



Carlos Alvarez, Mayor

Department of Environmental Resources Management

Code Coordination & Public Hearings

701 NW 1st Court, 2nd Floor

Miami, Florida 33136-3912

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miamidade.gov

DERM CODE COORDINATION & PUBLIC HEARINGS SECTION

***INSTRUCTIONS FOR APPLYING TO OBTAIN A
LETTER OF INTERPRETATION***

The applicant must submit:

1. *A letter of intent addressed to:*

*Christine Velazquez, Chief
DERM Office of Code Coordination & Public Hearings
701 N.W. 1 Court, Suite #200
Miami, Florida 33136*

*This letter shall indicate the proposed use of this project, its location and detailed description of the proposed operation. The letter shall also include i.e. (square footage, # of units, details on proposed used, etc.)
A contact name and a contact phone number.*

2. *One (1) copy of current survey of the property showing legal description, location map, all property dimensions.*
3. *You are advised that the issuance of a “Letter of Interpretation” generates fees; therefore, a non-refundable payment in the amount of \$160 will be required as up-front fee. Additional fees may be assessed depending upon the extent of the review; these additional fees would be in the amount of \$160 per each DERM Section that reviews the proposal. No letter will be released unless and until the full fee has been paid. The check shall be made payable to Miami-Dade County.*
4. *Be advised that the processing of these requests takes 5-7 working days.*

If you have any questions related to this matter please call: 305-372-6764

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