONING DEPARTMENT
444 S.W. 2nd Avenue, 4th Floor, Miami, FL 33130
Telephone No. 305.416.1499

FIRE DEPARTMENT QUESTIONNAIRE – Please answer all of the questions below so that the Fire Department can review the application.

1. How many people will be attending the event?
2. Is the address of the event shown on all the plans?
3. Is the name and dates of the event shown on all plans?
4. Did they provide a site plan and location sketch for this event?
5. Did they provide detailed dimensioned plans for the event?
6. Do the plans clearly identify the number and arrangement of exits?
7. Do the plans show several remote exits for the event?
8. Do the plans clearly identify the exit discharge path from all exits to a public street?
9. Did they provide flame spread certification for any temporary tents?
10. Are dimensions and words on the plans large enough to read?
11. Are the plans at least 1/8" or 1/4" scale?
12. Have they clearly identified any life safe risks (hazardous materials or processes, cooking, Generators) on the plans?
13. Have they obtained written permission from the Fire Marshal for serious life safety risks (indoor fire works, allowing vehicles inside of buildings, allowing festival seating inside a building) prior to plans approval?
14. Have fire inspectors or paramedics been assigned to the event?
15. Have police officers been assigned to the event?
16. Have they obtained written permission from the police to block any public street?
17. Have they obtained written permission from the Fire Marshal for fire works after 11 PM?