

## REQUEST FOR GOVERNMENTAL FACILITY HEARING

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### SUMMARY

Section 33-303 of the Code of Miami-Dade County requires that the erection, construction and operation of County facilities obtain public hearing approval. The Department of Regulatory and Economic Resources (RER) is responsible for coordinating this process. The following explains how to process a governmental facility hearing application.

### PROCEDURE

1. Contact the Development Services Section of the Department of Regulatory and Economic Resources (RER) to determine the current zoning of the proposed site. If the proposed facility is permitted in that zoning district, then a governmental facility hearing is not required; however, a building permit is required to be obtained from the Building Department. If proposed facility is not a permitted use in that zoning district, the Government Facilities Coordination Unit of the Department of Regulatory and Economic Resources will determine whether the site has previously received public hearing approval and/or whether a governmental facility hearing is necessary.
2. If it is determined that a Governmental Facility Hearing is necessary, the requesting department shall submit a completed Governmental Facility Hearing applications to the RER Director along with a letter of intent describing the project, its location and any other information deemed appropriate by RER.
3. RER will convene a meeting of the Site Review Committee to review the project. The requesting department is asked to present the project to the Committee and respond to its questions.
4. The Site Review Committee members submit their comments to RER who then prepares the Mayor's Report to the BCC, the Committee's report to the Mayor, Resolution and other appropriate documentation for the Board of County Commissioners' review and approval. A report is completed when the applicant has addressed all of the Committee members concerns.
5. Committee's report and documentation going before the BCC for approval is reviewed and edited if necessary by the Directors representing the Site Review Committee members. The report and documentation is also sent to the County Attorney's Office for legal sufficiency review. RER will make any necessary modifications to the report and documentation if requested by the Directors and the County Attorney's Office.
6. Committee's report and documentation is forwarded to the Mayor's Office for their review and approval. If necessary, changes made to the report and documentation by the Mayor's Office is completed by RER.
7. The Committee's report and documentation is sent to County's Agenda Coordination Office for placement of item in a BCC public hearing agenda and for Commissioner sponsorship of the item.
8. Upon approval by the Board of County Commissioners, the department may proceed with permitting, construction and operation of the proposed facility.

Procedure Number: 531  
Effective Date: 01/13

**CONTACT(S):**

**Department/Division**

Department of Regulatory and Economic Resources/Government Facilities Coordination Unit  
Development Services Section