VILLAGE OF EL PORTAL
VILLAGE COUNCIL
PLANNING & ZONING COMMITTEE MEETING
AGENDA
TUESDAY, OCTOBER 3, 2017
7:30 PM

A. CALL TO ORDER

B. MOMENT OF SILENT MEDITATION & PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES
   E1. Minutes for October 2nd, 2017 for Planning & Zoning Committee Meeting

F. GOOD & WELFARE (NOTE: This section of the agenda is reserved in the spirit of a representative democracy “of, by, and for the people” and is specifically provided as a mechanism for the input and solutions on matters of concern of Villagers. We request that comments be limited to 3 minutes per person, and that speakers and the audience maintain proper decorum at-large. The speaker should keep to only issues on the agenda.)

G. AGENDA ITEMS:
   G1. Tishler Bise presentation and discussion
   G2. Variance request for property on 400 NE 88 Street (Masonry Wall)
   G3. Variance request for property on 420 NE 88 Street (Garage Conversion)
   G4. Draft ordinance and Exhibit A to the ordinance for updates to the zoning fees in the Code of Ordinances.
   G5. Discussion on Staff recommendations of Fee Schedule
   G6. Draft ordinance for Medical Marijuana Dispensaries
   G7. Plusurbia Contract

“Pursuant to Florida Statutes, Chapter 286.0105: If a person decided to appeal any decision made by the Board, Agency or Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.”
H. **GOOD & WELFARE:** (NOTE: This section of the agenda is reserved in the spirit of a representative democracy "of, by, and for the people" and is specifically provided as a mechanism for the input and solutions on matters of concern of Villagers. We request that comments be limited to 3 minutes per person, and that speakers and the audience maintain proper decorum at-large. *The speaker may speak on any issue of concern.*)

I. **ADJOURNMENT**

Members:
Mayor Claudia V. Cubillos, Chairperson
Vice-Mayor Omarr C. Nickerson, Vice-Chairperson
Councilperson Harold E. Mathis, Jr., Member
Councilperson Werner Dreher, Member
Councilperson Vimari Roman, Member

"Pursuant to Florida Statutes, Chapter 286.0105: If a person decided to appeal any decision made by the Board, Agency or Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."
<table>
<thead>
<tr>
<th>STATUS</th>
<th>ACTIVITY • GOAL • PROJECT INITIATOR</th>
<th>START</th>
<th>END</th>
<th>1: PuShibia, LLC</th>
<th>2: Redevelopment of the Trailer Park</th>
<th>3: Development Agreement Impact Fees</th>
<th>4: Parking in swale area/swale area maintenance revised swale material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>16-Mar. belief workshops are needed. A motion to meet for PZ to be placed on process in progress</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>In progress</td>
<td>In progress</td>
</tr>
<tr>
<td>Meeting Moved from Code Enforcement on March 13th Code Enforcement</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>Ongoing</td>
<td>In progress</td>
<td>In progress</td>
</tr>
</tbody>
</table>

**Planning & Zoning Committee Tracking Report**
VILLAGE OF EL PORTAL, FLORIDA

ORDINANCE NO.

CODE OF ORDINANCES: LAND DEVELOPMENT AMENDMENTS

AN ORDINANCE OF THE VILLAGE OF EL PORTAL, FLORIDA, AMENDING THE CODE OF ORDINANCES CHAPTER 5, APPENDIX - PERMIT FEE SCHEDULE, ZONING FEES, IN ORDER TO AMEND THE ZONING FEES; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR CONFLICTS, REPEALER, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the Village of El Portal has established Zoning fees in Chapter 5 of the Code of Ordinances; and,

WHEREAS, these fees have not been updated in many years, and currently are some of the lowest municipal permitting fees in Miami-Dade County; and,

WHEREAS, with an increase in new development and new investments in to existing building in El Portal, the Village requested that Planning and Zoning staff revisit the existing permit fee schedule and bring these permit fees up to date and to be more in line with peer municipalities in Miami-Dade County; and,

WHEREAS, text amendments to the Appendix to Chapter 5, Permit Fee Schedule, Zoning Fees are necessary to implement the changes in these permit fees.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF EL PORTAL, FLORIDA:

SECTION 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance upon adoption hereof.

SECTION 2. The Code of Ordinances of the Village of El Portal is hereby amended to read as set forth in "Exhibit A" to this ordinance.

SECTION 3. All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 4. If any section, part of section, paragraph, clause, phrase or word of this Ordinance is declared invalid, the remaining provisions of this Ordinance shall not be affected.
SECTION 5. It is the intention of the Village Council that the provisions of this Ordinance shall become and be made a part of Ordinance No. _____ as amended and known as the “Code of Ordinances” of the Village of El Portal, Florida, which provisions may be renumbered or re-lettered and the word ordinance be changed to “section”, “article”, or other appropriate word to accomplish such intention.

SECTION 6. If the Official Code of Ordinances of the Village of El Portal Tables of Contents or other reference portions is affected by these provisions, then changes are approved as a part of this Ordinance.

SECTION 7. This ordinance shall become effective _____, 2018.

PASSED AND ADOPTED THIS _____ DAY OF ___________, A.D. 2018.

APPROVED:

CLAUDIA V. CUBILLOS
MAYOR

ATTEST:

YENISE JACOBI
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

JOSEPH GELLER
CITY ATTORNEY
VILLAGE OF EL PORTAL
PLANNING AND ZONING
500 NE 87th Street
El Portal, FL 33138
PHONE 305-795-7880     FAX 305-795-7884

APPLICANT:            Sophie Watso
SUBJECT ADDRESS:      400 NE 88th Street – Residence

PUBLIC HEARING(s):
1. Planning and Zoning Committee (PZC)
2. Village Council Meeting

DATE AND TIME:        January 9, 2018; 7:30pm

2018-PZ-001
Zoning Variance – Wall

1. Application:
THE APPLICANT IS REQUESTING TO CONSTRUCT A MASONRY WALL WITHIN THE SECONDARY FRONT SETBACK ALONG NE 4TH AVENUE, WHICH PURSUANT TO SECTION 24-B.15.(g)(1)(A). REQUIRES APPROVAL BY PROCESS OF VARIANCE.

A VARIANCE IS PROCESSED PURSUANT OF SECTION 17.58 - REQUIREMENTS, WHICH REQUIRES COUNCIL APPROVAL WITHIN THE ZONE 3 (Z3) SUB-URBAN RESIDENCE.

1. PROPERTY HISTORY:
The current structure was built in 1950 as a single-family residential building – as permitted under ‘Sec. 24-3. - RSF single-family residential district’ now Zone 3 of the Code of Ordinances. The property is a corner lot with a Principal Front Setback (the front yard) facing NE 88th Street and a Secondary Front Setback (the side yard) facing NE 4th Avenue.

(a) Transect Zone Description.
Zone 3 - Sub-Urban Zone
Zone 3 consists of low Density Residential areas. The majority of land in the Village of El Portal is designated as Zone 3 Transect Zone.

(b) Existing Wall Condition.
According to the survey there is an existing four (4) foot high masonry wall with stucco finish wall at 13.64’ setback on the Secondary Front Setback (Layer 2) along NE 4th Ave.

2. APPLICATION REQUEST:

(a) Applicant Request.
Applicant wants to replace the existing a four (4) foot masonry wall with stucco finish along the Secondary Front Setback (Layer 2) with a four (4) foot masonry wall with stucco finish along the property line of the Secondary Frontage along NE 4th Avenue (Layer 1). In summary, the applicant will be relocating a wall along NE 4th Avenue to be located along the sidewalk line, rather than set back 13.64’ from the sidewalk as it is currently.
(b) Code of Ordinances Fence Standards

SEC. 24-B.15. ZONE 3 (Z3) SUB-URBAN RESIDENCE

(1) Location:

B. Front Yard and Side Yard. No wall, fence, hedge, or other obstruction shall be permitted within the Principal Front Setback or the Secondary Front Setback, with the exception of masonry or coral rock walls with a maximum height of four (4) feet, subject to approval by process of Variance.

Principal Front Setback: 25 feet.
Secondary Front Setback: 15 feet.

3. STAFF RECOMMENDATION: APPROVAL.

Approval is recommended for this masonry wall as it meets the height and materials criteria for walls that are built along the sidewalk (rather than in line with the house): 24-B.15.(g)(1)A.:

(1) Location:

Front Yard and Side Yard. No wall, fence, hedge, or other obstruction shall be permitted within the Principal Front Setback or the Secondary Front Setback, with the exception of masonry or coral rock walls with a maximum height of four (4) feet, subject to approval by process of Variance.

Pursuant of Sec. 17-58 Requirements and Procedures for Variances and administrative adjustments (b) (5) e. The grant of the variance will be in harmony with the general intent and purpose of this zoning code, and the variance will not be injurious to the area involved or otherwise detrimental to the public welfare.
To: Village of El Portal  
Planning & Zoning Board/Village Council  
500 NE 87 Street  
El Portal, FL 33138

Re: 400 NE 88 Street  
El Portal, FL 33138  
Folio # 18-3206-023-0570

Date: November 5, 2017

VARIANCE REQUEST – LETTER OF INTENT  
NEW PRIVACY WALL & GATES

Members of the Board and Council,

Please accept this letter as a formal Letter of Intent for a variance request at the above-mentioned property. The property currently consists of two structures: a one-story main residence, and a detached two-story guest cottage.

The project overall scope of work is to remove a previous addition to the existing one-story main residence that was done in the 1980s (?), and replace with a slightly larger addition, more in tune with the original architecture.

This specific variance request is for a new privacy wall & gate, primarily along the south & west property line, and along the front façade of the building. The wall shall be 4'-0" high, CMU construction with stucco finish, and a rounded cap. There are two gates, one along the west side, and another on the north side. The new privacy wall was designed based on an existing privacy wall on site that will be removed. Please see attached plans and concept images for reference.

Thank you in advance for your review. Feel free to reach me if you have any questions or comments, or require additional information.

Mauricio Salazar  
AR97987  
LEED AP, BD+C  
Salto Design Lab

Salto Design Lab  
618 NE 191 Terrace  
Miami, FL 33179  
305.975.4427  
mauricio@saltodesignlab.com
ADMINISTRATIVE VARIANCE APPLICATION

When approved, this variance must be validated through issuance of a valid Building Permit.

This application and supporting documents are submitted by:

SOPHIE WATSON
(Owner of Property)

Application is made for:
NEW 4'-0" HIGH PRIVACY WALL AND GATES.

(Type of variance requested)

Property address and legal description
400 NE 88 STREET, EL PORTAL, FL 33138
LOT 8, IN BLOCK 27, OF EL PORTAL SECTION SEVEN, ACCORDING TO
THE PLAT THEREOF, AS RECORDED IN PLATBOOK B, PAGE 14
OF PUBLIC RECORDS OF MIAMI DADE COUNTY, FLORIDA.

OWNER AFFIDAVIT

I, SOPHIE WATSON, being first duly sworn, depose and say that I am the legal owner
of record of the property described and which is the subject of the proposed administrative variance, and
that all statements and representations made are true and correct.

I acknowledge that I am subject to penalties of law, including the laws on perjury, and to possible
revocation of this variance for any false or misleading statements in this application.

Sworn to and subscribed to
before me this 20th day
of October 2021.

Jan. 31, 2021
Commission Expires

KAITLYN ELIZABETH WATSON
Notary Public
State of Minnesota
My Commission Expires
January 31, 2021

The applicant must submit the completed packets to the Village Clerk at least four (4) weeks prior to the next
Planning & Zoning Committee Meeting in order to be placed the agenda. All fees and reimbursement costs must be
paid before the hearing date. As per the Village Code, the residents within 375 feet of the property and the public in
general must be noticed 15 days prior to the meeting date.
Location of new privacy wall & gates.
TYPICAL PRIVACY WALL & GATE ELEVATION VIEW

NEW 48" HIGH ALUMINUM GATE WITH SELF CLOSING, SELF LATCHING HARDWARE. PROVIDE SHOP DRAWINGS.

ROUND CAP

4'-0" (V.I.F.)

TOP OF WALL

4'-0"

TOP OF GRADE VARYS

STRUCTURAL DETAILS

REFER TO ARCHITECTURAL DRAWINGS.

8X8 MIN. WITH 2 # 5 CONT.
PROVIDE BEND BARS AT ALL CORNERS AND INTERSECTIONS.
REFER TO ARCHITECTURAL DRAWINGS FOR GEOMETRY.
4'-40" MAX. HIGH, 8" MASONRY WALL, WITH #8 # 32" O.C.

SF-1 REFER TO SCHEDULE FOR SIZE AND REINFORCING.

REFER TO SITE PLAN PROPOSED GRADE.

NOTE:
REFER TO FLOOR PLAN AND ARCHITECTURAL SITE PLAN FOR LOCATION AND LIMITS.

PRIVACY WALL DETAIL
1/8" = 1'-0"
Existing privacy wall & gate. Inspiration for new design.
Front Elevation
View from sidewalk on corner of NE 88 Street and NE 4 Ave

Salto Design Lab
618 NE 191 Terrace
Miami, FL 33179
305.975.4427
mauricio@saltozdesignlab.com
Side Elevation
View from street on NE 4 Ave.

Salto Design Lab
618 NE 191 Terrace
Miami, FL 33179
305.975.4427
mauricio@saltodesignlab.com
Existing wall & gate elevation
View from sidewalk on NE 4 Ave

Salto Design Lab
618 NE 191 Terrace
Miami, FL 33179
305 975 4427
mauricio@saltodesignlab.com
Existing wall & gate elevation
View from sidewalk on NE 4 Ave

Salto Design Lab
618 NE 191 Terrace
Miami, FL 33179
305.975.4427
mauricio@saltodesignlab.com
PROPERTY PHOTOS

Existing wall & gate elevation
View from inside property (courtyard area)

Salto Design Lab
618 NE 191 Terrace
Miami, FL 33179
305.575.4427
mauricio@saltodesignlab.com
Existing planter on west side of building
Proposed wall & gate connects to existing planter

Salto Design Lab
618 NE 191 Terrace
Miami, FL 33179
305.975.4427
mauricio@saltodesignlab.com
Similar wall on corner of NW 1 Ave and NW 88 Street

Similar wall on corner of NW 1 Ave and NW 89 Street
VARIANCE REQUEST FEES/REIMBURSEMENTS

The following is a list of applicant fees for submitting a variance request to the Planning and Zoning Board/Village Council.

Filing Fee: $25.00

All plans and specifications filed with the office as required by section 5-18 of the Village Code shall be accompanied by a filing fee of $25.00 (Appendix to Chapter 5 Permit Fee Schedule; CD5:25)

Zoning Fees:

Single Family Variance $200.00
Multifamily Variance $600.00
Commercial Variance $600.00

Zoning fees, Section 1, Schedule of Requests: Fees (Appendix to Chapter 5 Fee Schedule; CD5:33)

Reimbursement Costs:

Certified/Return Receipt Letter to Applicant $5.21
Letter to Notify Residents with 375 feet $0.75

Section 24-56. Public hearings: fees. Any applicant requesting and obtaining a public hearing on an application for change of zoning or other amendment to this chapter, site plan or special exception approval, or for a variance pursuant to this chapter, shall pay to the Village Clerk upon the adoption of the resolution calling the public hearing required hereby, the sum specified in the village fee ordinance as cost of advertising, publishing, and mailing the notices required by this chapter. (Ord. No. 198, 3-13-90)

Variance fee payments are to be made out to the Village of El Portal.

The applicant must submit the completed packets to the Village Clerk at least four (4) weeks prior to the next Planning & Zoning Committee Meeting in order to be placed the agenda. All fees and reimbursement costs must be paid before the hearing date. As per the Village Code, the residents within 375 feet of the property and the public in general must be noticed 15 days prior to the meeting date.
The applicant must submit the completed packets to the Village Clerk at least four (4) weeks prior to the next Planning & Zoning Committee Meeting in order to be placed the agenda. All fees and reimbursement costs must be paid before the hearing date. As per the Village Code, the residents within 375 feet of the property and the public in general must be noticed 15 days prior to the meeting date.
VILLAGE OF EL PORTAL
VILLAGE CLERK'S OFFICE
500 N.E. 87TH STREET
EL PORTAL, FLORIDA 33138
(305) 795-7880 (PHONE)
(305) 795-7884 (FAX)

VARIANCE REQUEST CHECKLIST

The following is a checklist of applicant requirements for submitting a variance request to the Planning & Zoning Board/Village Council. Retain the completed copy for your records.

1. LETTER OF INTENT: (One (1) Original & Seven (7) Copies) Fully describes what the applicant is requesting, justification for the request, and steps taken to mitigate any negative impacts to neighbors or the surrounding properties.

2. APPLICATION: (One (1) Original & Seven (7) Copies) Must be fully completed, signed and notarized by the applicant and property owner.

3. SURVEY: (Eight (8) Copies 8.5 X 11 Unless Otherwise Requested) A recent survey of the property showing the location of the improvements that the applicant is requesting.

4. PLANS, SKETCHES, COLOR PHOTOS: (Eight (8) Copies 8.5 X 11 Unless Otherwise Requested) A graphical representation of the requested improvement, clear enough that height, color, size, and construction materials can be determined.

5. COLLATE ITEMS: Collate items 1-4 into eight (8) separate packets as follows: five (5) for the Village Council, two (2) for the Village Clerk, one (1) for the Building Official and the original for the public file.

6. FILING FEE: $25.00

7. VARIANCE FILING FEE: Single Family $200.00; Multifamily $600.00; Commercial $600.00

8. REIMBURSEMENT COSTS: To be determined by the Village Clerk, specifically calculated to reimburse the Village for postage, printing, copying and any other related costs. A listing of reimbursement costs for filing a variance can be found on the Variance Request Fee & Reimbursement page.

The applicant must submit the completed packets to the Village Clerk at least four (4) weeks prior to the next Planning & Zoning Committee Meeting in order to be placed the agenda. All fees and reimbursement costs must be paid before the hearing date. As per the Village Code, the residents within 375 feet of the property and the public in general must be noticed 15 days prior to the meeting date.
2017-PZ-002
Zoning Variance –
Garage Conversion

1. Application:
The Applicant is requesting to enclose an existing one-car garage for use as a personal office / den, which pursuant to Section 5-66 of the Code of Ordinances requires Village Council approval by process of variance.

A variance is processed pursuant of Section 17.58 - Requirements, which requires council approval within the zone 3 (Z3) Sub-Urban Residence.

1. Property History:
The current 1,272 square foot structure was built in 1950 as a single-family residential building – as permitted under ‘Sec. 24-3. - RSF single-family residential district’ now Zone 3 of the Code of Ordinances. The property has a Principal Front Setback (the front yard) facing NE 88th Street. A one-car garage faces the Principal Frontage on NE 88th Street.

(a) Transect Zone Description.
Zone 3 - Sub-Urban Zone
Zone 3 consists of low Density Residential areas. The majority of land in the Village of El Portal is designated as Zone 3 Transect Zone.

(b) Existing Garage Condition.
According to the Site and Architectural Plans, there is an existing garage that is 12.25 feet wide with a garage door that is 7.25 feet wide and impact windows and a door on the west facade.

2. Application Request:

(a) Applicant Request.
The Applicant wants to convert the existing one car garage to a one room personal office/den. The proposed conversion plans do not include plumbing, bathroom, or kitchen facilities.
The Applicant is requesting to convert the garage into office space to be used as a personal office, on the grounds that the existing rooms in the single-family residence are no longer sufficient space for both the growing family and the personal work space needed by the Applicant.

The Applicant requests to alter the front façade of the garage: to eliminate the garage door and replace it with impact glass window 10 feet wide and 4 feet high with concrete block underneath. The existing front yard, landscaping, and driveway will remain unaltered. The existing driveway is designed for two parked cars.

(b) Code of Ordinance Garage Enclosure Standards.

Sec. 5-66. Garage Enclosure. *It shall be unlawful to enclose a garage for living space unless a variance is granted by the village council upon a showing of good cause.*

3. **STAFF RECOMMENDATION: APPROVAL WITH CONDITIONS.**

Pursuant of Sec. 17-58 Requirements and Procedures for Variances (b) (5) e. the Applicant shows good cause for enclosure of the garage for use as a personal office / den, as the existing residence is limited in square footage, and the proposed conversion will not include any plumbing, bathroom, or kitchen facilities.

However, the grant of the Variance as presented is not in complete harmony with the general intent and purpose of the Zoning Code because the garage door will be replaced with a window, and this will alter the general character of the front yards of residential properties in El Portal.

Therefore, **Approval with Conditions** is recommended for this garage conversion with the condition that the garage door remain in place along the front façade. The Applicant may choose to install windows or doors on the east or west facades of the garage space in lieu of installing a large window on the north, Principal façade of the garage space.
El Portal Planning & Zoning Committee  
Village of El Portal  
500 NE 87th Street  
El Portal, FL 33138

Variance Request Letter of Intent:

This letter is written to explain my intention in requesting variance for a conversion of my garage to a den/office space at the address: 420 NE 88th Street.

I currently have a one car garage that I would like to convert to a one room home office/den. The project will entail eliminating the garage door, enclosing the space by replacing the garage door with an impact glass window (approximately 10 feet in width and 4 feet in height) and concrete block underneath, and raising the floor of the garage according to code. The exterior wall will be painted the same off white to match the existing paint on the home. I plan to install landscaping under the window along the width of that North facing wall.

There will be NO new bathroom, kitchen, or plumbing involved in the project. No new entryway into the home is being created.

I do not envision any negative impacts to my neighbors and surrounding properties. In fact it is very reasonable to assume that the project will enhance the property value thus positively impacting my neighbors and the Village as a whole. Since moving in to the home in October of 2014 I have been a very proactive homeowner in improving the home both structurally and aesthetically as my neighbors can easily attest to.

Please refer to the attached plan and pictures for further details.

I greatly appreciate your consideration in allowing this variance.

Regards,

[Signature]

Gregory J Alfred  
Home Owner  
305-812-5206  
gregorystx@gmail.com
Surveyor’s Legend

Property Address:
420 N.E. 88 STREET
EL PORTAL, FL 33138

Flood Information:
Community Number: 120640
Panel Number: 12066C0302
Suffic: L
Date of Firm Index: 9/11/2009
Flood Zone: X
Base Flood Elevation: N/A
Date of Field Work: 10/2/2014
Date of Completion: 10/3/2014

Legal Description:
LOT 6, BLOCK 27, EL PORTAL, SEC. 7, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 13, PAGE 14, OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA.

PRINTING INSTRUCTIONS:
While viewing the survey in any Acrobat Reader, select the File Drop-down and select “Print.” Select a color printer, if available, or at least one with 8.5” x 14” paper. Select ALL for Print Range, and the # of copies you would like to print out. Under the “Page Scaling” please make sure you have selected “None.” Do not check the “AutoRotate and Center” button. Check the “Choose Paper size by PDF” checkbox. Click OK to Print.

Certified To: GREGORY ALFRED; EMPIRE TITLE SERVICES, INC; OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY; BBVA COMPASS; its successors and/or assigns as their interest may appear.

Please Copy below for Policy Preparation Purposes only:
This policy does not issue against loss or damage by reason of the following exclusions. Any rights, easements, interests or claims which may exist by reason of, or reflected by, the following facts shown on the survey prepared by MIGUEL ESPINOZA, dated 09/03/2014, bearing Job # A-52661.

(a) NO NOTES

(b) 0

M.E. Land Services, Inc.
10665 SW 190TH Street, Suite 3110
MIAMI, FL 33157
PHONE:(305) 740-3319 FAX:(305) 669-3190 LB # 6463
WWW.MELANDSERVICES.COM

Survey:A-52661
Client File #: E14-0336
Page 2 of 2 Not valid without all pages.
ELEVATIONS OF GARAGE/ DEN AREA

for

GREGORY ALFRED

at 420 N.E. 88 STREET EL PORTAL FL.

ARTHUR PYLE ARCHITECT /

DATE: 11-8-17*
Example of proposed garage conversion. Work completed by contractor I am using: Quirino Construction
Chapter 5 - BUILDING AND BUILDING REGULATIONS

***

APPENDIX TO CHAPTER 5 - PERMIT FEE SCHEDULE

***

ZONING FEES

Section 1. Schedule of Requests; Fees.

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Filing Fee</th>
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<tr>
<td>Variances</td>
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<tr>
<td>--- Single-family</td>
<td>$200.00</td>
</tr>
<tr>
<td>--- Multifamily/commercial</td>
<td>$600.00</td>
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<tr>
<td>Use-exception</td>
<td>$600.00</td>
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<tr>
<td>Signs</td>
<td>$200.00</td>
</tr>
<tr>
<td>Single-family-residential</td>
<td></td>
</tr>
<tr>
<td>--- Alteration to existing residence</td>
<td>$200.00</td>
</tr>
<tr>
<td>--- New structure</td>
<td>$300.00</td>
</tr>
<tr>
<td>--- Accessory building</td>
<td>$100.00</td>
</tr>
<tr>
<td>--- Over 200 square-feet</td>
<td>$100.00</td>
</tr>
<tr>
<td>Fence</td>
<td>$100.00</td>
</tr>
<tr>
<td>Swimming pool</td>
<td>$100.00</td>
</tr>
<tr>
<td>Docks</td>
<td>$100.00</td>
</tr>
<tr>
<td>--- Plus, per-slip</td>
<td>$50.00</td>
</tr>
<tr>
<td>Carport, awnings</td>
<td>$500.00</td>
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*Amendments to the Code of Ordinances are indicated with deletions indicated by strikethrough, and insertions by underline.
<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Filing Fee</th>
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<tbody>
<tr>
<td>Zoning Change</td>
<td>$0.75 p/ lot sf w/ min. $350 max. $10,000</td>
</tr>
<tr>
<td>Zoning Change Non Residential</td>
<td></td>
</tr>
<tr>
<td>Code Text Amendment</td>
<td>$10,000</td>
</tr>
<tr>
<td>Variances Residential</td>
<td>$500</td>
</tr>
<tr>
<td>Variances Non Residential</td>
<td>$2,000</td>
</tr>
<tr>
<td>Site Plan Review</td>
<td>$0.1 p/ lot sf w/ min. $350.00 max. $5,000.00</td>
</tr>
<tr>
<td>Special Exception</td>
<td>$3,500</td>
</tr>
<tr>
<td>Comprehensive Plan Changes</td>
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<tr>
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<td>≤10AC=$22,000</td>
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<td>Temporary Use Permits</td>
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<td>Administrative Appeals</td>
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<tr>
<td>Signs</td>
<td>$450</td>
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<tr>
<td>Fences</td>
<td>$300</td>
</tr>
<tr>
<td>Right of Way Vacation</td>
<td>$8,500</td>
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<tr>
<td>Single-family Alterations, Driveways, Pools,</td>
<td>$0.1 p/ lot sf w/ min. $350.00 max. $5,000.00</td>
</tr>
<tr>
<td>Additions</td>
<td></td>
</tr>
</tbody>
</table>

*Additional Fees may apply as per Sec. 17-52 - Cost Recovery
*Processes not listed will be billed as per Sec. 17-52 - Cost Recovery

Multifamily residential development and commercial development. Fees are based on the number of units or size of building in square feet, whichever cost is greater, as follows:

- Basic fee: $500.00
- (If in violation: $1,500.00)
- Plus site plan review: $1,000.00
- and formula fee, as outlined below

*Amendments to the Code of Ordinances are indicated with deletions indicated by strikethrough, and insertions by underline.
<table>
<thead>
<tr>
<th>Size of Building* (square-feet)</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Under 400 feet</td>
<td>$200.00</td>
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<tr>
<td>400 – 5,999</td>
<td>–400.00</td>
</tr>
<tr>
<td>6,000 – 11,999</td>
<td>–600.00</td>
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<tr>
<td>12,000 – 19,999</td>
<td>–800.00</td>
</tr>
<tr>
<td>20,000 – 27,999</td>
<td>1,000.00</td>
</tr>
<tr>
<td>28,000 – 37,999</td>
<td>1,200.00</td>
</tr>
<tr>
<td>38,000 – 47,999</td>
<td>1,400.00</td>
</tr>
<tr>
<td>48,000 – 59,999</td>
<td>1,600.00</td>
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<tr>
<td>60,000 – 71,999</td>
<td>1,800.00</td>
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<tr>
<td>72,000 – 85,999</td>
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<td>86,000 – 99,999</td>
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<td>100,000 – 174,999</td>
<td>2,400.00</td>
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<tr>
<td>175,000 – 249,999</td>
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<td>350,000 – 499,999</td>
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<tr>
<td>500,000 and over</td>
<td>3,200.00</td>
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*Applied where applicable

*Amendments to the Code of Ordinances are indicated with deletions indicated by strikethrough, and insertions by underline.
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<tr>
<th>Number of Units</th>
<th>Fee</th>
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<td>1–14</td>
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<tr>
<td>15–29</td>
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<td>30–49</td>
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<td>95–119</td>
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<td>120–149</td>
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<td>150–179</td>
<td>$1,600.00</td>
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<td>180–214</td>
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<tr>
<td>215–249</td>
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<td>250–324</td>
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<td>700–999</td>
<td>$2,800.00</td>
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<tr>
<td>1,000 and over</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

*Applied where applicable—

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*Amendments to the Code of Ordinances are indicated with deletions indicated by strike-through, and insertions by underline.
DISCUSSION ITEM: Chapter 17: Zoning Process Amendments

PUBLIC HEARING(s): Village Council Meeting

DATE AND TIME: January 9, 2018

1. Discussion Item:
The Village of El Portal has Zoning processes that are outlined in the Code of Ordinances. The processes are provided primarily in Chapter 17 of the Code, however there are references to Zoning processes throughout the Code of Ordinances, including in Chapter 5 and Chapter 24 of the Code. These processes have not been updated in many years, and some of the processes do not address new types of development applications that are being submitted to the Village. With an increased interest in development and new investments to existing properties in the Village, and with the recent adoption of a Form-Based Code, it has been suggested that the Zoning processes be analyzed and updated to meet the current needs of the Village.

2. Attachment:
The attached Zoning Process Analysis - Existing and Proposed Procedures provides background on the existing processes outlined in the Code of Ordinances, and staff's recommendations on how these processes could be streamlined, as well as how new processes can be introduced to reflect current development trends in the Village.

STAFF RECOMMENDATION:
This item was discussed initially with the Planning and Zoning Committee in July of last year. Staff Recommends that the Village Council consider these proposed process updates and provides direction to consultants on whether these process updates meet the policy goals of the Village.

If the Village Council is satisfied with the attached proposed Zoning process updates, then the next step will be to schedule a Code of Ordinances text amendment to update the Code of Ordinances. Adoption of the amended Zoning processes will require Planning and Zoning Committee review and recommendation, and two public hearings before the Village Council.
Step 1. Please refer to the appropriate sections of the Village's Code of Ordinances available at https://library.municode.com/fl/el_portal/codes/code_of_ordinances?nodeId=PTIICOOR when designing your project and completing this application.

Step 2. A pre-application meeting with Planning Staff may be scheduled at your convenience and will help in understanding the process and application requirements. We will be glad to assist you in any way possible.

Step 3. Complete the Application. Only a complete application will be reviewed by the Departments. This application, with all supplemental data and information, must be completed in accordance with the specific instructions in this application.

Step 4. Submit the application to The Village of El Portal Office. Once the completed application is reviewed by The Planning and Zoning Department, the applicant will be notified whether additional documentation is required and next steps (please see Village of El Portal Planning Review Procedure flow chart p.2).

Step 5. Once the permit is approved, you may proceed to obtain a certificate of use, business tax receipt, or building permit if applicable.
Pre-application review (optional) ( Anything from the envelope of the original structure out, Anything that affects the parking requirements or the number of units or uses. )

Planning and Zoning Director refers to process

10% Relocations of setbacks, lot coverage, etc.
Relocation of the technical requirements of the code.
New Uses or Change of Use.
Change of Zoning Designation, or text Amendment to the Code
Change of Land Use Classification, or text Amendment to the Plan

By Right
Site Plan Review
NEW CONSTRUCTION

Administrative Adjustments
Variance
Special Exception
Site Plan Review

Re-zoning
Site Plan Review

Comprehensive Plan Amendments
Site Plan Review

Additional Documentation Submittal and Fee
Planning and Zoning Director makes a recommendation to the Planning and Zoning Board

Planning and Zoning Director approves, Approve, Approve with conditions
Planning and Zoning Director denies

Planning and Zoning Director prepares a comprehensive written recommendation to the Planning and Zoning Board

Planning and Zoning Director prepares a comprehensive written recommendation to the Planning and Zoning Board

Notice of intent to accept application

Planning and Zoning Public Hearing
Appeal

Planning and Zoning Public Hearing
Planning and Zoning Public Hearing
Planning and Zoning Public Hearing
Planning and Zoning Public Hearing
Planning and Zoning Public Hearing
Planning and Zoning Public Hearing
Planning and Zoning Public Hearing
Planning and Zoning Public Hearing
Planning and Zoning Public Hearing
Planning and Zoning Public Hearing

Approve
Deny
Appeal

Approve
Deny
Appeal

Approve
Deny
Appeal

Approve
Deny
Appeal

Approve
Deny
Appeal

Review by Building Department (*Additional Documentation may be Required)

Finalized Permit

adopt and ordinance expressing an intent to adopt rezoning

adopt and ordinance expressing an intent to adopt amendments

State Review

Village Council Public Hearing 1
Village Council Public Hearing 2
Village Council Public Hearing 1
Village Council Public Hearing 2
Village Council Public Hearing 1
Village Council Public Hearing 2
Village Council Public Hearing 1
Village Council Public Hearing 2
APPLICATION TYPE REQUESTED
Please check each type of application you are applying for:

- [ ] By Right (Site Plan Review for new construction)
- [ ] Administrative Adjustment
- [ ] Variance
- [ ] Special Exception (Site Plan Review)
- [ ] Comprehensive Plan Amendments (Site Plan Review)
- [ ] Re-Zoning (Site Plan Review)

ADDRESS OF PROPERTY AND FOLIO NUMBER
Information available at [www.miamidade.gov/pa/property_search.asp](http://www.miamidade.gov/pa/property_search.asp)

| Property Address: |
| Folio Number: |

APPLICANT INFORMATION SHEET

| Property Owner’s Name: |
| Mailing Address, City, State, Zip |
| E-mail Address |
| Phone Number | Cell Phone Number: |
| Name of Agent (Contractor and Architect may act as agents) |
| Mailing Address, City, State, Zip |
| E-mail Address |
| Phone Number | Cell Phone Number: |

OWNER AFFIDAVIT

I, __________________________, being first duly sworn, depose and say that I am the legal owner of record of the property described and which is the subject of the proposed Temporary Use Permit and Occupancy Permit, and that all statements and representations made are true and correct.

I acknowledge that I am subject to penalties of law, including the laws on perjury, and to possible revocation of this variance for any false or misleading statements in this application.

Print Owner’s Name __________________________ Owner’s Signature __________________________

Sworn to and subscribed to before me this _____day of ______________ 201__.

Name: __________________________
Notary Public - State of Florida
Commission no: __________________________
My commission expires: __________________________
VILLAGE OF EL PORTAL  
PLANNING AND ZONING DEPARTMENT  
500 NE 87th St, Miami, FL 33138  
Telephone No. 305.795.7880

BY RIGHT CHECKLIST

☐ Pre-application meeting with planning staff. (optional)
☐ Application fee paid in full.
☐ Completed application.
☐ Letter of Intent. Describe the request in full.
☐ Signed and notarized Affidavit.
☐ Proof of ownership. A copy of the most recent tax bill, property appraiser's office record or a copy of the most recent recorded warranty deed is required.
☐ Survey, less than six (6) months old, signed and sealed by a by a Florida registered surveyor and mapper.
☐ Project Plan, use clouding to identify the area of new work.
☐ Sketches and/or color photographs. Any graphical representation of the requested changes to clearly describes the proposal.
☐ Other data as required. (Planning official may request additional information)

Note: Please provide two (2) printed copies of the application material. For new construction or an addition of more than 50% of the total area of the existing structure a site plan review is required.

VARIANCE CHECKLIST

☐ Pre-application meeting with planning staff. (optional)
☐ Application fee paid in full.
☐ Completed application.
☐ Letter of Intent. Describe the request in full. Explain the purpose of the application, benefit(s) in the change and reasons why this application should be approved. Specify the exact nature of the use or operation applied for, together with any pertinent technical data, which will clarify the proposal.
☐ Signed and notarized Affidavit.
☐ Proof of ownership. A copy of the most recent tax bill, property appraiser's office record or a copy of the most recent recorded warranty deed is required.
☐ Survey, less than six (6) months old, signed and sealed by a by a Florida registered surveyor and mapper.
☐ Project Plan, scaled and dimensioned with appropriate area calculations as necessary. Use clouding to identify the area of new work. Clearly mark setbacks, heights, areas, etc.
☐ Sketches and/or color photographs. Any graphical representation of the requested changes to clearly describes the proposal.
☐ Other data as required. (Planning official may request additional information)

Note: Please provide seven (7) printed copies of the entire Variance application along with one (1) digital copy of all required material.

ADMINISTRATIVE ADJUSTMENT CHECKLIST

☐ Pre-application meeting with planning staff. (optional)
☐ Application fee paid in full.
☐ Completed application.
☐ Letter of Intent. Describe the request in full. Explain the purpose of the application, benefit(s) in the change and reasons why this application should be approved. Specify the exact nature of the use or operation applied for, together with any pertinent technical data, which will clarify the proposal.
☐ Signed and notarized Affidavit.
☐ Proof of ownership. A copy of the most recent tax bill, property appraiser's office record or a copy of the most recent recorded warranty deed is required.
☐ Survey, less than six (6) months old, signed and sealed by a by a Florida registered surveyor and mapper.
☐ Project Plan, use clouding to identify the area of new work.
☐ Sketches and/or color photographs. Any graphical representation of the requested changes to clearly describes the proposal.
☐ Other data as required. (Planning official may request additional information)

Note: Please provide seven (7) printed copies of the entire Administrative Adjustment Application along with one (1) digital copy of all required material.

SPECIAL EXCEPTION CHECKLIST

☐ Pre-application meeting with planning staff. (optional)
☐ Application fee paid in full.
☐ Completed application.
☐ Letter of Intent. Describe the request in full. Explain the purpose of the application, benefit(s) in the change and reasons why this application should be approved. Specify the exact nature of the use or operation applied for, together with any pertinent technical data, which will clarify the proposal.
☐ Signed and notarized Affidavit.
☐ Proof of ownership. A copy of the most recent tax bill, property appraiser's office record or a copy of the most recent recorded warranty deed is required.
☐ Survey, less than six (6) months old, signed and sealed by a by a Florida registered surveyor and mapper.
☐ Site Plan Review required (please see Site Plan Review Requirements)
☐ Other data as required. (Planning official may request additional information)

Note: All Please provide a copy of reduced 11"x17" set of plans for scanning and copying. Please provide seven (7) printed copies of the entire Variance application along with one (1) digital copy of all required material.
SITE PLAN REVIEW REQUIREMENTS

According to Sec. 17-53 (e) Submittal requirements: Any application for site plan approval shall include the following information:

1. Letter of intent describing the nature of the request and any other pertinent information.
2. Application fee.
3. A legal description, including the section, township, and range.
4. Site boundaries clearly identified, and ties-to-section corners.
5. Proposed land uses.
6. Location and height of all structures and total floor area with dimensions to lot lines, and designations of use.
7. Building separations dimensioned.
8. Vehicular circulation system for cars, bicycles, and other required vehicle types, with indication of connection to public rights-of-way.
   Location of all parking and loading areas.
9. All adjacent rights-of-way, with indication of ultimate right-of-way line, centerline, width, paving width, existing median cuts and intersections, street light poles, and other utility facilities and easements. Location of all cross streets and driveways within 350 feet of property limits.
10. Pedestrian circulation system.
11. Provider of water and wastewater facilities.
12. Existing and proposed fire hydrant locations.
13. The following computations shall be provided in a legend:
   a. Gross acreage.
   b. Net acreage. Gross acreage covered by the property excluding road easements and rights-of-way, if any.
   c. Number of dwelling units and density for residential uses only.
   d. Square footage of ground covered by buildings or structures and designation of use.
   e. Required number of parking spaces.
   f. Number of parking spaces provided.
   g. Front, side(s), rear setbacks required and provided.
   h. Pervious, impervious and paved surfaces, in square footage and percentage.
   i. Open space, in square footage and percentage.
10. Site plan location sketch, including section, township, and range, showing adjacent property owners.
11. Geometry of all paved areas including centerlines, dimensions, radii, and elevations.
12. Location of trash and garbage disposal system and provisions for accessibility to garbage trucks.
13. Loading areas and provisions for accessibility to vehicles of the required type.
14. Areas for emergency vehicles and fire engines, and provisions for accessibility to vehicles of the required type.
15. Location of septic tank and drain field, if applicable.
16. Street names and addresses, or a range of addresses, for any proposed building within the site plan, in conformity with village standards.

   a. All addresses must be reviewed and approved by the planning and zoning director or his or her designee. New addresses associated with a site plan shall be submitted at the time of site plan application. All other addresses shall be submitted in a format acceptable to the village manager or his or her designee.
   b. Address assignment shall be based on the primary frontage the site faces or accesses. The primary frontage can be either a public or private right-of-way. Driveways serving as access to a location which connect to the primary frontage cannot be used for addressing purposes.
17. A recent survey prepared by a Florida registered surveyor and mapper, certified as to meeting the requirements of the applicable section of the Florida Administrative Code, reflecting existing natural features, such as topography, vegetation, existing paving, existing structures, and water bodies.
18. Landscape plan and irrigation plan with landscape calculations, existing tree survey with indication of existing native vegetation that will be preserved, as required herein.
19. Lighting plan showing photometric measurements and spillage onto adjacent properties and rights-of-way.
20. Sign plan, for all signs which will be on site.
21. A 24-inch by 36-inch color rendition of the building elevations of all four sides. This must be set upon an easel in the lobby of the place of the village council meeting at least 30 minutes prior to any village council meeting where the site plan will be considered. In addition, five copies of an 11-inch by 17-inch color renderings depicting the architectural design elements and theme for all sides of a building structure. All sides of a building structure are required to possess similar architectural design elements and theme that is depicted on the primary side of the same building structure.
22. Pavement markings and traffic signing plan.
23. Schematic water and sewer plan including the location and size of all mains and lift stations.
24. Paving, grading, and drainage plan showing location of all drainage features, and retention areas at two-foot elevation intervals.
25. Materials chart requirement:
   a. All applicants for site plan approval, where applicable, shall create and present to the village council a materials chart, which shall consist of actual samples, indicating the color, type and the manufacturer's name and identifying numbers of roofing materials, and the color, type and the manufacturer's name and identifying numbers of paint, to be used in the project.
   b. The village shall maintain the materials chart until the issuance of the certificate of completion or the certificate of occupancy, and for such additional time as it may determine is necessary.
   c. The applicant shall also provide the village with the information from the materials chart in written form, including the name of the manufacturer and the manufacturer's designation number for each item used on the materials chart. This sheet shall be attached to the site plan application and shall be incorporated as part of the application.
26. Applications submitted that utilize an existing approved site plan, shall either include: A current "as built" or existing conditions survey delineating all buildings, parking spaces and easements of record; or the certification of a surveyor, engineer or architect, duly licensed by the state, that the existing conditions are identical with those shown on the submitted site plan.
27. If deemed necessary by village planning director, a traffic study shall be submitted by the applicant.
28. Two full sets of plans reviewed and approved by the Miami-Dade County Fire and Rescue Department. An original stamp and signature from the fire and rescue department is required. If plans change significantly prior to site plan approval, village staff may determine that an additional review by the fire and rescue department is required.
29. Other such information as required by the village planning director.
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<tr>
<th>Department</th>
<th>Approval Options</th>
<th>Name</th>
<th>Date</th>
<th>Signature</th>
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<td>Building Department</td>
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<td>Village Manager (or designee)</td>
<td>Approval, Approval with Conditions (see back), Denial</td>
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<td>Miami-Dade County Fire Department</td>
<td>Approval, Approval with Conditions (see back), Denial</td>
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<tr>
<td>Planning and Zoning Committee</td>
<td>Approval, Approval with Conditions (see back), Denial</td>
<td></td>
<td>Date of Public Hearing</td>
<td>Signature</td>
</tr>
<tr>
<td>Village Council (1st Reading)</td>
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<td></td>
<td>Date of Public Hearing</td>
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</tr>
<tr>
<td>Village Council (2nd Reading)</td>
<td>Approval, Approval with Conditions (see back), Denial</td>
<td></td>
<td>Date of Public Hearing</td>
<td>Signature</td>
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VILLAGE OF EL PORTAL
PLANNING AND ZONING DEPARTMENT
500 NE 87th St, Miami, FL 33138
Telephone No. 305.795.7880

VILLAGE OF EL PORTAL DEPARTMENTS - CONDITIONS - FOR OFFICIAL USE ONLY

Conditions

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Name __________________________ Date ______________ Signature ______________

For official use only

Permit # ______________
Receipt # ______________