

**INSTRUCTIONS FOR PREPARING APPLICATIONS
REQUESTING AMENDMENTS
TO THE
MIAMI-DADE COUNTY
COMPREHENSIVE DEVELOPMENT MASTER PLAN
OCTOBER 2011-12 AMENDMENT CYCLE**

Miami-Dade County
Department of Planning and Zoning
Planning Division, Metropolitan Planning Section
Stephen P. Clark Center, 12th Floor
111 NW 1st Street
Miami, Florida 33128
Telephone: (305) 375-2835

September 2011

Intentionally Left Blank

TABLE OF CONTENTS

	Pages
Applications and Filing Periods -----	1
Pre-Application Conference for Applications -----	1
I. Purpose -----	2
II. Sequence of Activities -----	3
CDMP Amendments to Adopted 2015-2025 Land Use Plan Map and Related Zoning Actions -----	4
Tentative Schedule of Activities (Table 1) -----	5
Deadlines for Submittal of Technical Reports for Consideration in the Initial Recommendations and Revised Recommendations Reports -----	6
Prohibition on Argument or Representation Regarding Proposed Specific Future Uses Without Proffering a Declaration of Restrictions -----	8
Deadlines for Submitting Declaration of Restrictions to be Considered -----	9
Declaration of Restrictions Deadlines (Table 2) -----	9
Submittal of Documents to Community Councils, Planning Advisory Board, Department of Planning and Zoning or Board of County Commissioners ---	10
III. Instructions for Requesting Amendments -----	11
Application Procedures -----	11
Small-Scale Amendments -----	12
Application Format and Contents -----	13
IV. Fees for CDMP Amendment -----	16
DP&Z -----	16
Department of Environmental Resources Management Fees -----	19
Miami-Dade County Public Schools Planning Level Review Fee -----	19
Refund of Fees -----	20
V. Additional Information -----	20
Appendix A	
Schedule of Fees for Letters of CDMP Interpretation -----	A-1
Appendix B	
Example of a Hypothetical Application Requesting an Amendment to the Land Use Plan Map -----	B-1
Disclosure of Interest	

Intentionally Left Blank

APPLICATIONS AND FILING PERIODS

Applications requesting changes to those provisions of the Comprehensive Development Master Plan (CDMP or Plan), including changes to the Adopted 2015-2025 Land Use Plan (LUP) Map, only inside the 2015 Urban Development Boundary (UDB) or text of the CDMP can be accepted during this filing period from October 3, 2011 through to October 31, 2011 pursuant to Section 2.116.1(2) Miami-Dade County Code. The next opportunity for the private sector to file an application to amend the UDB, the 2025 Urban Expansion Area (UEA), or to change the designations of parcels outside the UDB is April 2013. The next filing period for the private sector for applications requesting changes to the LUP map designations inside the UDB is the mandatory April 2012 Cycle. The CDMP amendment application filing periods are indicated in the "Plan Components Eligible for Amendment" table on page 2.

PRE-APPLICATION CONFERENCE FOR APPLICATIONS

The CDMP amendment application procedures have been revised to include pre-application conferences. 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 application in the subject October 2011 Cycle of amendments to the CDMP.

Miami-Dade County
Department of Planning and Zoning
Planning Division, Metropolitan Planning Section
Stephen P. Clark Center, 12th Floor
111 NW 1st Street, Miami, Florida 33128
Telephone: (305) 375-2835

I. PURPOSE

The CDMP/Plan 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. The County substantially revised and updated the CDMP as adopted in 1988 pursuant to Section 2-116.1 of the Miami-Dade County Code, which provides the procedures for the Plan to be periodically re-evaluated 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 during the various semi-annual filing periods are summarized below.

Plan Components Eligible for Amendment

Application Filing Period (Month)	Even-Numbered Years	Odd-Numbered Years
April Filing Period	All Components Except UDB, UEA and Land Uses Outside UDB (Mandatory Cycle)	All Components including UDB and UEA (Mandatory Cycle)
October Filing Period	All Components Except UDB, UEA and Land Use Outside UDB (Optional Cycle)	All Components Except UDB, UEA and Land Use Outside UDB (Mandatory Cycle)
Concurrent DRI/CDMP	Can be filed at any time in conjunction with a new or modified DRI	
Notes: DRI = Development of Regional Impact UDB = Urban Development Boundary 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 the filing period from October 3 through October 31, 2011. Prior to filing, applicants are strongly advised to request a pre-application conference with DP&Z staff 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 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, 2011. The DP&Z will publish an Applications Report listing all applications on December 5, 2011 and its Initial Recommendations Report addressing each application no later than February 25, 2012.

A tentative Schedule of Events for the October 2011-2012 Amendment Cycle is presented on page 5. 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 in March 2012 to discuss the application(s), and to formulate recommendation(s) to the PAB and BCC regarding the request(s). The Planning Advisory Board acting as the Miami-Dade County's Local Planning Agency (LPA) pursuant to Chapter 163, Part 2, Florida Statutes (F.S.), will then hold a public hearing to be scheduled in April 2012 to receive comments on the proposed amendments and the DP&Z staff initial recommendations, and to formulate its recommendations to the Miami-Dade County Board of County Commissioners (Board). The LPA's recommendations will address adoption, adoption with change, or denial of any requested "small-scale" amendments, and transmittal of any requested "standard" amendments to the State Land Planning Agency (SLPA) and other state and regional agencies (reviewing agencies) for review and comment prior to final action. The Board will be scheduled to conduct a public hearing during May 2012, to address adoption of requested "small-scale" amendments; and transmittal of the requested "standard" amendments to the reviewing agencies. The SLPA will not review adopted "small-scale" land use plan map amendments for policy conformance or compliance with state law; and pursuant to Chapter 163.3187(5)(c) adopted "small-scale" amendments will become effective 31 days after adoption, unless an affected person or agency challenge the compliance of the amendment with Chapter 163, Part 2, F.S. Transmittal of "standard" amendment applications to SLPA 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 reviewing 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 for state and regional agency review and comment as a "standard" amendment request.

Transmittal of the October 2011 Cycle applications to reviewing agencies is expected to occur in May 2012, then the reviewing agencies, including the SLPA, are each expected to issue a comment letter in or about June 2012 addressing all transmitted applications. The PAB acting as the Local Planning Agency would then conduct its final public hearing in July 2012, and the Board would conduct a Final public hearing for the transmitted standard application(s) and take final action in September 2012.

During the review period for SLPA and other reviewing agencies, DP&Z will also review comments received at the transmittal hearings and any additional material submitted and may issue a Revised Recommendations report reflecting any new information prior to the final public hearings. The Revised Recommendations report may also address any issues raised by the reviewing agencies in their respective review letters.

Final action by the Board will be to adopt, adopt with change, adopt with acceptance of Declaration of Restrictions (covenant), adopt with change and with acceptance of 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 application 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 typically 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 is finalized or is in effect. To be final and become effective, a CDMP application must be adopted by the Board of County Commissioners and the 30-day challenge period expire without a petition being filed to challenge the adopted amendment. If timely challenged, an amendment does not become effective until the SPLA or Administrative Commission enters into a Final Order determining the adopted amendment to be in compliance with state law.

The Development Impact Committee (DIC) reviews certain zoning applications 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 through 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 or before February 25, 2012. 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 early stages of the CDMP Amendment process could be beneficial to any applicant seeking to reduce the total review 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 refunded if the related CDMP application is denied.

**Table 1
TENTATIVE SCHEDULE OF ACTIVITIES
OCTOBER 2011-2012 CDMP AMENDMENT CYCLE**

Pre-application Conference	Prior to October 3, 2011
Application Filing Period	October 3- October 31, 2011
Deadline to withdraw Application and obtain Return of Full Fee. Notify applicant of deficiencies.	November 7, 2011
Deadline for resubmittal of unclear or incomplete Applications	Seventh business day after Notice of Deficiency
Applications Report published by DP&Z	December 5, 2011
Deadline for submitting Technical Reports	December 30, 2011
Deadline for submitting Declarations of Restrictions to be considered in the Initial Recommendations Report	January 28, 2012
Initial Recommendations Report released by DP&Z	February 25, 2012
Community Council(s) Public Hearing(s)	Specific date(s) to be set in March 2012
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 SLPA	April 2012** County Commission Chamber 111 NW 1st Street Miami, Florida 33128
Board Hearing and Action on Adoption of Small-Scale Amendments and Transmittal of Standard Amendment requests to SLPA	May 2012** County Commission Chamber 111 NW 1 Street Miami, Florida 33128
Transmittal to SLPA and other reviewing agencies	May 2012** (Letter of Comment in 30 days)
Deadline for Filing Supplementary Reports by the Public	Forty-five (45) days after Commission transmittal hearing
Receipt of Comment Letters from reviewing agencies	June 2012** (Approximately 45 days after transmittal)
Public Hearing and Final Recommendations: Planning Advisory Board (Local Planning Agency)	Specific date(s) to be set July 2012** (Within 30 days after receipt of Comment Letters from reviewing agencies)
Public Hearing and Final Action on Applications: Board of County Commissioners	Specific date(s) to be set in September 2012** (No later than 60 days after receipt of Comment Letters from reviewing agencies)

Note: ** Estimated Date, dates are subject to change. All hearings will be noticed by newspaper advertisement..

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 of DP&Z no later than 45 days after the Board's 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 that are raised by the SLPA or the other reviewing agencies in their respective comments letters.

The deadline for all Applicant(s) and/or their representative(s) to submit technical reports, such as **Traffic Impacts 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, 2012. **Technical reports must be submitted no later than December 31, 2011** for the October 2011-12 CDMP Amendment Cycle. This deadline will allow staff adequate time to review and consider in the *Initial Recommendations* report 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 to amend the Land Use Plan (LUP) map, the applicant(s) shall submit a traffic impact study signed and sealed by a Florida registered professional engineer. The traffic impact study should be conducted using a professional methodology accepted by the Department. The applicant or his transportation consultant should address the following methodology requirements as part of the traffic impact analysis:

1. Study Area. The study area (area of influence) for the traffic impact analysis is dependent on the type and size of the land use application. If the application is a small-scale application, the application shall be evaluated for impact on the roadway network adjacent to and in the vicinity of the application site. If the application is a standard amendment application, the application shall be evaluated for impact on roadways in the traffic network where traffic generated by the propose application is equivalent to 5 percent of the maximum service volume at the adopted LOS standard for the facility. Study area boundaries should include all significantly impacted State and County roadways.
2. Analysis Years. The analysis years should be: 2015 for the short-term traffic impact analysis (concurrency analysis) and 2025 (the CDMP's planning horizon) or 2035 (Long Range Transportation Plan's (LRTP) 2035 Cost Feasible Plan) for the long-term traffic impact analysis.
3. The Concurrency Analysis should be based on the average of the two highest consecutive hours. The long-term analysis period should be based on the period that has the highest combination of development and background traffic.
4. Existing Conditions. Identify the physical characteristics of the transportation roadway network adjacent to and within the study area and the traffic operating conditions of the roadways using the County's adopted level of service standards.

5. Background Traffic. The expected increase in non-development traffic and traffic from other development should be accounted for in future years.
6. Roadway improvements. Consider roadway capacity improvements in the adopted Metropolitan Planning Organization's (MPO) Adopted 2012 Transportation Improvement Program (TIP), and planned roadway capacity improvements listed in as Priority I, Priority II, Priority III, and Priority IV in the adopted 2035 Long Range Transportation Plan.
7. Trip Generation. Using the ITE's Trip Generation 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 or the limited development proposed in a proffered covenant.
8. 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.
9. Short-term Traffic Level-of-Service Analysis. Perform the short-term traffic analysis (utilizing the roadway concurrency management analysis procedure) with and without the impact of the requested amendment application, and indicate which roadway 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.
10. Future Conditions Analysis. For standard amendment applications, an assessment of the impacts of proposed land use change on the transportation system related to the CDMP long-term planning horizon (Year 2025) or LRTP, 2035 Cost Feasible Plan is required. This analysis must include the 2025 or 2035 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.
11. 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 time frames.
12. 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.
13. 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 such representation being proffered in a Declaration of Restrictions (covenant). 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 and associated opinion of title and joinders should be submitted to the Metropolitan Planning Section of the DP&Z and a copy to the Director's Office on the 11th floor. The Applicant or applicant's representative should also deliver the fully executed documents with all signatures on the Declaration of Restrictions, Opinion of Title, any and all joinders to the Metropolitan Planning Section. The DP&Z will hold the final executed covenant until such time as the expiration of the challenge period and the adopted amendment becomes effective. The DP&Z Administrative Staff will then contact the Applicant(s) or the Applicant's representative(s) for payment of the appropriate fee before recording the covenant through the Clerk of the Courts Office.

Deadlines for Submitting Declaration of Restrictions to be Considered

Deadlines at different stages in the review process exist for providing Declaration of Restrictions (covenants). The deadline for Declaration of Restrictions to be submitted to staff for consideration in the Initial Recommendations Report is January 28, 2012. If a Community Council, the Planning Advisory Board or the Board is to consider a covenant in its decision-making that was not included or addressed in the *Initial Recommendations*, 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
October 2011-2012 CDMP Amendment Cycle**

Deadline for submitting Declaration of Restrictions to be considered in the Initial Recommendations Report	January 28, 2012
Deadline for submitting new or revised Declaration of Restrictions to be considered at Community Council(s) Public Hearing(s)	17 days prior to Community Council hearing
Deadline for submitting new or revised Declaration of Restrictions to be considered at Planning Advisory Board (PAB) Hearing Regarding Adoption of Small-Scale Amendments and Transmittal of Standard Amendments	17 days prior to PAB Hearing
Deadline for submitting new or revised Declaration of Restrictions to be considered at Board (BCC) Hearing Regarding Adoption of Small-Scale Amendments and Transmittal of Standard Amendments	17 days prior to BCC Hearing
Deadline for submitting Declaration of Restrictions to be considered in the Revised Recommendations Report	4 weeks prior to PAB Final Public Hearing
Deadline for submitting Declaration of Restrictions to be considered at PAB Hearing Regarding Final Recommendations	Seventeen days prior to hearing
Deadline for submitting Declaration of Restrictions to be considered at BCC Hearing Regarding Adoption of Standard Amendments	Seventeen days prior to hearing

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

In addition to the requirements for the preparation and submittal of plan amendment applications, explained in Section III, (page 11) herein, applicants are hereby notified of the following: Written materials which the applicant would like to be considered by DP&Z Staff, the Community Council, the PAB, and for the Board at transmittal or final public hearings, or to be transmitted to the SLPA and other review agencies with the transmittal or final compliance packages, should be submitted as follows:

1. Twelve 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. Twenty-five 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 the remainder are for the DP&Z staff.
3. Eighty copies of documents for standard applications and seventy copies for small-scale applications to be considered by the Board of County Commissioners should be submitted to the DP&Z staff three weeks prior to the Commission hearing for distribution as follows: fifty hard copies to the Board agenda coordinator, twenty-five copies (7 hard copies and 18 CDs) for standard applications and ten copies (5 hard copies and 5 CDs) for transmittal/submission to the SLPA and other State and regional review agencies, and the remaining copies for DP&Z staff and other County department staffs. All hard 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 sets of signed original documents must be filed in each application along with the appropriate fees.

All applications are to be filed with the Miami-Dade County DP&Z, Metropolitan Planning Section, 12th Floor, Stephen P. Clark Center, 111 NW First Street, Miami, Florida 33128-1972, after 8:00 AM on October 3, 2011 and before 5 PM on Monday, October 31, 2011. After this date, no one will be permitted to file or expand an application. Upon review, 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 before the October 31, 2011 deadline.

Application Procedures

Prior to filing a Plan amendment application, prospective private applicants are strongly advised to request a pre-application conference with staff at which time 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 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 Mr. Marc C. LaFerrier, Director of the DP&Z, 111 NW 1st Street, Miami Florida 33128. These written requests shall be submitted no later than six weeks before the end of the filing period. DP&Z fees for such a request can be found in County Implementing Order 4-111 (Ordinance No. 10-64) effective October 1, 2010, which 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, Page A-1).

Small-Scale Amendments

A procedure is provided for the expedited processing of "Small-scale" amendments to the Land Use Plan map as defined in Amended Section 163.3187(2), 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 2012 transmittal public hearing. An amendment application is eligible for expedited processing as a "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.
3. The proposed amendment does not involve a text change to the goals, policies, and objectives of the local government's comprehensive plan, but only proposes a land use change to the future land use map for a site specific small scale development activity. However, text changes that relate directly to, and are adopted simultaneously with, the small scale future land use map amendment shall be permissible under this section.

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 SLPA or issued a notice of intent, and will take effect 31 days after adoption by the Commission unless a challenge is timely filed against the amendment.

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 change. 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 of this report as an example of the appropriate format for a hypothetical application seeking to amend the Land Use Plan map. 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 amended through **April 28, 2011** [April 2010 Cycle], must be given. Please check for the specific CDMP version that is on the department's website. Any additions or deletions to the existing text should be shown in "underline" or "strike-through" format respectively. 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 Adopted 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 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 SLPA and other reviewing agencies, the instructions on page 9 shall be followed.

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 Implementing Order 4-111 as amended effective October 1, 2010. The Miami-Dade County DP&Z shall charge and collect fees in accordance with the following schedule. **Also, there is an 8% surcharge required on all CDMP fees collected and must be added to the total for all applications at the time of filing.**

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 Resources Management (DERM) as per their departmental Implementing Order 4-42. Please make all checks payable to the Board of County Commissioners and please include on all checks the local contact name, telephone number and address of the party who is submitting the payment.

DP&Z Fees

As noted previously, each application should reference the CDMP Element or Subelement for which a change is being requested and addressed in its DESCRIPTION OF REQUESTED CHANGE.

Possible changes to each CDMP element and their associated fees are detailed below:

	Fee
A. <u>Land Use Element</u>	
1. LUP map (except for Roadway and Transit changes which are covered in Subsection B Traffic Circulation and Mass Transit Subelements), 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

Fee

d) Other

Size of Area (gross acres) Subject to Application

Up to 5.0 acres	11,400
5.1 - 10.0	21,660
10.1 - 20.0	42,750
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 land outside the UDB to an urban land use shall be increased by 1) twenty-five (25%) percent of the amount indicated above in 1(d) above 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 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	\$ 17,100
Each issue proposal (per paragraph)	
3. Environmental/Historical or other Map	\$ 17,100
Each issue/item including associated text	

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

	Fee
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 DP&Z 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 February 12, 2010 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 of the CDMP, and the two fees can be accommodated by a single check made payable to the Miami-Dade Board of County Commissioners.

Miami-Dade County Public Schools Planning Level Review Fee

Pursuant to the Interlocal Agreement for Public School Facility Planning between Miami-Dade County and Miami-Dade County Public Schools (ILA), accepted and approved by the SLPA in July 2009, a Public Schools Planning Level Review is required on all proposed CDMP applications that could result in residential development. After submittal of the application, DP&Z will forward the application electronically to the Miami-Dade County Public Schools' Concurrency Management System (CMS). The CMS will acknowledge receipt of the application to DP&Z and the applicant, and the applicant will be assessed a Public Schools Planning Level Review fee of \$252.75 pursuant to Procedures Manual for Implementing the ILA, as amended October 21, 2010. The fee of \$252.75 must be paid prior to the CMS conducting the Public Schools Planning Level Review. Applicants must pay the fee by January 10, 2012. (Note: Public School Concurrency Fees will be adjusted annually based on the Consumer Price Index (CPI). For questions or comments on this process please contact Helen Brown, Department of Planning and Zoning, Miami-Dade County, at 305-375-2589 or hab@miami-dade.gov; or Ivan Rodriguez, Miami-Dade County Public Schools, 305-995-4501 or IRodrigu@dadeschools.net.

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 7, 2011. 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 7, 2011, no fees shall be returned to any applicant withdrawing their application without express approval by the Board of County Commissioners (Board). An applicant or his/her representative must send a written letter to the Director of the Department of Planning and Zoning requesting that the Board 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 7, 2011, but prior to the transmittal hearing of the Board, twenty-five (25) percent of the DP&Z's CDMP Amendment fees will be refundable. 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 Board, 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, Senior Planner, Garrett Rowe, Section Supervisor, or Mark R. Woerner, Chief of the Metropolitan Planning Section, Planning Division, Miami-Dade County Department of Planning and Zoning, 12th Floor, 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 Implementing 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:

All requests for a Land Use Plan (LUP) interpretation will be required to pay an additional processing fee as required by Miami-Dade County Implementing Order 4-111 as amended effective October 1, 2010. The Miami-Dade County DP&Z shall charge and collect fees in accordance with the following schedule. The fee is an 8% Surcharge required on any CDMP fee collected and must be figured into the total for all Interpretations when requested.

- 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.

Size of Parcel of Proposed Development (gross acres)

	Fee	Fee w/ 8%
Under 1.0 acre	\$ 114	\$ 123.12
1.0 acre - 5.0 acres	228	246.24
5.1 acres - 20.0 acres	342	369.36
20.1 acres and over	570	615.60

- 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	\$ 123.12
Each issue/question related to LOS Standards	171	184.68

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). Property is located on the west side of SW 227 Avenue between SW 328 Street and SW 329 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)

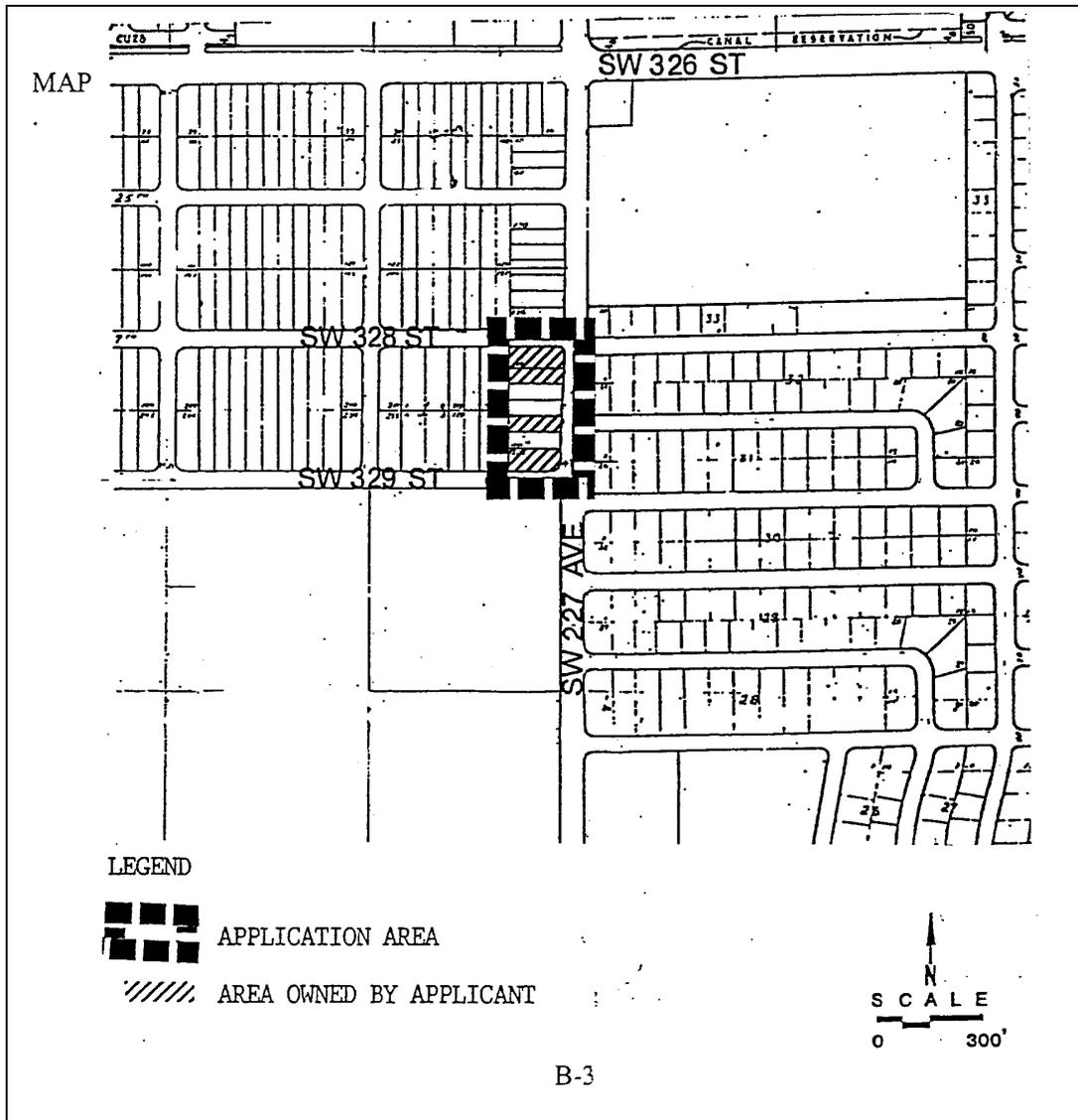
Attachments: Two Maps
One Aerial Photo

**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). Site is located on the west side of SW 227 Avenue in between SW 328-329 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.

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

Sworn to and subscribed before me

this _____ day of _____, 19____

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.