

**TOWN OF GOLDEN BEACH**  
**APPLICATION FOR**  
**BUILDING REGULATION ADVISORY BOARD MEETING/HEARING**

Property Location: \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
Variance Hearing Dates: Advisory Board \_\_\_\_\_ Town Council \_\_\_\_\_

APPROVAL FROM THE BUILDING REGULATION ADVISORY BOARD IS REQUIRED FOR:

- A. Plans for new residence
- B. Plans for addition to or exterior alterations of an existing structure.
- C. Additional structures on premises of existing residences
- D. Review of landscape plan for new construction, renovation or addition to existing residence.
- E. Recommendation to Town Council for the approval or denial of variances and special exceptions.
- F. Recommendation to Town Council for interpretation regarding apparent conflicts or inconsistencies in the zoning provisions in Chapters 46 & 66

**APPLICATION HEARING PROCESS**

**Building Approval:**

Applicant: submit 8 complete packages for approval: each package shall consist of an application, survey, warranty deed and drawings as required. The plans shall be sized as follows: 7 sets; 11" x 17", 1 **full size** set and 1 CD containing all drawings marked with the address. Separate from the landscaping plan submittal

**Landscape Approval:**

Applicant submit, separate from the Building application, 8 complete packages for approval, Each package shall consist of an application, existing landscape survey, and drawings as required. The plans shall be sized as follows: 7 sets; 11 x 17, 1 **full size** set and 1 CD containing all drawings separate from the building plan submittal.

**Zoning Variance Approval:**

Submittals for a zoning variance: submit 8 complete packages for approval: each package shall consist of an application, survey, warranty deed and drawings are required. The plans shall be sized as follows: 15 sets; 11" x 17", 1 **full size** set and 1 CD containing all drawings.

As directed by the Building Official or Building Director.

The Building Regulation Advisory Board (B.R.A.B.) meets at 6:00 P. M. on the second Tuesday of every month. Applications must be submitted 30 days prior to scheduled meeting, (**not including the day of the meeting**), by 2:00 P.M. that day to allow for preliminary review and for mailing of a public notice if a variance is requested.

Fees must be paid at time of application submittal.

Any variances required must be heard and approved by the Town Council after the Building Regulation Advisory Board has considered the item. The Variance will be heard by the Town Council, in the following month, (on the third Tuesday), after the Building Regulation Advisory Board's action, at the Town Council's regularly scheduled meeting.

Please see page 5 for required documents.

**\*\*NOTICE\*\***

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. PLEASE MAKE SURE THAT YOU, THE APPLICANT, HAVE CHECKED AND MARKED ALL ITEMS ON PAGE 5. THANK YOU.**

**TOWN OF GOLDEN BEACH**  
**APPLICATION FOR**  
**BUILDING REGULATION ADVISORY BOARD HEARING**

1. The application deadline date will be strictly complied with. No application shall be accepted after that date and time.
2. The Building Official and/ or the Building Director will review the application package. If it is determined that the application is incomplete, the item will be tabled and not placed on the Agenda for that month.
3. During the three (3) week period from deadline date to the hearing date, the following events shall take place in proper order:
  - a. During the first week of submittal, the Building Official, or agent will endeavor to review the application, and complete a comment sheet 15 days prior to the meeting. The critique sheet will specify all deficiencies for correction.
  - b. The critique sheet will be faxed, or emailed, to the applicant as soon as the review is completed.
  - c. If the deficiencies are substantial the application will be moved to the next scheduled meeting/hearing of the B.R.A.B.
  - d. If the deficiencies are minor, the applicant must submit the corrections including the revised paperwork within 5 days of the scheduled meeting/hearing. Corrections not received for a scheduled Agenda item will be deferred to the next B.R.A.B. meeting/hearing date.
4. A Notice of Hearing for variance will be mailed no later than 10 days before the date of meeting, as per Town Code.
5. During the third week all applications with plans and documents shall be properly arranged. One complete copy of the package will be given to the processor and the Friday, prior to the scheduled meeting one set will be delivered to each Board member. The Building Dept shall retain all originals for the records.
6. All applicants shall be made aware that incomplete applications or deficiencies not corrected in time as per these regulations, will not be included on the agenda, and are hereby rejected, and will be returned to the applicant.
7. After the meeting, three (3) copies of the approved items (one full size and 2 ledger) shall be retained by the building department, the applicant must request the two reduced sized sets for inclusion into the building permit package.

**TOWN OF GOLDEN BEACH  
BUILDING REGULATION ADVISORY BOARD  
SCHEDULE OF FEES**

Appropriate fee shall be paid at time of application. These fees are not refundable.

<u>Type of request</u>	<u>Fee</u>
1. Residence (new construction).....	\$300.00
2. Addition/Remodel of existing structure.....	\$225.00
3. Fencing, site walls, driveways, pool decks (charged per each item included in the plans)	\$150.00
4. Accessory Building or Structure.....	\$150.00
5. Swimming pools.....	\$100.00
6. Pool deck.....	\$100.00
7. Docks.....	\$100.00
8. Boat Lifts.....	\$100.00
9. Carports, awnings.....	\$100.00
10. Landscape plan review; required for new construction, addition and remodeling project. (submit plans with site plan elevations separate from the building plan approval package)	\$300.00
11. Resubmissions, based on original fee paid...	75.0%
12. Zoning Variances and special exceptions, per variance or exception:	
a. First variance/ exception. ....	\$750.00
b. Per additional variance/exception, for the same initial variance (example: request for a dock, affecting two different codes	
c. When a variance is granted, the property owner, at his expense, shall have the resolution for the variance recorded in the public records of Miami-Dade county, and two (2) certified copies of the recorded resolution shall be submitted to the Town for inclusion into the property records	
d. If the Town Council grants a variance, a building permit must be secured within two years of the approval date or the variance will become null and void	
13. Request to the Board for verification of any section of the Zoning Code, For each Section to be verified.....	\$100.00

**TOWN OF GOLDEN BEACH  
BUILDING REGULATION ADVISORY BOARD  
SCHEDULE OF FEES**

14. Application for the legalization of construction built without the approval of the B.R.A.B., when the Board should have approved such construction, will be assessed a fee equal to four (4) times the regular fee applicable to the matter.

15. Special Requests for a meeting, variance, or waiver of plat hearing:

- a. For matters that have been heard, but the process had not been completed, i.e., tabled subjects, or unfinished subjects to be continued, the applicant must notify the Building & Zoning Department in writing if they would like the item continued

If the notification is received by the Department before the deadline for the next B.R.A.B. meeting, there will be no charge for the continuance. If the notification is received after the deadline, and the applicant still wants the matter included in the agenda for the next meeting, there will be a special fee of

\$200.00

- b. If the agenda has already been prepared and the applicant wants the matter to be heard, the request must be received in writing to be added to the agenda at the beginning of the meeting with the approval of the Building Official or Building & Zoning Director. There will be a special fee of

\$200.00

- c. When a special meeting or hearing of the B.R.A.B. is requested by an applicant, for either a new matter or continuance of a subject already heard, there will be a special fee for a 2 hour time period of

\$500.00

If the time limit is exceeded, an additional fee of ½ of the fee will be assessed for the second time period

\$250.00

TOWN OF GOLDEN BEACH  
APPLICATION FOR  
BUILDING REGULATION ADVISORY BOARD HEARING

Applicant check here	Complete application, sign, and notarize.	Bldg Dept Use
	<p>If a zoning variance is applied for, the petition for variance, pages 9, 10 and 11 shall be submitted with the application and shall include:</p> <ol style="list-style-type: none"> <li>Property Legal Description</li> <li>Property Folio number</li> <li>Street address</li> <li>Owners of record</li> <li>Owner and agent names and signatures properly notarized.</li> </ol>	
	<p>Eight (8) property surveys, building plans, Warranty Deeds, and applications (1 original, 7 copies). Survey not older than six (6) months. Completed sets are to be submitted as follows: Seven (7) copies no larger than 11" x 17" &amp; 1 original at full size. Sixteen (16) copies are required for a variance, (15 copies no larger than 11" x 17" and 1 original at full size). Each completed package shall consist of 1 each of an application, survey, Warranty Deed and building plans. Submit 1 CD with all documents included</p>	
	<p>Conceptual construction drawings prepared and signed by a licensed design professional that shall include, at a minimum, the following:</p> <ol style="list-style-type: none"> <li>Site plan at a scale not less than 1/8" = 1'-0" (Include grade elevations)</li> <li>Proposed Floor Plan views, at a scale not less than 1/4"=1'-0"</li> <li>Cross and longitudinal sections preferably through vaulted areas, if any.</li> <li>Typical exterior wall cross section.</li> <li>Full elevations showing flat roof and roof ridge height and any other higher projections.</li> <li>Sample board of construction materials to be used.</li> <li>Existing and proposed ground floor elevations (NGVD).</li> <li>Grading &amp; Drainage Calculations</li> <li>Zone 3 Properties: Affidavit of Seawall Conformity</li> </ol>	
	<p>Landscaping Plan, separate from building plan package, prepared and signed by a licensed landscape design professional: Each completed package shall consist of 1 each of an application, existing landscape survey, Warranty Deed, landscape plans with building site plans. Seven (7) 11 x 17 and One (1) full size set. Submit 1 CD with all documents included. Mark CD accordingly (separate from building)</p>	
	<p>First Floor and Second Floor area calculations marking the geometrical areas used to calculate the overall floor areas.</p>	
	<p>Colored rendering showing new or proposed addition Work marked with the applicable address.</p>	
	<p>Estimated cost of proposed work. For additions/remodels fair market value of property showing land value and structure value separately.</p>	
	<p>Site plan detailing construction site personnel parking.</p>	

TOWN OF GOLDEN BEACH  
APPLICATION FOR  
BUILDING REGULATION ADVISORY BOARD HEARING

Application fee: \_\_\_\_\_

Request hearing in reference to:

New residence/addition: \_\_\_\_\_ Variance(s): \_\_\_\_\_  
Exterior alterations: \_\_\_\_\_ Other Structure: \_\_\_\_\_  
Date application filed: \_\_\_\_\_ For hearing date: \_\_\_\_\_

1. Project information:

Project description: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Folio #: \_\_\_\_\_

Address of Property: \_\_\_\_\_

2. Is a variance(s) required: Yes \_\_\_\_\_ No \_\_\_\_\_ How Many? \_\_\_\_\_  
(If yes, please submit variance application form for each request).

Owner's Name: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Owner's address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Email address: \_\_\_\_\_

Agent: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Agent's address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Email address: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

3. Describe project and/ or reason for hearing request: \_\_\_\_\_

4. The following information is submitted for assisting in review:

Building Plans:

Conceptual: \_\_\_\_\_ Preliminary: \_\_\_\_\_ Final: \_\_\_\_\_

Other: \_\_\_\_\_

5. Estimated cost of work: \$ \_\_\_\_\_

Estimated market value of: \_\_\_\_\_ Land \$ \_\_\_\_\_

Building \$ \_\_\_\_\_

(Note: If estimated cost of work is 40% of the market value of the building an independent appraisal is required).

TOWN OF GOLDEN BEACH  
APPLICATION FOR  
BUILDING REGULATION ADVISORY BOARD HEARING

6. Is hearing being requested as a result of a Notice of Violation? \_\_\_\_\_
7. Are there any structures on the property that will be demolished? \_\_\_\_\_
8. Does legal description conform to plat? \_\_\_\_\_
9. Owner Certification: I hereby certify that I am the owner of record (\*) of the property described in this application and that all information supplied herein is true and correct to the best of my knowledge.

Signature of owner(s): \_\_\_\_\_

Acknowledged before me this \_\_\_\_\_ day of, 20\_\_\_\_\_

Type of identification:

\_\_\_\_\_

\_\_\_\_\_  
Notary Public

Owner/Power of Attorney Affidavit:

I, being duly sworn, depose and say I am the owner (\*) of the property described in this application and that I am aware of the nature and request for: \_\_\_\_\_

\_\_\_\_\_ relative to my property and I  
am hereby authorizing \_\_\_\_\_ to be my legal  
representative before the Building Regulation Advisory Board and Town Council.

\_\_\_\_\_  
Signature of owner(s)

Acknowledged before me this \_\_\_\_\_ day \_\_\_\_\_ 20\_\_\_\_\_

Type of identification:

\_\_\_\_\_

\_\_\_\_\_  
Notary Public

(\*) If owner of record is a corporation then the president with corporate seal, the president and the secretary (without corporate seal), or duly authorized agent for the corporation may execute the application, proof that the corporation is a corporation in good standing.

TOWN OF GOLDEN BEACH  
APPLICATION FOR  
BUILDING REGULATION ADVISORY BOARD HEARING

Property Address: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Agent's Name: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Board Meeting of: \_\_\_\_\_

NOTE: 1. **Incomplete applications will not be processed.**  
2. Applicant and/or architect must be present at meeting.

Application for: \_\_\_\_\_  
Lot size: \_\_\_\_\_  
Lot area: \_\_\_\_\_  
Frontage: \_\_\_\_\_  
Construction Zone: \_\_\_\_\_  
Front setback: \_\_\_\_\_  
Side setback: \_\_\_\_\_  
Rear setback: \_\_\_\_\_  
Coastal Construction: Yes \_\_\_\_\_ No \_\_\_\_\_ East of coastal const. control line: Yes \_\_\_\_\_ No \_\_\_\_\_  
State Road A1A frontage: \_\_\_\_\_  
Swimming pool: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
Fence Type: \_\_\_\_\_ Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
Finished Floor elevation N.G.V.D.: \_\_\_\_\_  
Seawall: \_\_\_\_\_ Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
Lot Drainage: \_\_\_\_\_  
How will rainwater be disposed of on site? \_\_\_\_\_

Adjacent use (s): \_\_\_\_\_  
Impervious area: \_\_\_\_\_  
% of impervious area: \_\_\_\_\_  
Existing ground floor livable area square footage: \_\_\_\_\_  
Proposed ground floor livable area square footage: \_\_\_\_\_  
Existing 2<sup>nd</sup> floor livable area square footage: \_\_\_\_\_  
Proposed 2<sup>nd</sup> floor livable area square footage: \_\_\_\_\_  
Proposed % of 2<sup>nd</sup> floor over ground floor: \_\_\_\_\_  
Vaulted area square footage: \_\_\_\_\_  
Vaulted height: \_\_\_\_\_  
Color of main structure: \_\_\_\_\_  
Color of trim: \_\_\_\_\_  
Color & material of roof: \_\_\_\_\_  
Building height (above finished floor elevation): \_\_\_\_\_  
Swale: (Mandatory 10'-0" from edge of payment, 10 ft. wide x 1 ft. deep minimum): \_\_\_\_\_

Existing trees in Lot: \_\_\_\_\_ in Swale: \_\_\_\_\_  
Proposed trees in Lot: \_\_\_\_\_ in Swale: \_\_\_\_\_  
Number & type of shrubs: \_\_\_\_\_  
Garage Type: \_\_\_\_\_ Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
Driveway width & type: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



TOWN OF GOLDEN BEACH  
ACKNOWLEDGEMENT and AFFIDAVIT BY OWNER  
Chapter 46 Waterways of the Code of Ordinances  
Article IV Seawalls and Docks.

Affidavit by Owner:

Folio No.: \_\_\_\_\_ Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Being duly sworn, deposes and says: That He/She is the Owner named in the permit application for construction or other related work to be performed on, or in connection with, the premises, as indicated above, and is in agreement that granting of a permit for construction on said premises, agrees to repair, or replace said seawall in question, to a conforming 4 foot elevation and to replace/and or repair any deteriorated seawall or portion thereof, as required by the Town's Code of Ordinances, Article IV "Seawalls and Docks, The Dept. of Environmental Resource Management, and the Florida Building Code 2010.

\_\_\_\_\_  
Signature of Owner or Legal Representative  
Print Name: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public State of Florida at Large

\_\_\_\_\_ Personally know to me      \_\_\_\_\_ Produced Identification

TOWN OF GOLDEN BEACH  
BUILDING REGULATION ADVISORY BOARD  
APPLICATION FOR  
PETITION FOR VARIANCE

Date: \_\_\_\_\_

Fee: \_\_\_\_\_

I, \_\_\_\_\_ hereby petition the Town of Golden Beach for a variance from the terms of the Town of Golden Beach Code of Ordinances affecting property located at: \_\_\_\_\_ Folio No. \_\_\_\_\_

As specified in the attached "Application for Building Regulation Advisory Board" and related supporting material.

1. The Variance requested is for relief from the provisions of (**list section number(s) of the Town of Golden Beach Code of Ordinances**): \_\_\_\_\_

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

2. In order to recommend the granting of the variance, it must meet all the following criteria (please provide a response to each item):

- a. The Variance is in fact a Variance from a zoning regulation as set forth within the Zoning Chapter of the Town Code. \_\_\_\_\_

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

- b. Special conditions and circumstances exist which are peculiar to the land or structure involved, and which are not applicable to other lands or structures in the same district. \_\_\_\_\_

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

- c. The special conditions and circumstances do not result from the actions of the applicant. \_\_\_\_\_

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

- d. Granting the Variance requested will not confer on the applicant any special privilege that is denied by the Zoning Chapter of the Town Code to other lands or structures in the same district. \_\_\_\_\_

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

TOWN OF GOLDEN BEACH  
BUILDING REGULATION ADVISORY BOARD  
PETITION FOR VARIANCE

3. Literal interpretations of the provisions of the Zoning Chapter of the Town Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of zoning regulations and would work unnecessary and undue hardship on the applicant. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The Variance granted is the minimum Variance that will make possible the reasonable use of the land or structure. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. The granting of the Variance will be in harmony with the general intent and purpose of the Town Code and the Variance will not be injurious to the area involved or otherwise detrimental to the public welfare. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the Variance being requested comply with all the above listed criteria?  
\_\_\_\_\_Yes \_\_\_\_\_No

6. Our code states that submission of a written statement is invited and encouraged. Has the applicant (petitioner) explained the variance to the owners of the nearest adjacent residences and sought their approval in writing? \_\_\_\_\_Yes \_\_\_\_\_No.  
Please attach any written letters of no objection to this petition.

7. Is this request related to new construction? \_\_\_\_\_Yes \_\_\_\_\_No

8. Is construction in progress? \_\_\_\_\_

9. Is this request as a result of a code violation? \_\_\_\_\_

10. Did this condition exist at the time property was acquired? \_\_\_\_\_Yes \_\_\_\_\_No

11. Is this request sought as a remedy to a case to be heard, or action taken by the Special Magistrate? \_\_\_\_\_

12. Do you have a building permit? \_\_\_\_\_Yes \_\_\_\_\_No

Building Permit No. \_\_\_\_\_ Date issued: \_\_\_\_\_

TOWN OF GOLDEN BEACH  
BUILDING REGULATION ADVISORY BOARD  
PETITION FOR VARIANCE  
AFFIDAVIT BY OWNER

Affidavit by Owner for Variance Request(s):

Folio No.: \_\_\_\_\_ Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Being duly sworn, deposes and says: That He/She is the Owner named in the application for Building Advisory Board for the hearing date of \_\_\_\_\_ relating to Variance requests for construction or other work to be performed on, or in connection with, the premises located as indicated in the application.

I acknowledge notification by The Town of Golden Beach, that granting of a variance(s) by The Town Council, is conditioned on the following:

1. That a Building Permit for the contemplated work pursuant to the Variance must be issued within two (2) years from the date of the approval of the Resolution granting such variance request.
2. If a Building Permit is not issued within the two (2) year time limit set then the Resolution granting the Variance approval will be null and void.
3. That as the applicant, and at my own expense, I shall record a certified copy of the Resolution in the public records of Miami-Dade County and return two (2) certified copies to the Golden Beach Town Hall for inclusion into my property records.

\_\_\_\_\_  
Signature of Owner or Legal Representative

Sworn to and subscribed before me this \_\_\_\_\_ day of, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public State of Florida at Large

\_\_\_\_\_Personally know to me      \_\_\_\_\_Produced Identification