



# City of Coral Gables

## Administrative Order of the City Manager

**Administrative Order No.:** 2022-03 **Title:** Uniform Notices Required to be Posted by Applicant

**Ordered:** September 19, 2022 **Effective:** September 19, 2022

### AUTHORITY

Coral Gables Zoning Code Section 14-108.7, Section 15-102,

### PURPOSE

The purpose of this Administrative Order ("AO") is to provide for uniform posting requirements for notices that are posted pursuant to the Coral Gables Zoning Code.

### APPLICABILITY

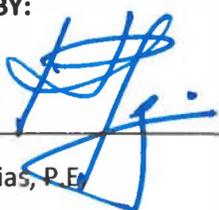
This AO applies to notices required to be posted on properties that are subject to review by the Planning and Zoning Board, Board of Adjustment, Historic Preservation Board, Development Review Committee ("DRC"), and Board of Architects.

### POLICY AND PROCEDURES

Where notice is required to be posted on a property pursuant to the Coral Gables Zoning Code for both public hearings and DRC meetings, the applicant shall be responsible for the posting. The posting shall comply with Zoning Code Section 15-102, incorporated herein by reference. Furthermore, the City shall provide a template for the applicant to utilize for the posting that bears the City's brand and seal. In addition to the information required by Section 15-102, the notice shall list the address/s of the subject property listed on the development application. The notice shall be posted on a wooden stake on each street side of the property. For frontages that are 200 feet or more, two equally spaced signs shall be required on each qualifying street side. Where site conditions prevent the erection of a wooden stake, the notice shall be neatly and prominently posted using clear tape on an existing structure or by such other means as would provide reasonable notice to passersby.

The applicant shall submit a signed affidavit indicating that it has complied with the City's notice requirements regarding posting.

**APPROVED BY:**

  
\_\_\_\_\_  
Peter J. Iglesias, P.E.  
City Manager

  
\_\_\_\_\_  
Date

Section 15-102. Notice.

In every case where a public hearing is required pursuant to the provisions of these regulations and other applicable Florida Statute requirements, the City shall provide a Notice of Public Hearing in the manner set out in this section and as summarized in the following table:

**Types of Public Notices 1, 2**

**Timing of Notice Before...**

<b>Type of Application</b>	<b>Type of Notice</b>	<b>Board Public Hearing (if required)</b>	<b>First Commission Public Hearing (if required)</b>	<b>Second Commission Public Hearing (if required)</b>
<i>Abandonment and Vacations<sup>3</sup></i>	Publication	10 days		10 days
	Posting	10 days		
	Mail	13 days	13 days	
<i>Annexation</i>	Publication	10 days		10 days
	Mail	13 days		
<i>Appeals</i>	Publication	10 days		10 days
	Posting	10 days		
	Mail	13 days	13 days	
<i>Board of Architects</i>	Posting	5 days		
<i>Comprehensive Plan Amendments</i>				
Small Scale Map Amendments	Publication	10 days		10 days
	Posting	10 days		
	Mail	13 days	13 days	
Compliance Agreement with the State	Publication	10 days	10 days	10 days
Comprehensive Plan Map, other than Small Scale	Publication	10 days	7 days	5 days
Comprehensive Plan Text Amendments, affecting specific properties	Mail	13 days	13 days	

<b>Type of Application</b>	<b>Type of Notice</b>	<b>Board Public Hearing (if required)</b>	<b>First Commission Public Hearing (if required)</b>	<b>Second Commission Public Hearing (if required)</b>
<i>Conditional Use</i>	Publication	10 days		10 days
	Posting	10 days		
	Mail	13 days	13 days	
<i>Coral Gables Mediterranean Architectural Design Special Location Site Plan Review</i>				
<i>Coral Gables Mediterranean Architectural Design Special Location Site Plan Review</i>	Publication	10 days		10 days
	Posting	10 days		
	Mail	13 days	13 days	
<i>Development Agreement</i>				
General	Publication	7 days	7 days	7 days
	Posting	10 days		
	Mail	13 days		
<i>Affected Property Owners</i>				
<i>Historic Preservation: Designations and Certificate of Appropriateness</i>				
Designation of Landmark or District	Publication	10 days		
	Posting	10 days		
	Mail	13 days		
Certificate of Appropriateness (Special)	Publication	10 days		
	Posting	10 days		
	Mail	13 days		
Certificate of Appropriateness (Special) with Variance	Publication	10 days		
	Posting	10 days		
	Mail	13 days		
<i>Moratorium and Zoning in Progress</i>				
Moratorium	Publication	10 days	7 days	5 days
	Mail	13 days	13 days	
Zoning in Progress	Publication	10 days	7 days	5 days

<b>Type of Application</b>	<b>Type of Notice</b>	<b>Board Public Hearing (if required)</b>	<b>First Commission Public Hearing (if required)</b>	<b>Second Commission Public Hearing (if required)</b>
<i>Planned Area Development Designation</i>				
	Publication	10 days		10 days
	Posting	10 days		
	Mail	13 days	13 days	
<i>Separation/Establishment of a Building Site</i>				
Administrative Building Site Determination	Post DRO determination			
Conditional Use	Publication	10 days		10 days
	Posting	10 days		
	Mail	13 days	13 days	
<i>Site Plan (MXD, PAD, other)</i>				
	Publication	10 days		10 days
	Posting	10 days		
	Mail	13 days	13 days	
<i>Subdivision Review for a Tentative Plat and Variances</i>				
	Publication	10 days		
	Posting	10 days		
	Mail	13 days		
<i>Subdivision Review for a Final Plat and Variances (Resolution)</i>				
	Publication		10 days	
	Mail		13 days	
<i>Transfer of Development Rights</i>				
Sending Site Plan Application	Publication	10 days		
	Posting	10 days		
	Mail	13 days	13 days	
Receiving Site Plan Application	Publication	10 days		10 days
	Posting	10 days		

Type of Application	Type of Notice	Board Public Hearing (if required)	First Commission Public Hearing (if required)	Second Commission Public Hearing (if required)
	Mail	13 days	13 days	
<i>University Campus District Modification to the Adopted Campus Master Plan</i>				
	Publication	10 days		10 days
	Posting	10 days		
	Mail	13 days	13 days	
<i>Variances</i>				
	Publication	10 days		
	Posting	10 days		
	Mail	13 days		
<i>Zoning Code Text Amendment (if affecting a limited number of property owners within an area)</i>				
	Publication	10 days		10 days
	Mail	13 days		13 days
<i>Zoning Code Text Amendment (Use Changes) - Amendment to text that changes actual list of permitted, conditional, or prohibited uses within a zoning category</i>				
	Publication	10 days	7 days	5 days
<i>Zoning District Map Amendment</i>				
Initiated by other than the City	Publication	10 days		10 days
	Posting	10 days		
	Mail	13 days	13 days	
	Publication	10 days		10 days
	Posting	10 days		
	Mail	13 days	13 days	
> 10 contiguous acres; City initiated	Publication	10 days	7 days	5 days
	Mail	13 days	13 days	

Applications which are not listed do not have public hearing notice requirements.

2 The City may announce time and dates of future proceedings in notices or at noticed meetings.

3 See City Code for additional advertising requirements per the City Code proceedings.

<sup>4</sup> Where the table differs from the substantive provisions within the zoning code the substantive provisions shall prevail.

<sup>5</sup> All mailed notice in this table include an additional 3 days to allow for mailing, only 10 days are required if notice is hand delivered.

A. Publication...

B. Posting of property.

1. Except as provided in Section 15-102.B.2. below, all specific property being considered at a public hearing shall be posted at least ten (10) days in advance of the public hearing, provided, however, that the posting of specific property shall not be required when the property subject to change constitutes more than ten contiguous acres. Such posting shall consist of a sign, the face surface of which shall not be larger than forty (40) square inches in area:

*Notice of Public Hearing*

*By [insert name of decision making body]*

*Phone [insert phone}*

*[insert email address]*

*Hearing date [insert date]*

*Application number [insert number]*

2. No posting shall be required for public hearings before the Board of Architects, unless the value of the proposed development exceeds seventy-five thousand (\$75,000) dollars.
3. The sign shall be erected in full view of the public on each street side of such property. Where large parcels of property are involved with street frontages extending over considerable distances, additional signs may be erected on the street frontage as may be deemed adequate by the Development Review Official to inform the public.
4. Failure to post specific property shall not affect any action or proceeding taken under these regulations of information.