

**INSTRUCTIONS FOR PREPARING APPLICATIONS  
REQUESTING AMENDMENTS  
TO THE  
MIAMI-DADE COUNTY  
COMPREHENSIVE DEVELOPMENT MASTER PLAN  
OCTOBER 2009-10 AMENDMENT CYCLE**

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Disclosure of Interest

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## APPLICATIONS AND FILING PERIODS

Applications requesting changes to those provisions of the Comprehensive Development Master Plan (CDMP), including changes to the Land Use Plan (LUP) Map, inside the 2015 Urban Development Boundary (UDB) or text of the CDMP can be accepted during this filing period. The next opportunity for the private sector to file an application to amend the 2015 Urban Development Boundary (UDB), the 2025 UEA Boundary or to change the designations of parcels outside the UDB is April 2011. The next filing period for applications requesting changes to the LUP map designations inside the UDB is April 2010.

## PRE-APPLICATION CONFERENCE FOR APPLICATIONS

The application requirements and procedures for the applications to amend the CDMP have recently been revised to include a pre-application conference in the months of September and October 2009 for the October 2009 Cycle. Prospective applicants are strongly advised to contact Department of Planning and Zoning (DP&Z) staff at the address and phone number listed below as early as possible to receive this Instruction Report and to schedule the pre-application meeting prior to filing any intended application for the subject October 2009 Cycle amendments to the CDMP.

Miami-Dade County DP&Z  
Planning Division, Metropolitan Planning Section  
Stephen P. Clark Center, Suite 1220  
111 NW First Street, Miami, Florida 33128  
Telephone: (305) 375-2835

## RECENT CHANGES TO THE AMENDMENT APPLICATION CYCLES

1. A pre-application meeting with applicants in September 2009 is highly encouraged.
2. Number of copies of relevant supplemental documents to be submitted by the applicants at various stages of the application and review processes.
3. Deadlines for submittal of technical reports (e.g., traffic studies), declaration of restrictions and other documents relevant to the application.
4. Registered notice sent by applicant to property owners whose land are part of the application but are not co-applicants.

## I. PURPOSE

The CDMP was originally adopted by the Miami-Dade County Commission in 1975 as the official guide for managing growth and development of the Miami-Dade County area. In conformance with amendments to the State's Growth Management Legislation in 1985-86, a substantially revised and updated CDMP was adopted in 1988. Section 2-116.1 of the Miami-Dade County Code provides a procedure for the Plan to be periodically reevaluated and amended.

The plan review and amendment process provides a means for amending the Plan for many reasons, including the need to correct an error, to reflect changing circumstances or conditions in the community that justify adjustments to long range projections and to improve the ability of the Plan to fulfill its basic intent, purposes and goals.

Not all Plan components may be amended during every Plan amendment cycle. Components eligible for amendment application during the various semi-annual filing periods are summarized below.

| <b>Plan Components Eligible for Amendment</b>   |  |  |
|---|--|--|
| <b>Application Filing Period<br/>(Month)</b>  | <b>Even-Numbered<br/>Years</b>   | <b>Odd-Numbered<br/>Years</b>  |
| April Filing<br>Period  | All Components Except UDB,<br>UEA and Land Uses Outside UDB<br>(Mandatory Cycle)   | All Components including<br>UDB and UEA<br>(Mandatory Cycle)                       |
| October Filing<br>Period  | All Components Except UDB,<br>UEA and Land Use Outside UDB<br><br>(Optional Cycle) | All Components Except<br>UDB, UEA and Land Use<br>Outside UDB<br>(Mandatory Cycle) |
| Concurrent<br>DRI/CDMP  | Can be filed at any time in conjunction with a new or modified<br>DRI              |  |
| Notes: DRI = Development of Regional Impact<br>UDB = Urban Development Boundary<br>UEA = Urban Expansion Area |  |  |

## II. SEQUENCE OF ACTIVITIES

Applications requesting amendments to the CDMP must be filed with the Miami-Dade County DP&Z during **October**, 2009. Prior to filing, applicants are strongly advised to request a pre-application conference with DP&Z staff in the month of September or early October to go over their proposals for their intended applications. Applications must contain the information and conform to the format outlined in this document. Applications deemed by the DP&Z to be unclear or incomplete must be corrected and resubmitted within seven business days following notice by the DP&Z designee to the applicant that the application is deficient. An application can be withdrawn at any time. In order to obtain a refund of the entire filing fee, notice of the withdrawal and the Applicant's request for refund must be received by the DP&Z in writing from the applicant(s) or their representative no later than 5:00 PM on November 7, 2009. The DP&Z will publish an Applications Report listing all applications on December 5, 2009.

A tentative Schedule of Events for the October 2009-2010 Amendment Cycle is presented on page 5. The DP&Z will submit its initial recommendations regarding each requested change to the Community Councils and Planning Advisory Board (PAB) no later than February 25, 2010. Each directly affected Community Council in which a proposed amendment to the Land Use Plan Map is located, may at its option hold a public hearing during March 2010 to discuss the application(s), and to formulate recommendation(s) regarding the request(s). The PAB, acting as the Miami-Dade County's Local Planning Agency (LPA) pursuant to Chapter 163, Part 2, Florida Statutes, will then hold a public hearing to be scheduled during April 2010, to receive comments on the proposed amendments and on the DP&Z staff initial recommendations, and to formulate its recommendations to the Miami-Dade County Board of County Commissioners (Board) regarding adoption, adoption with change, or denial of any requested "small-scale" amendments, and regarding transmittal of all other requested "standard" amendments to the Florida Department of Community Affairs (DCA) for review and comment prior to final action. The Board will be scheduled to conduct a public hearing during May 2010, to address adoption of requested "small-scale" amendments, and transmittal of the "standard" requested amendments to DCA. DCA will not review adopted "small-scale" land use plan map amendment for policy conformance or issue a Notice of Intent to find compliance with state law. Unless there is a citizen challenge, adopted "small-scale" amendments will become effective 31 days after adoption.

Transmittal of "standard" amendment proposals to DCA for review and comment does not constitute adoption of requested amendments. A second phase of the review addressing the "standard" applications begins after transmittal of the applications to the DCA and associated State agencies. Also, the Board may opt to neither adopt nor deny a requested "small-scale" amendment at its first public hearing but may, instead, decide to transmit it to DCA for state-agency review and comment as a "standard" amendment request.

With transmittal to DCA expected to occur in May 2010, DCA will issue its Objections, Recommendations and Comments (ORC) report in August 2010 addressing all transmitted applications. The PAB acting as the Local Planning Agency would then conduct its final public hearing in September 2010, and the Board would conduct a public hearing for the transmitted standard application(s) and take final action in October or November 2010.

During the DCA review period, DP&Z will also review comments received at the transmittal hearings and any additional material submitted and may issue a Revised Recommendations report addressing any issues raised in the ORC report and reflecting any new information prior to the final public hearings.

Final action by the Board will be to adopt, adopt with change, adopt with covenant, adopt with change and with covenant, or not adopt each of the transmitted applications. Outside this regular CDMP amendment process, requests to amend the CDMP can be requested only by the Board under a "Special" amendment process, or by an applicant for approval of, or amendment to a Concurrent Development of Regional Impact (DRI)/ CDMP Amendment Application. Procedures for processing such "Special Amendment" or "Concurrent DRI/CDMP" amendments are established in Section 2-116.1 of the Miami-Dade County Code.

### **CDMP Amendments to Adopted 2015-2025 Land Use Plan Map and Related Zoning Actions**

Both the CDMP amendment and zoning approval processes need to occur before a particular development can be built. The CDMP amendment review process examines the need, impacts and compatibility of a certain land use at a particular location. The zoning process examines the site issues related to a particular development that are frequently addressed in site plans.

The filing of zoning applications related to proposed CDMP amendments to the Adopted 2015-2025 Land Use Plan map can occur at anytime during the CDMP amendment process, or even prior to the filing period for the CDMP application. However, the zoning actions cannot occur until after the CDMP amendment has been finalized. To be finalized, a standard CDMP application requires adoption by the Board of County Commissioners and must be found in compliance with state growth management law by the Florida Department of Community Affairs (DCA). In addition, the application may not be appealed by any party within 21 days after DCA has issued its finding. Otherwise, the application will not be finalized until a settlement agreement has been reached or administrative law proceedings have been completed.

The Development Impact Committee (DIC) reviews certain zoning actions that require a public hearing and which also could have a substantial impact on the health, safety, and welfare of County residents because of their magnitude, location or character. The types of projects that could require a DIC review include: residential developments; business uses; recreational, cultural, or entertainment facilities; office buildings or complexes; industrial uses; hotel or motel developments; planned area developments; and mixed-use developments. The threshold requirements for developments requiring a DIC review are identified in Section 33-303.1(D)(7)(a) 1 thru 8 of the County Code.

To reduce the timeline for getting all the required approvals needed for a project, the Department suggests that applicants file DIC applications, related to CDMP applications, after the Initial Recommendations Report is published on February 25, 2010. The report would identify the Department's concerns with the CDMP application that the applicant could utilize in preparing the DIC application. Filing the DIC application during the CDMP Amendment process early could be beneficial to any applicant seeking to reduce the total timeline for a project. However, the potential drawback to filing a DIC, or any zoning application prior to the conclusion of the CDMP Amendment process, is that the zoning fees would not be returned if the related CDMP application is denied.

**Table 1  
TENTATIVE SCHEDULE OF ACTIVITIES  
OCTOBER 2009-2010 CDMP AMENDMENT CYCLE**

|  |  |
|--|--|
| Pre-application Conference for the Private Sector  | September 1- September 30, 2009  |
| Application Filing Period  | October 1- November 2, 2009  |
| Deadline to withdraw Application and obtain Return of Full Fee. Notify applicant of deficiencies.  | November 9, 2009   |
| Deadline for resubmittal of unclear or incomplete Applications   | Seventh business day after Notice of Deficiency  |
| Applications Report published by DP&Z  | December 5, 2009   |
| Deadline for submitting Technical Reports  | December 29, 2009  |
| Deadline for submitting Declarations of Restrictions to be considered in the Initial Recommendations Report  | January 28, 2010   |
| Initial Recommendations Report released by DP&Z  | February 25, 2010  |
| Community Council(s) Public Hearing(s)   | Specific date(s) to be set in March 2010   |
| Planning Advisory Board (PAB), acting as Local Planning Agency (LPA), Public Hearing to formulate Recommendations regarding Adoption of Small-Scale Amendments and Transmittal of Standard Amendment requests to DCA | April , 2010*<br>County Commission Chamber<br>111 NW 1st Street<br>Miami, Florida 33128              |
| Board Hearing and Action on Adoption of Small-Scale Amendments and Transmittal of Standard Amendment requests to DCA   | May , 2010*<br>County Commission Chamber<br>111 NW 1 Street<br>Miami, Florida 33128                  |
| Transmittal to DCA for State review  | May, 2010**  |
| Deadline for Filing Supplementary Reports by the Public  | Forty-five (45) days after Commission transmittal hearing  |
| Receipt of DCA Objections, Recommendations and Comments (ORC) report   | August, 2010** (Approximately 75 days after transmittal)   |
| Public Hearing and Final Recommendations: Planning Advisory Board (Local Planning Agency)  | Specific date(s) to be set in September, 2010* (Within 30 days after receipt of DCA ORC report)      |
| Public Hearing and Final Action on Applications: Board   | Specific date(s) to be set in October, 2010* (No later than 60 days after receipt of DCA ORC report) |

Note: \* Date is subject to change. All hearings will be noticed by newspaper advertisement.  
\*\* Estimated Date.

## **Deadlines for Submittal of Technical Reports for Consideration in the Initial Recommendations and Revised Recommendations Reports**

Applicants are reminded that Section 2-116.1(7) of the Miami-Dade County Code stipulates that "No economic reports or studies, real estate appraisals or reports, and/or written reports of consultants or other experts shall be considered as evidence by either the Planning Advisory Board (Local Planning Agency), DP&Z, or the Board during their consideration of final action on the amendments, unless filed with the director no later than 45 days after the Commission Transmittal Action. This provision may be waived by a vote of the Local Planning Agency or Board upon a demonstration by any interested party that an injustice will occur." Exceptions are usually approved by the Board for reports addressing issues first raised after the deadline, such as issues raised by the DCA in its ORC report.

The deadline for all Applicant(s) and/or their representative(s) to submit technical reports, **such as Traffic or Economic Studies**, in support of their applications and for consideration in the Initial Recommendations Report, shall be no less than eight weeks prior to the publication date of February 25, 2010. **Technical reports must be submitted no later than December 29, 2009** for the October 2009-10 CDMP Amendment Cycle. This deadline will allow staff adequate time to review and consider in the written initial recommendation all the additional data and analysis submitted by the applicant. If the Department is to consider a technical report in its written recommendation on an application in the Revised Recommendations Report, it must be received at least four weeks prior to the final hearing of the Planning Advisory Board.

For standard applications, the applicant(s) shall submit a traffic study report that must be signed and sealed by a Florida registered professional engineer. The traffic impact study should provide the following transportation information and data displayed graphically on maps, or on tabular forms:

1. Existing number of lanes, roadway improvements programmed for construction in the adopted Metropolitan Planning Organization's (MPO) Five-year Transportation Improvement Program (TIP), and planned roadway improvements listed as Priority I, Priority II and Priority III in the adopted 2030 Long Range Transportation Plan.
2. Existing traffic conditions analysis. Identify the physical characteristics of the transportation system adjacent to and in the vicinity of the amendment application and traffic operating conditions of the roadways using the County's level of service standards.
3. Concurrency level-of-service analysis. A concurrency level of service analysis of the impacts of the proposed land use change is required. Perform the concurrency analysis with and without the impact of the requested amendment application, and indicate which roadways segments meet or violate the County's adopted LOS standards. This analysis must be performed using the most current State and County traffic count stations data published by the Miami-Dade County Public Works Department, or the most recently available traffic counts.
4. Trip Generation. Using the ITE's Trip Generation Manual estimate the average daily and AM and PM Peak Hour trip generation associated with the current and requested CDMP Land Use Plan map designations. Trip generation should be estimated for the maximum potential development that could occur under the current and requested CDMP land use designation.
5. Trip Distribution. Allocate the trips to origin and destination land uses and areas external to the application site. Trip distribution can be performed concurrent with assignment if a

manual process is used, or computerized travel demand forecasting model can also be used.

6. Future Conditions Analysis. An assessment of the impacts of proposed land use change on the transportation system related to the CDMP long-term planning horizon (Year 2025) is required. This analysis must include the 2025 LOS conditions on the roadway network without the proposed land use change and with the land use change. Identify which roadway segments will violate the adopted minimum LOS standards.
7. Address the need for new facilities or expansion of existing facilities to provide a safe and efficient transportation network, enhance mobility, and maintain the adopted level of service standards through the short-term (concurrency) and long-term (Year 2025) time frames.
8. Mitigation Analysis. This analysis is to determine what mitigation measure should be taken and to assess a range of alternatives and to indicate if the improvements will operate as anticipated.
9. Maps or exhibits must be drawn to an approximate scale.

It is recommended that the applicant or transportation consultant contact the Miami-Dade County Department of Planning and Zoning with any questions or concerns regarding the requirements of the traffic impact study.

#### **Prohibition on Argument or Representation Regarding Proposed Specific Future Uses Without Proffering a Declaration of Restrictions**

According to County Ordinance 03-40 pertaining to CDMP procedures, no applicant or applicant's representative seeking a recommendation for approval or approval of an amendment to the Land Use Plan map shall be permitted to argue or represent to the Board or other recommending County board a specific future use or uses for an application site without proffering a Declaration of Restrictions. The representation cannot include a specific use or uses or exclude a use or uses authorized by the proposed land use designation, unless the applicant has submitted a Declaration of Restrictions committing to such representation for the subject property, which has been submitted to the Director and has received approval as to form. The Declaration of Restrictions should go to the Department's Legal Counsel Office on the 11<sup>th</sup> floor. Legal Counsel Office is also where the applicant's representative will deliver the fully executed with all signatures on Declaration of Restrictions including any and all joinders with the fee for the recording thru the Clerk of the Records.

#### **Deadlines for Submitting Declaration of Restrictions to be Considered**

Deadlines exist for providing covenants to be considered in the Department's written recommendations and at public hearings. The deadline for covenants to be submitted to staff is July 25, 2010. If a Community Council, the Planning Advisory Board or the Board is to consider a covenant in its decision-making, the deadline for submittal is 17 days prior to the hearing. If the Department is to consider the covenant in its written recommendation on an application in the Revised Recommendations Report, it must be received and finalized as to form and content at least four weeks prior to the final hearing of the Planning Advisory Board. Table 2 below specifies the deadlines for the submittal of applicant's proffered covenant.

**Table 2  
DECLARATION OF RESTRICTIONS DEADLINES  
April 2009-2010 CDMP Amendment Cycle**

|   |   |
|---|---|
| Deadline for submitting Declaration of Restrictions to be considered in the Initial Recommendations Report  | <u>January 28, 2010</u>                           |
| Deadline for submitting revised Declaration of Restrictions to be considered at Community Council(s) Public Hearing(s)  | <u>17 days prior to Community Council hearing</u> |
| Deadline for submitting revised Declaration of Restrictions to be considered at Planning Advisory Board (PAB) Hearing Regarding Adoption of Small-Scale Amendments and Transmittal of Standard Amendments | <u>March 19, 2010</u>                             |
| Deadline for submitting revised Declaration of Restrictions to be considered at Board (BCC) Hearing Regarding Adoption of Small-Scale Amendments and Transmittal of Standard Amendments                   | <u>April 20, 2010</u>                             |
| Deadline for submitting Declaration of Restrictions to be considered in the Revised Recommendations Report  | <u>4 weeks prior to PAB Final Public Hearing</u>  |
| Deadline for submitting Declaration of Restrictions to be considered at PAB Hearing Regarding Final Recommendations   | <u>Seventeen days prior to hearing</u>            |
| Deadline for submitting Declaration of Restrictions to be considered at BCC Hearing Regarding Adoption of Standard Amendments   | <u>Seventeen days prior to hearing</u>            |

**Submittal of Documents to Community Councils, PAB, DP&Z or Board**

In addition to the requirements for the preparation and submittal of plan amendment applications, as explained in Section III, herein, applicants are hereby notified of the following: Written materials which the applicant would like to be considered by the Community Council, the PAB, DP&Z Staff, or Board at transmittal or final public hearings, or to be transmitted to the Florida Department of Community Affairs (DCA) and associated review agencies with the transmittal or final compliance packages, should be submitted as follows, but please also note the deadlines in the sections below pertaining to technical reports and proposed covenants:

1. Twenty-five copies of documents which the applicant would like to be considered by any one Community Council should be submitted two weeks prior to, the respective Council hearing.
2. Ninety copies of documents which the applicant would like to be considered by the PAB should be submitted at, or two weeks prior to, the public hearing. Nineteen copies are for PAB members and 71 copies are for the DP&Z staff; and other County department staff on the Agenda Kit Distribution List; and
3. One hundred and seventy-five copies of documents to be considered by the Board should be submitted to the DP&Z staff three weeks prior to the Commission hearing for distribution as follows: Eighty copies to the Board agenda coordinator, twenty-five copies are for transmittal/submission to DCA and associated State and regional review agencies, and the remaining copies for the DP&Z staff and other County department staff on the Agenda Kit Distribution List. All of these copies should be 8-1/2 x 11 inch, 3-hole punch, if possible.

### **III. INSTRUCTIONS FOR REQUESTING AMENDMENTS**

Any individual, organization, group or firm may apply to Miami-Dade County for a Plan amendment. For each requested amendment, a separate application must be submitted. Each applicant is responsible for preparing his or her own application in conformance with these instructions. Two signed original applications must be filed along with the appropriate fees.

All applications are to be filed with the Miami-Dade County DP&Z, Metropolitan Planning Section, Suite 1220, Stephen P. Clark Center, 111 NW First Street, Miami, Florida 33128-1972, on or before 5 PM on Monday, November 2, 2009. After this date, no one will be permitted to file an application or expand an application. Upon review of the application, if an application is found to be incomplete or contain errors, staff will notify the applicant of the deficiencies and the applicant must resubmit the application with clarification or additional information. Resubmitted applications are due within seven (7) business days after notice by DP&Z that the application is deficient. To enable better service, applicants are encouraged to file early in the month.

#### **Application Procedures**

Prior to filing a Plan amendment application, prospective private applicants are strongly advised to request a pre-application conference with staff during the month of September or early October at which all necessary technical assistance, except for formal CDMP interpretations, will be offered to help applicants prepare their proposals and associated documents or supporting data and analysis. The pre-application conference will assist the applicants to evaluate their requests carefully with staff and determine whether a CDMP amendment is necessary to achieve their objective. For example, many different land uses can occur within a specific land use category of the Land Use Plan map without being in conflict with the CDMP. All prospective applicants should become familiar with all Elements of the CDMP, in order to be certain that their anticipated Plan amendment is necessary. If you have questions, contact the CDMP Administration Unit of the Metropolitan Planning Section, DP&Z. If the applicant makes an appointment, the Planning Division staff will hold a pre-application conference during the month of March to discuss the need for the application and any additional information that the applicant may be required to produce, such as traffic studies.

If a written interpretation of the CDMP or a written response to a question regarding the necessity for a Plan amendment is sought from the Department such requests should be directed in writing to the Director of the DP&Z during the month of August 2009. These inquiries, if necessary, must be made at least a month in advance of the pre-filing deadline if applicants expect answers before the filing month. County Administrative Order 4-111 as revised and effective as of October 1, 2008, requires that a fee will be charged for the issuance of a written opinion (See Appendix A, Schedule of Fees for Letters of CDMP Interpretation).

## **Small-Scale Amendments**

A procedure is provided for the expedited processing of "Small-scale" amendments to the Land Use Plan map as defined in Section 163.3187(1)(c)(1), F.S. This procedure authorizes the Board to take final action on small-scale requests to amend the Land Use Plan Map at the (May 2010) transmittal public hearing. An amendment application is eligible for expedited processing as "Small-scale" amendment under the following conditions:

1. The proposed amendment involves a land use change of 10 acres or less.
2. The cumulative annual acreage of all small-scale amendments shall not exceed 120 acres, and not more than 60 acres of the total can be located outside of areas designated in the CDMP as transportation concurrency exception areas described in the Capital Improvements Element Concurrency paragraph C; the Dadeland Chapter 380 Regional Activity Center; or a Concurrency Redevelopment Exception Area as identified in Figure 2 of the Capital Improvements Element.
3. Outside of the foregoing transportation concurrency exception areas and Regional Activity Center, amendments involving residential land uses are limited to maximum density of 10 dwelling units per acre, but amendments inside these designated areas are eligible to request any density.
4. The proposed amendment does not involve the same property granted an amendment in the prior 12 months.
5. The proposed amendment does not involve the same owner's property within 200 feet of property granted a change within the prior 12 months.
6. The proposal cannot involve any text changes to the Plan's goals, objectives, and policies.
7. The proposed amendment is not in an area of critical state concern; and
8. The proposal involves the construction of affordable housing units, meeting the affordability criteria of Section 420.0004(3), Florida Statutes, on property which will be the subject of a restricted land use agreement or extended use agreement recorded in conjunction with the issuance of tax exempt bond financing or allocation of federal tax credits through the Florida Housing Finance Corporation or a local housing finance authority authorized by the Division of Bond Finance of the State Board of Administration.

Any applicant who wants their eligible application processed under the expedited "Small-scale" amendment procedure must explicitly make such a request in the application. Generally, "Small-scale" amendments will not be reviewed by the Florida Department of Community Affairs (DCA) or issued a notice of intent, and they will take effect 31 days after adoption by the Commission unless a challenge is filed.

## Application Format and Contents

Two signed originals of each application are required. All parts of the application must be typed or printed legibly on 8-1/2 X 11 inch paper, with the exception of the plat map and aerial photograph, which are required to be submitted with requests for a Land Use Plan map changes. Please use the format outlined below and do not exceed ten pages in length, excluding graphics. Applicants may submit supplemental information with the application or at a later date. (See item 5, Additional Material Submitted, below).

An illustration is provided in Appendix B as an example of the appropriate format for a hypothetical application seeking to amend the Future Land Use Plan map and is contained at the back of this document. The following information must appear in each application in the order listed below. Use the headings shown in capital letters for each item.

1. APPLICANT

Names, addresses and telephone numbers of all the applicants must be given.

2. APPLICANT'S REPRESENTATIVE

An individual who is responsible for filing the application and communicating for the applicant(s) must be indicated as the Applicant's Representative. This may be the applicant, one of a group of applicants, the applicant's attorney, or another representative designated by the applicant(s). The name, address (including ZIP code), email address and telephone number of the representative must be given, (including FAX if available) and the representative must sign and date the application. If the application requests expedited processing as a small-scale amendment, this signature shall also constitute certification by the Applicant(s) that the application conforms to the statutory eligibility criteria referenced above.

3. DESCRIPTION OF REQUESTED CHANGE

Make clear reference to the Element of the Plan for which a change is being requested and indicate the type of change being requested, referring to the categories identified in the fee schedule. (See Appendix A)

A. If your requested change is to a text portion of the Plan, the Element name and page numbers of the Adopted Components Comprehensive Development Master Plan for Miami-Dade County (October 2006 Edition, as revised by amendments adopted through November 20, 2008 [Small-scale April 08-09 Cycle], must be given. This is the version that is on the department's website. The precise rewording that is desired must be stated. For amendments to graphics, tables, or maps other than the Land Use Plan Map, indicate the Element and the page number and title of the map, graphic, or table. Be as specific and clear as possible in describing the requested change. (Also, if this is known by you to be a repeat of a previous CDMP amendment application, in the description of the request please indicate the amendment cycle in which it was previously filed and the assigned application number.)

B. If your requested change is to the 2015-2025 Land Use Plan map, the following information must be submitted:

- (1) A clear and concise written description of the application area boundaries.
- (2) The total number of gross acres in the application area, which includes roadway rights-of-way, the "net acres" excluding the dedicated roadway rights-of-way, and the number of these acres which are owned by the applicant(s). Make reference to subsection 7 regarding properties not owned by the applicant.
- (3) The present CDMP Land Use Plan map designation(s) of the application area, and the land use designation(s) being requested. Please refer to the 2015-2025 Land Use Plan map for a listing of the applicable land use categories. If more than one land use category is being requested, precise boundaries and acreages of each requested use designation must be accurately described under items 3 B (1) and (2) above, and the land areas subject to the requested changes must be depicted on both maps required by the following paragraph.
- (4) If the application is eligible for expedited processing as a "Small-scale" amendment, the applicant must explicitly include a request for the application to be processed under the expedited procedure as a small-scale amendment.
- (5) The application area must be identified on a Miami-Dade County Section Sheets and Aerial maps at a scale of 1 inch = 300 feet. An additional black and white map of reproducible quality must also be included depicting the location and boundaries of the application area on an 8 1/2" X 11" size page.
- (6) Each map should identify roadways and section-township-range, and each map should distinguish between that portion of the application area, which is owned by the applicants and that portion, which is owned by nonparticipants in the application. A legend should be included as necessary to supplement map labeling.

Miami-Dade County Section Sheets and Aerial maps at a scale of 1" = 300' are available for purchase from the Public Works Department, Suite 1600 Stephen P. Clark Center, and blank base maps at various other scales are available for purchase at nominal cost from the Planning Division, Suite 1220, and Stephen P. Clark Center.

#### 4. REASONS FOR AMENDMENT

This section should include reasons why the change to the Plan is requested and why it should be approved. Reasons offered may address any relevant issues, including the following: (A) the need to correct an error; (B) the need to reflect changing circumstances or conditions in the community that justify adjustments; (C) the need to improve the ability of the Plan to fulfill the basic intent and purposes as set forth in Section 2-113 of the Miami-Dade County Code or in the Goals, Objectives and Policies of the Plan Elements; and (D) the need to assure internal consistency within the Plan.

Applicants requesting changes to the Land Use Plan map may wish to comment on any factors, such as the following items which are considered by the Department Director in evaluating and formulating initial recommendations on proposed amendments.

- Land Use Plan map designation of the subject property and abutting properties.
- Relation of the property to the surrounding road network.
- Size of the subject property.
- Availability and demand on the public facilities for sanitary sewer, solid waste, drainage, potable water, traffic circulation, mass transit, recreation, schools, and fire and rescue services.
- Compatibility of the proposed land use amendments with the objectives and policies of the Land Use Element and other affected Plan Elements.
- Compatibility with environmental objectives and policies.
- Availability of, and demand for, additional sites for the type of land use requested. Because amendment requests will be evaluated, in part, on the extent to which they would be in the public interest, the applicant may address this consideration as well.

5. ADDITIONAL MATERIAL SUBMITTED

Copies of additional supporting material should be submitted with the application, and titles to any such initial submittals should be listed in the application under this heading. These materials will be evaluated by staff and will be made available for public inspection but will not be reproduced as part of the application. If copies are available to the public from any other source, the applicant should indicate this and list in this section of the application all information necessary for the public to obtain copies, including the address of the source and the cost, if any. If there is no additional material submitted with the application, please print or type the word "none" under this heading.

If the applicant intends for these or any other additional materials to be distributed to the Community Councils, the PAB or the Board, or to be transmitted/submitted to the Florida DCA, the instructions on page 8 of these instructions shall govern.

All private Applicants, who are requesting a Land Use Plan (LUP) map amendment, must submit a written Legal Description as well as a Certified Survey of the property (i. e. Folios) for both the existing site and the proposed site of this LUP application. The form of these submittals should be both paper and digital forms.

6. DISCLOSURE OF INTEREST

Section 2-116.1(1)(b) of the County Code requires applicants having an ownership interest in any real property covered by an application requesting Land Use Plan Map amendments to fully disclose those parties with an interest in the subject property. Property subject to disclosure is all property within the application area in which an applicant has ownership interest. Disclosure must include all owners, lessees, or contractors for purchase, and the percentage of interest held by each party.

A completed disclosure report must be attached to each of the two original applications. This report will be attached to, and made a part of the application. A blank disclosure form has been provided with this instruction report for use by applicants.

7. NOTIFICATION TO PROPERTY OWNERS OTHER THAN THE APPLICANT, WHOSE PROPERTIES ARE INCLUDED WITHIN AN APPLICATION AREA BOUNDARY

If an application requesting a Land Use Plan (LUP) map amendment includes real property, which is not owned by the applicant, the applicant shall provide written notification to the property owner(s) by certified letter that the subject property will be included in the amendment application no less than two weeks after the filing date. The applicant must provide the Department with a copy of the notification and a copy of the proof of receipt. The notification shall include a clear and concise description of the application area boundaries and the current and requested land use designation

**IV. FEES FOR CDMP AMENDMENT**

Applications requesting Plan amendments will not be accepted for processing unless accompanied by the appropriate fees as required by Miami-Dade County Administrative Order 4-111 as amended effective October 1, 2008. The Miami-Dade County DP&Z shall charge and collect fees in accordance with the following schedule. In addition, a filing fee of \$920 per application is collected by the DP&Z for those charges covering the cost of review by the Department of Environmental Recourses Management (DERM) as per their departmental Administrative Order 4-42. Please make all checks payable to the Board and please include on all checks the local contact name, telephone number and address of the party who is submitting payment to the check to the County.

**DP&Z Fees**

As noted previously, each application, in its DESCRIPTION OF REQUESTED CHANGE, should reference the following categories of CDMP for each request contained in the application;

|  | <b>Fee</b> |
|--|------------|
| <b>A. <u>Land Use Element</u></b>  |            |
| 1. LUP Map (except for Roadway and Transit changes which are covered in B), Agricultural Subarea 1 Map, Open Land Subareas Map, and Environmental Protection Subareas Map, which applications are requested for processing during regular semi-annual CDMP amendment cycles. |            |
| a) Regional Urban Center   | \$109,440  |
| b) Metropolitan Urban Center   | 85,500     |
| c) Community Urban Center  | 54,720     |
| d) Other   |            |
| <br>   |            |
| <u>Size of Area (gross acres) Subject to Application</u>   |            |
| Up to 5.0 acres  | 11,400     |
| 5.1 - 10.0   | 21,660     |
| 10.1 - 20.0  | 42,750     |

|  | <b>Fee</b> |
|--|------------|
| 20.1 - 40.0  | 64,410     |
| 40.1 - 80.0  | 85,500     |
| 80.1 - 160.0   | 102,600    |
| 160.1 - 320.0  | 119,700    |
| 320.1 - 480.0  | 136,800    |
| 480.1 - 640.0  | 153,900    |
| 640.1 - 800.0  | 171,000    |
| 800.1 - 960.0  | 188,100    |
| 960.1 -1120.0  | 205,200    |
| 1120.1- 1280.0   | 222,300    |
| 1280.1 and above   | \$171/acre |
| e) The fee for any application requesting amendment to the LUP Map which includes a request to expand the Urban Development Boundary (UDB) or to redesignate to an urban land use outside the UDB shall be increased by 1) twenty-five (25%) percent of the amount indicated above in A 1(d) for all applications up to eighty (80) acres in size, or 2) fifteen (15%) percent of the amount indicated above in 1(d) for all applications larger than eighty (80) acres.   |            |
| f) Applications requesting amendment to the LUP Map to increase the currently planned residential density on land inside the UDB shall receive a reduction of the amount of 1) twenty-five (25%) percent of the amount indicated above in 1 (d) for each application up to eighty (80) acres in size, or 2) fifteen (15%) percent of the amount indicated in 1 (d) if the application is larger than eighty (80) acres.  |            |
| g) Applications requesting amendments to the Urban Expansion Area (UEA) boundary without amendment to the underlying future land use shall be charged 30 percent of the rate established in section A.1.(d) above but not less than \$10,000.  |            |
| h) Applications requesting amendment to the LUP Map for processing concurrently with an application to approve or amend a Development of Regional Impact (DRI) development order pursuant to Sec. 2-116.1(5)(a), Code of Miami-Dade County, Florida, shall be charged \$91,200 if 640 acres or smaller, or if a request for Urban Center; if 640.1 acres or larger, such applications shall be charged 65 percent of the fee amount for the applicable parcel size listed in the forgoing section A.1.(a) through (g). |            |
| 2. Revision of the LUP Map Text<br>Each issue proposal (per paragraph)   | \$ 17,100  |
| 3. Environmental/Historical or other Map<br>Each issue/item including associated text  | \$ 17,100  |

|  | <b>Fee</b>                                      |
|--|---|
| 4. Covenant revisions and other changes amending land uses relating to specific land parcels                   | Two-thirds rate of II (A) (1) (d) above         |
| <b>B. <u>Traffic Circulation Sub-Element</u></b>   |   |
| 1. Planned Future Roadway Network Map<br>Per road lane-mile  | \$17,100  |
| 2. Roadway Functional Classification Map<br>Per road-mile (Existing or Future)                                 | \$17,100  |
| 3. Limited Access Facilities Map<br>Per road-mile or interchange   | \$17,100  |
| 4. Other Map Per Mile  | \$11,400  |
| <b>C. <u>Mass Transit Sub-Element</u></b>  |   |
| 1. Future Mass Transit System Maps<br>Per linear mile of service area, corridor, or alignment                  | \$17,100  |
| 2. Major traffic Generators and Attractors<br>Each major traffic generator                                     | \$17,100  |
| <b>D. <u>Port, Aviation, and Port of Miami Sub-Element</u></b>   |   |
| 1. Major Aviation Facilities-Future Improvements Map<br>Each facility  | \$17,100  |
| 2. Aviation Facility Improvements<br>Each improvement project line item  | \$17,100  |
| 3. Port of Miami River- Future   | Same as LUP Map<br>Land Use Map II.A.1<br>above |
| 4. Port of Miami 5 year or 10 year Plan map  | \$17,100  |
| <b>E. <u>Capital Improvements Element</u></b>  |   |
| 1. Each proposed project line-item   | \$17,100  |
| 2. Urban Infill or Concurrency Exception Area Maps   | \$51,300  |
| <b>F. <u>All Elements (including A-E above)</u></b>  |   |
| 1. Each Level of Service (LOS) Standard or DRI Threshold (F. S. 380) addressing goal, objective, policy or map | \$51,300  |
| 2. Each Non LOS Standard-addressing goal, objective or policy  | \$17,100  |
| 3. Each monitoring measures item   | \$10,260  |
| 4. Each other text change proposal item (up to five sentences)   | \$17,100  |
| 5. Each other map change proposal or item  | \$17,100  |

|   | <b>Fee</b> |
|---|------------|
| 6. One or more non-LUP map amendment proposals requested for processing concurrently with an application to approve or amend a DRI Development Order pursuant to Sec. 2-116.1 (5) (a), Code of Miami-Dade County, Florida. This fee shall be charged only when a LUP map amendment is not requested, and a fee is not charged, pursuant to section A.1, above | \$34,200   |

All above fees include any corresponding changes to other Plan Elements, or components thereof, required for internal consistency.

County proprietary departments shall pay required fees at the time of application except that: (a) during a regular annual update to the CIE, a single fee of \$11,400 shall be paid to the department for one or more changes to a Schedule of Improvements table; (b) fees shall not be charged to such departments for a major Element update to implement an Evaluation and Appraisal Report (EAR); and (c) the fee for a major update or revision to a Plan Element required by a proprietary department at the time other than during an EAR-based CDMP amendment cycle shall be \$57,000 paid at the time of application filing, with any costs incurred by the DP&Z in excess of the initial filing fee to be paid by the applicable department.

**Department of Environmental Resources Management Fees**

A review fee of \$920.00 per application will be charged by the Department of Environmental Resources Management (DERM) as per Implementing Order 4-42 with an effective date of October 1, 2009 to review and evaluate applications to amend the Comprehensive Development Master Plan. DERM fees apply to applications for changes to the Land Use Plan map, certain adopted figures (Agricultural Subarea 1, Open Land Subareas, Environmental Protection Subareas, and the adopted Figures involving environmental resources) and the goals, objectives and policies addressing environmental concerns. This fee is in addition to the filing fee, which is charged by the DP&Z as discussed on the preceding pages. In addition, the DP&Z will collect both DERM and DP&Z filing fees, when an applicant files to amend the Land Use Plan map or text are filed, and the two fees can be accommodated by a single check made payable to the Board.

## **Refund of Fees**

DP&Z Application fees shall be refunded in full only if the request for application withdrawal is received by the Department in writing either from, a) the Applicants' Representative, or b) all of the applicants, on or before 5:00 PM on November 9, 2009. Checks will be returned to the entity providing original payment to the Department unless the written request specifies another party to receive the returned check(s). After November 9, 2009, no fees shall be returned to any applicant withdrawing their application without express approval by the Board of County Commissioners (BCC). An applicant or his/her representative must send a written letter to the Director of the Department of Planning and Zoning requesting that the BCC accept the withdrawal of the application.

In the event that the Board fails to approve transmittal of a standard amendment application to the State Land Planning Agency per Sec. 2-116.1(3)(f) of the Code of Miami-Dade County, or the applicant withdraws the application or any portion thereof after the full refund deadline of November 9, 2009, but prior to the transmittal hearing of the Board, twenty-five (25) percent of the DP&Z's Comprehensive Development Master Plan Amendment fees will be refunded. The applicant shall not be authorized subsequent to the "transmittal" hearing held by the Board to receive any refund of application fees. After the withdrawal is approved by the BCC, the Applicant/Representative needs to contact DP&Z for the form that must be completed and signed in order to receive the refund.

## **V. ADDITIONAL INFORMATION**

Anyone having questions regarding any aspect of the Plan review and amendment process or seeking help in the preparation of an application requesting to amend the Comprehensive Development Master Plan should visit or call Frank McCune, Patrick Moore, or Mark Woerner Chief of the Metropolitan Planning Section, Planning Division Miami-Dade County DP&Z, 1220 Stephen P. Clark Center, 111 N. W. 1st Street, Miami, Florida 33128-1972; Telephone (305) 375-2835.

**APPENDIX A**

**SCHEDULE OF FEES FOR LETTERS OF CDMP INTERPRETATION**

- I. Requests for Written Advisories of Comprehensive Development Master Plan Consistency (other than for development/services concurrency determination).

Fees are noted in the Administrative Order 4-111.

For special written advisory letters/memoranda regarding the relationship of a particular property parcel or the consistency of a proposed development action to the provisions of the Comprehensive Development Master Plan that are requested pursuant to Section 2-113 of the Code of Miami-Dade County and apart from regular development order approval processes, the requesting party shall pay the following charges:

- A. Interpretation/Explanation of Comprehensive Development Master Plan Provisions, including Adopted Land Use Plan Map and Interpretation of Land Use Plan Map Text Consistency Determinations Relative to a Specific Location.

| <u>Size of Parcel of Proposed Development</u> (gross acres) | <u>Fee</u> |
|---|------------|
| Under 1.0 acre  | \$ 114     |
| 1.0 acre - 5.0 acres  | 228        |
| 5.1 acres - 20.0 acres                                      | 342        |
| 20.1 acres and over   | 570        |

- B. Interpretation/Explanation of Adopted Components Goals, Policies, Objectives and other Text not related to a Specific Location.

|   |        |
|---|--------|
| Each issue/question not related to Level of Service (LOS) Standards | \$ 114 |
| Each issue/question related to LOS Standards                        | 171    |

The Director of the DP&Z or his or her designee may condition such advisories on the information made available by the requesting party or defer to more complete development order review procedures. The conditional nature of all special advisories shall be addressed in the document.

## APPENDIX B

### EXAMPLE OF A HYPOTHETICAL APPLICATION REQUESTING AN AMENDMENT TO THE LAND USE PLAN MAP

The following hypothetical application is provided to illustrate the format of the application and the kind of information that should be provided under each heading. Statements and maps regarding the location and characteristics of the hypothetical property and the Plan's contents are fictional. Any direct similarity to actual conditions or to the contents of the Adopted Components of the 2015 and 2025 Comprehensive Development Master Plan are purely coincidental.

Note: The required plat map at a scale of 1-inch equals 300 feet is not included in this example.

**HYPOTHETICAL APPLICATION**  
**APPLICATION TO AMEND THE**  
**COMPREHENSIVE DEVELOPMENT MASTER PLAN**

1. APPLICANTS

Susan Leathers  
2881 SW 194 Street  
Miami, Florida 33021  
(305) 233-1234

William Clay  
55 East 5 Avenue  
New York , New York 10011  
(121) 377-8805

J. B. Gee (Trustee)  
10125 NE 16 Street  
Miami, Florida 33177  
(305) 321-6066

2. APPLICANTS' REPRESENTATIVE

John Brown  
Henry and Brown  
2515 Biscayne Boulevard, Suite 900  
Miami, Florida 33143  
(305) 438-1921

By: \_\_\_\_\_ :  
(Signature of Applicant's Representative) Date

3. DESCRIPTION OF REQUESTED CHANGE

- A. A change to the Land Use Element, Land Use Plan map (item A.1 in the fee schedule) is requested.

(This is a repeat of APRIL 1989 Application No. 75)

- B. Description of the Subject Property

Subject property consists of 2.3 acres located in Section 16, Township 87, Range 37. The property is more accurately described as lots 214 through 220 of Block 1 of Lawrence Subdivision (PB 300-12). Located on the west side of SW 227 Avenue between SW 828 Street and SW 829 Street. The applicant owns lot numbers 214, 215, 218, and 220 as shown on the map provided on page 14.

- C. Gross and Net Acreage

Application area: 2.3 gross acres (2.0 net acres)  
Acreage Owned by Applicant: 1.7 gross acres (1.2 net acres)

D. Requested Change

1. It is requested that the application area be redesignated on the Land Use Plan map from LOW-MEDIUM DENSITY RESIDENTIAL (5-13 DU/AC.) TO BUSINESS AND OFFICE.
2. It is requested that this application be processed as a Small-Scale Amendment under the expedited procedures

4. REASONS FOR AMENDMENT

The whole property contains commercial and office uses, and is zoned for Business (BU-1) and Semi-Professional Office (RU-5A). The property fronts on a major roadway. While the site is small, it is contiguous to the Business and Office designated land to the north, the south, and east.

5. ADDITIONAL MATERIAL SUBMITTED

"Traffic Analysis of SW 227 Avenue." Unpublished report prepared by Jones and Thomas Engineers, Inc., 1999.

6. COMPLETE DISCLOSURE FORMS (Sample not included)

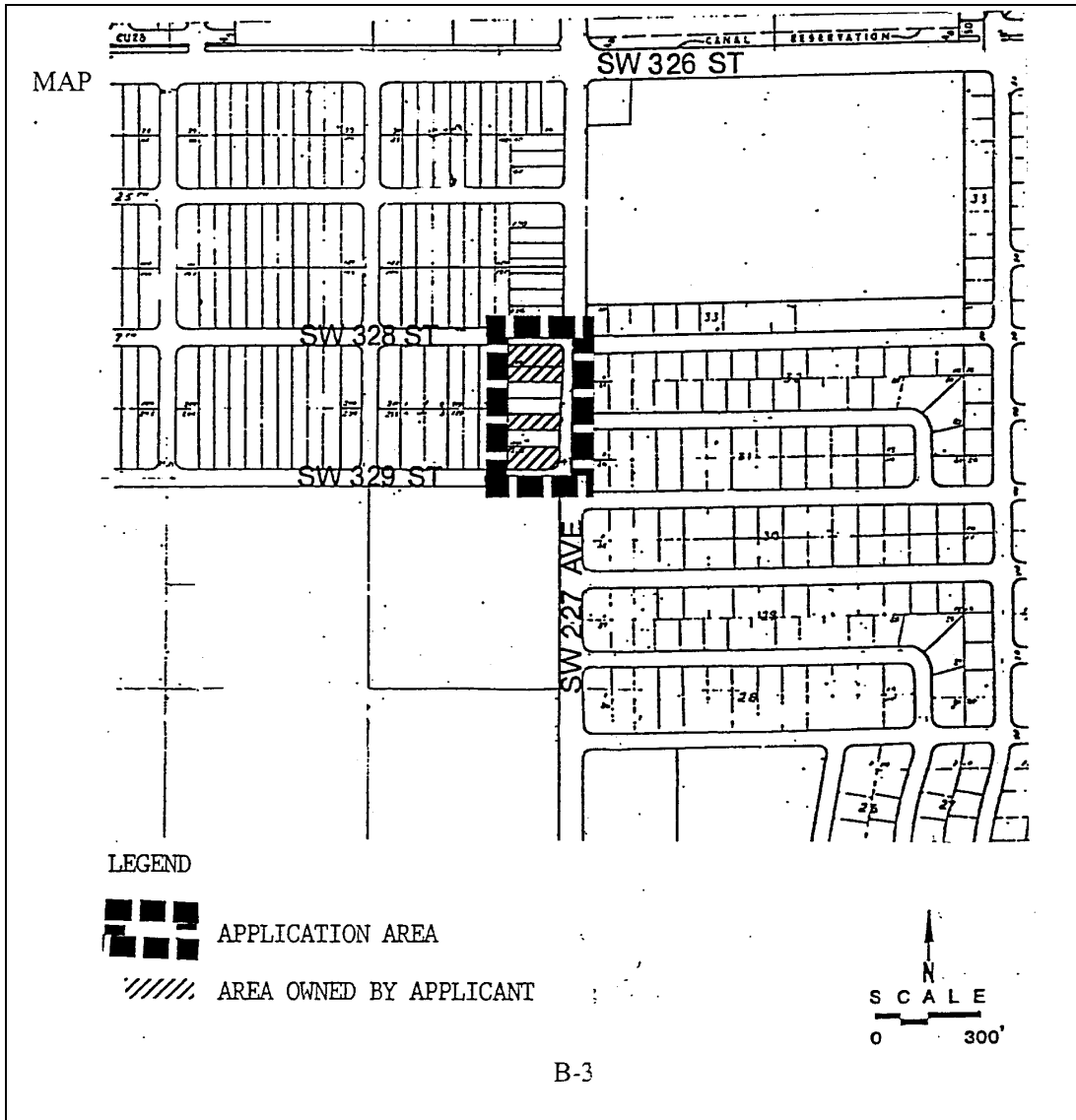
Attachments: Two Maps  
One Aerial Photo

**LOCATION MAP FOR APPLICATION  
TO AMEND THE COMPREHENSIVE DEVELOPMENT MASTER PLAN**

APPLICANT / REPRESENTATIVE  
Leather, Clay, Gee/ John Brown

**DESCRIPTION OF SUBJECT AREA**

Subject Property consists of 2.3 acres located in Section 16, Township 87, Range 37. The property is more accurately described as lots 214 thru 220 of Block 1 of Lawrence Subdivision (300-12). Located on the west side of SW 227 Avenue in between SW 828-829 Streets. The applicant owns lot numbers 214, 215, 218 and 220.





3. For each applicant, check the appropriate column to indicate the nature of the applicant's interest in the property identified in 2. above.

| APPLICANT | OWNER | LESSEE | CONTRACTOR FOR PURCHASE | OTHER (Attach Explanation) |
|-----------|-------|--------|-------------------------|----------------------------|
| A         |       |        |                         |                            |
|           |       |        |                         |                            |
|           |       |        |                         |                            |
|           |       |        |                         |                            |
|           |       |        |                         |                            |
|           |       |        |                         |                            |
|           |       |        |                         |                            |

4. DISCLOSURE OF APPLICANT'S INTEREST: Complete all appropriate sections and indicate N/A for each section that is not applicable.

- a. If the applicant is an individual (natural person) list the applicant and all other individual owners below and the percentage of interest held by each.

INDIVIDUAL'S NAME AND ADDRESS

PERCENTAGE OF INTEREST

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

- b. If the applicant is a CORPORATION, list the corporation's name, the name and address of 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 ( if applicable)

PERCENTAGE OF STOCK

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

- c. If the applicant is a TRUSTEE, list the trustee's name, the name and address of the beneficiaries of the trust, and the percentage of interest held by each. [Note: where the beneficiary/beneficiaries consist of corporation(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].

**TRUSTEES**

**NAME:** \_\_\_\_\_

| <u>BENEFICIARY'S NAME AND ADDRESS</u> | <u>PERCENTAGE OF INTEREST</u> |
|---------------------------------------|-------------------------------|
| _____                                 |                               |
| _____                                 |                               |
| _____                                 |                               |
| _____                                 |                               |

- d. If the applicant is a PARTNERSHIP or LIMITED PARTNERSHIP, list the name of the partnership, the name and address of the principals of the partnership, including general and limited partners and the percentage of interest held by each partner. [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 NAME:** \_\_\_\_\_

| <u>NAME AND ADDRESS OF PARTNERS</u> | <u>PERCENTAGE OF INTEREST</u> |
|-------------------------------------|-------------------------------|
| _____                               |                               |
| _____                               |                               |
| _____                               |                               |

- e. If the applicant is party to a CONTRACT FOR PURCHASE, whether contingent on this application or not, and whether a Corporation, Trustee, or Partnership, list the names of the contract purchasers below, including the principal officers, stockholders, beneficiaries, or partners. [Note: where the principal officers, stockholders, beneficiaries, or partners consist of another corporation, trust, partnership, 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].

| <u>NAME AND ADDRESS</u> | <u>PERCENTAGE OF INTEREST</u> |
|-------------------------|-------------------------------|
|-------------------------|-------------------------------|

|  |  |
|--|--|
|  |  |
|  |  |

Date of Contract: \_\_\_\_\_

If any contingency clause or contract terms involve additional parties, list all individuals or officers if a corporation, partnership, or trust.

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

- 5. DISCLOSURE OF OWNER'S INTEREST: Complete only if an entity other than the applicant is the owner of record as shown on 2.a., above.

- a. If the owner is an individual (natural person) list the applicant and all other individual owners below and the percentage of interest held by each.

| <u>INDIVIDUAL'S NAME AND ADDRESS</u> | <u>PERCENTAGE OF INTEREST</u> |
|--------------------------------------|-------------------------------|
|--------------------------------------|-------------------------------|

|  |  |
|--|--|
|  |  |
|  |  |

- b. If the owner is a CORPORATION, list the corporation's name, the name and address of 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:**

\_\_\_\_\_

| <u>NAME, ADDRESS, AND OFFICE (if applicable)</u> | <u>PERCENTAGE OF STOCK</u> |
|--|----------------------------|
|--|----------------------------|

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- c. If the owner is a TRUSTEE, and list the trustee's name, the name and address of the beneficiaries of the trust and the percentage of interest held by each. [Note: where the beneficiary/beneficiaries 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].

**TRUSTEE'S NAME:**

\_\_\_\_\_

| <u>BENEFICIARY'S NAME AND ADDRESS</u> | <u>PERCENTAGE OF INTEREST</u> |
|---------------------------------------|-------------------------------|
|---------------------------------------|-------------------------------|

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- d. If the owner is a PARTNERSHIP or LIMITED PARTNERSHIP, list the name of the partnership, the name and address of the principals of the partnership, including general and limited partners, and the percentage of interest 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**

**NAME:** \_\_\_\_\_

| <u>NAME AND ADDRESS OF PARTNERS</u> | <u>PERCENTAGE OF OWNERSHIP</u> |
|-------------------------------------|--------------------------------|
|                                     |                                |
|                                     |                                |
|                                     |                                |

- e. If the owner is party to a CONTRACT FOR PURCHASE, whether contingent on this application or not, and whether a Corporation, Trustee, or Partnership, list the names of the contract purchasers below, including the principal officers, stockholders, beneficiaries, or partners. [Note: where the principal officers, stockholders, beneficiaries, or partners consist of another corporation, trust, partnership, 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].

| <u>NAME, ADDRESS, AND OFFICE (if applicable)</u> | <u>PERCENTAGE OF INTEREST</u> |
|--|-------------------------------|
|  |                               |
|  |                               |
|  |                               |

Date of Contract: \_\_\_\_\_

If any contingency clause or contract terms involve additional parties, list all individuals or officers, if a corporation, partnership, or trust.

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For any changes of ownership or changes in contracts for purchase subsequent to the date of the application, but prior to the date of the final public hearing, a supplemental disclosure of interest shall be filed.

The above is a full disclosure of all parties of interest in this application to the best of my knowledge and behalf.

**Applicant's Signatures and Printed Names**

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Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

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Notary Public, State of Florida at Large(SEAL)

**My Commission Expires:**

Disclosure shall not be required of any entity, the equity interest in which are regularly traded on an established securities market in the United States or other country; or pension funds or pension trusts of more than five thousand (5,000) ownership interests; any entity where ownership interests are held in a partnership, corporation or trust consisting of more than five thousand (5,000) separate interests including all interests at each level of ownership, and no one pension or entity holds more than a total of five (5) percent of the ownership interest in the partnership, corporation or trust; or of any entity, the ownership interest of which are held in a partnership, corporation or trust 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 partnership, corporation or trust. Entities whose ownership interests are held in partnership, corporation, or trust consisting of more than five thousand (5,000) separate interests, including all interests at every level of ownership, shall only be required to disclose those ownership interest which exceed five (5) percent of the ownership interest in the partnership, corporation or trust.