



The Village of Biscayne Park

640 NE 114th St., Biscayne Park, FL 33161

Telephone: 305 899 8000 Facsimile: 305 891 7241



Welcome to the Village of Biscayne Park! We hope that this booklet is helpful to you, as we strive to serve all our residents through:

Transparency, Integrity & Professionalism

Founded in 1933, the Village of Biscayne Park retains its heritage through tree-lined medians, original homes and our historic Log Cabin. Biscayne Park prides itself on its quality of life enjoyed by over 3,100 residents!

The Village employees work hard to provide the services that improve the quality of life of our residents. We welcome your feedback, questions, thoughts or concerns. **We are small in size, but large in the spirit of community and friendliness.** This packet provides information that will make living here a pleasure!

YOUR Village Commission:



Left to right: Mayor David Coviello, Commissioner Bob Anderson, Commissioner Fred Jonas, Commissioner Roxanna Ross and Commissioner Barbara Watts



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Welcome to the Village of Biscayne Park!

This booklet is being provided to assist you in the transition to your new home and new neighborhood. Information provided on:

- General Contacts
- Police Department
- Crime Watch
- Garbage / Bulk Trash / Recycling Collection
- Parks & Recreation Department
- Code Compliance Department
- Building / Permitting Department
- Village Boards & Committees

Additional information can also be found on our website at

www.biscayneparkfl.gov

While visiting our website, be sure to click on '**Sign up for E-Mail Updates**' and enter your e-mail address to receive e-mails on meetings, events, happenings, alerts, and other information that would be of benefit to you.





Village of Biscayne Park Contact Information

www.biscayneparkfl.gov

Subscribe to our E-Mail Update List on our website!

Department	Phone	Fax	Address	
Village Hall	305 899 8000	305 891 7241	640 NE 114th Street (East Side Entry)	33161
Police Department	305 893 7490	305 891 7241	640 NE 114th Street (West Side Entry)	33161
Public Works	305 893 4346	305 891 7241	893 NE 109th Street	33161
Recreation	305 893 3711	305 891 7241	11400 NE 9th Court	33161

Administrative E-Mail Contacts	
Village Manager: villagemanager@biscayneparkfl.gov	Code Compliance: code@biscayneparkfl.gov
Village Clerk: villageclerk@biscayneparkfl.gov	Building Dept: building@biscayneparkfl.gov
Police: policechief@biscayneparkfl.gov	Public Works: publicworks@biscayneparkfl.gov

Police Department Contact Information	
Crime, Medical, Fire or Other Emergency:	911
Non-Emergency Dispatch (via Miami Dade County):	305 4-POLICE (305 476 5423)
Office (information only - NO dispatch):	305 893 7490
CRIME WATCH OF BISCAYNE PARK	chairperson@biscayneparkcitizenscrimewatch.com

Mayor & Commissioners		
Mayor David Coviello	305 899 8000	dcoviello@biscayneparkfl.gov
Commissioner Robert "Bob" Anderson	305 899 8000	banderson@biscayneparkfl.gov
Commissioner Fred Jonas	305 899 8000	fjonas@biscayneparkfl.gov
Commissioner Roxanna Ross	305 899 8000	rross@biscayneparkfl.gov
Commissioner Barbara Watts	305 899 8000	bwatts@biscayneparkfl.gov

Utilities Information	
Waste Pro (Garbage/Trash/Recycling Collection)	305 651 7011
North Miami Water Utility	305 895 9880
Florida Power & Light (FP&L) Customer Service	305 442 8770

Regular Meetings (Dates and times subject to change - please check website calendar)	
Commission Meetings - 1st Tuesday of each month at 7:00PM (broadcast daily at 7:00PM on Comcast Channel 77).	
Planning & Zoning Board - 1st and 3rd Monday of each month at 6:30PM	
Code Compliance Board - 2nd Tuesday of each month at 7:00PM	<p>Meetings are held either at the Log Cabin or at Village Hall. Please check the website calendar for the exact location.</p>
Code Review Board - 1st and 3rd Wednesday of each month at 7:00PM	
Parks & Parkway Advisory Board - 3rd Wednesday of each month at 6:00PM	
Public Art Advisory Board - 2nd Wednesday of each month at 6:00PM	
Recreation Advisory Board - 4th Tuesday of each month at 6:30PM	



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Village of Biscayne Park Police Department



Contacting a Biscayne Park Police Officer: If you have an emergency, **call 911**. If you need to see a police officer for a non-emergency matter or file a police report for a prior incident, call the non-emergency number **305-4-POLICE (305 476 5423)**.

EMERGENCY EXAMPLES: Crime in progress, injured person, auto accident, fight in progress, property currently being damaged, property currently being stolen, someone breaking into a house or car, suspicious person, gunshots heard, screaming heard, etc. (when in doubt, call 911 – don't delay, just call 911)

NON-EMERGENCY EXAMPLES: Things that are not crimes and which are not a threat to your safety or anyone else's safety (e.g., barking dog, loud music, littering complaint, need a report for an old incident, etc.)

For everything else such as obtaining a copy of a report, leaving a message for a police officer that you want to return your call, r asking for general information, etc., call 305-893-7490/ Remember that your police officers are normally out on patrol and that no one will see your message until the next time an officer stops by the station. Do not call this number for any urgent matter! Instead call 911 or non-emergency 305-4-POLICE if you otherwise need an officer to respond to something now!!





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Citizens' Crime Watch of Biscayne Park (CCW of BP)



The Village of Biscayne Park is affiliated with Citizens' Crime Watch of Miami Dade <http://www.citizenscrimewatch.com/>. Monthly meetings are held in Doral with other county and municipal Crime Watch organizations. The county organization is invaluable to our local neighborhood watch network for a number of reasons including but not limited to providing information and materials to help educate the residents how to protect themselves and their property.

One purpose of neighborhood watch in Biscayne Park (CCW of BP) is to be the **"Eyes and Ears"** of the Police. First and foremost, do not take personal risk by inserting yourself in any situation, ever! If you see something that looks suspicious do not hesitate call the police by dialing 911. If you are not sure it's an emergency you can still dial 911, and the dispatcher will make that determination and handle your call accordingly. Knowing your neighbors and the neighborhood is critical to Neighborhood watch, so if something looks out of place, dial 911.

The largest number of crimes committed in Biscayne Park are burglaries to unlocked vehicles! Most houses targeted are those without an alarm system. If you make it difficult for criminals they tend to move on to the next target. ***Don't make yourself a victim*** .

Another important function of CCW of BP is to learn about how our Police Department functions and making connections with the Command Staff and Officers. In order to accomplish this, periodically we have meetings with our Police. The Chief, our Detective, and other Officers are in attendance to answer your questions and provide information to the residents. Please check the calendar on our website for the next scheduled meeting and join us!

If you are going out of town, you can request a **HOUSE WATCH ORDER**. The online form can be found on our website (www.biscayneparkfl.gov) under Resident Services, or on the Police Department page under Village Departments. Simply fill out the information requested and it will automatically send your request to the Police Department.

Presently there are approximately 750 members in the Crime Watch Network in Biscayne Park, and we want to get this number to over 1,000. If you are not part of the network, please send an e-mail to chairperson@biscayneparkcitizenscrimewatch.com to be added.



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Garbage, bulk trash and yard waste collection is provided by Waste Pro.

MONDAY



TRASH (bulk) and YARD WASTE

Placed at edge of pavement in front of the property **NO EARLIER** than 9:00am the day before collection and **NO LATER** than 7:00am the day of collection. Containers must be removed and placed out of sight by 9:00am the day following collection.

TUESDAY



GARBAGE

Unless side yard services is requested, container is placed at edge of pavement in front of the property **NO EARLIER** than 5:00pm the day before collection and **NO LATER** than 7:00am the day of collection. Containers must be removed and placed out of sight by 9:00am the day following collection.

FRIDAY



GARBAGE and RECYCLING

For recycling, container is placed at edge of pavement in front of the property **NO EARLIER** than 5:00pm the day before collection and **NO LATER** than 7:00am the day of collection. Containers must be removed and placed out of sight by 9:00am the day following collection.

Additional REMINDERS regarding trash and garbage collection:

Each residential unit will have a sufficient number of containers, not to exceed 40 gallons to accommodate all garbage, leaves and grass cuttings. Garbage bags must be inside a container when placed out for collection.

The Village of Biscayne Park will provide each residential unit with one (1) recycling container, either a 35-gallon or 65-gallon container. Please contact Village Hall to request a container at (305) 899 8000, or villagehall@biscayneparkfl.gov.

Containers must be kept in good condition and kept tightly closed at all times. Must be stored behind the face of the building and screened from view except when placed out for collection.

The maximum size of the pile (all trash and yard debris either bagged or in a container or in a pile) placed out for collection cannot exceed 2 cubic yards (3' x 3' x 6'). Please plan ahead and call first before placing out a pile larger than what is allowed as there is a fee for any pile that exceeds the maximum allowed.

If you need to make a service request regarding the collection of garbage, bulk trash, yard waste or recycling, you can go to our website at www.biscayneparkfl.gov, and click on the TracEZ link and submit your request online directly to Waste Pro; or you can call Waste Pro at 305 651 0711.



Village of Biscayne Park Parks & Recreation Department



The Recreation Department offers many programs, activities and events for you to enjoy!

The Ed Burke Recreation Center, our central park, includes a large tot-lot, a playground area suited for children of elementary school age, two baseball/softball fields and a soccer field. Court facilities include basketball, volleyball and racquetball.

Recreation Center Hours:

Monday through Thursday: 1:00pm to 7:00pm

Friday: 1:00pm to 6:00pm

Saturday: 10:00am to 6:00pm

Sunday: 12:Noon to 5:00pm

Park Grounds: Daily – Sunrise to Sunset

The Recreation Center building contains rooms that are used for meetings and classes, a game room, restrooms, kitchen/concession stand.

The center and the grounds are available for rent for group gatherings such as birthday parties, dinners, meetings and athletic events. Facility and Ground rental permits and more information are available at the Recreation Center and on the Village's website at www.biscayneparkfl.gov. Please call 305 893 3711 for availability and pricing.

On the website, be sure to click on the Activities and Events section under Recreation to find out more on all that the Recreation Center has to offer.

See you "at the park" !

For more information on events and programs at the Ed Burke Recreation Center, contact us at 305 893 3711, or via e-mail at recreation@biscayneparkfl.gov.

Village of Biscayne Park

Code Compliance Department

The main objective of the Code Compliance Department is to maintain and increase the safety and quality of life that all Village of Biscayne Park residents are entitled to. If you have any questions or would like to make an appointment with or Code Compliance Officer, please call Village Hall at 305 899 8000, Monday through Friday, 9:00am to 5:00pm, or e-mail code@biscayneparkfl.gov.

The following are the most violated codes:

YARD MAINTENANCE:

- Grass that is in excess of 8" is in violation and will be cited.
- Hedges that are not properly maintained.
- All bare areas of yard must be sodded or landscaped.

PAVING / PARKING:

- Driveways must be in good repair.
- All vehicles must be parked on the driveway and not on the lawn.

GARAGE SALES:

- Garage sales are allowed for up to two consecutive days, and twice per calendar year.
- A permit is required for all garage sales PRIOR to the event. Please visit Village Hall to obtain the permit.
- Signs advertising garage sales are NOT ALLOWED on medians, stop signs, street signs, utility poles, trees, or any public property. It is ONLY ALLOWED on the property having the garage sale.

RENTAL PROPERTY:

- It is the property owner's responsibility whether absentee or residing on the property to adhere and maintain all codes.
- A landlord permit is required annually. Please visit Village Hall to obtain the permit.

VEHICLES:

- All vehicles must be registered, operable and display a current tag.
- Commercial vehicles are not allowed on the public right of way, except when loading or unloading.

GARBAGE / TRASH / YARD WASTE:

- Garbage is considered kitchen waste and is picked up two times per week.
- Trash is other than kitchen waste (yard waste, cuttings, etc.). Up to two (2) cubic yards (3' x 3' x 6') will be picked up on time per week.
- Garbage and Trash is to be placed out for pick up no more than 24 hours prior to your scheduled pick up.
- Trash put out on the wrong day, or in excess of the two cubic yards will be charged a special pick up fee.

PAINT:

- Paint or other water resistant treatment is required on the exterior of structures.
- A permit is required for all exterior painting, including roofs. Please visit Village Hall to obtain the permit.

OUTDOOR STORAGE:

- Outdoor storage is prohibited. Any equipment, materials, household appliances, auto parts, building materials or furnishings cannot be stored outside.
- Portable Storage Units are allowed on a property for a maximum of 14 days. A permit is required for portable storage units. Please visit Village Hall to obtain a permit.

NOISE:

- Excessive noise during regular business hours can be reported to the Code Compliance Department. After hours or on weekends, contact the Police Department.



BUILDING DEPARTMENT

The purpose of the Village's Building Department is to safeguard the health, property and public welfare by overseeing and regulating construction and most home improvements. This is done through the permitting process.

This process carries with it certain responsibilities which include but are not limited to:

- Plan review
- Presentation of permit applications to the Village's Planning & Zoning Board
- Issuance of permits in a timely manner
- Scheduling of all applicable inspections
- Having a Building Official readily available for consultation and plan review

The Building Department is committed to continuing to provide professional, caring and personal customer service which includes telephone conferences and/or personal meetings with residents. Monthly updates relating to any changes in the permit process are provided to insure that our residents are treated with respect and provided with excellent customer service.

The Building Department also works closely with the Village's Code Compliance Department to provide current and relevant information regarding any code issues where our input will insure an efficient and agreeable outcome. Certificates of re-occupancy are also coordinated with the Code Compliance Department.

The Building Permit Coordinator and Building Official, as well as all of our inspectors involved in the day to day operation of the Building Department are and will continue to be committed to doing the best for the residents of the Village of Biscayne Park.

The next page provides you with some frequently asked questions (FAQs). But when in doubt, we urge you to contact us **BEFORE** you begin any home improvement project so that we may assist you.

Building Permit Coordinator
(305) 899 8000
Mon-Fri 9:00am to 5:00pm
building@biscayneparkfl.gov

Welcome to the Neighborhood!



BUILDING DEPARTMENT FREQUENTLY ASKED QUESTIONS

Q. When do I need a permit?

A. A permit is required for almost all work being done on your home, however there are a few exceptions such as interior painting.

Q. Why do I need a permit?

A. The permit process is in place to protect the homeowner by ensuring that the work was done correctly and to code. A record is kept in our property files, and if applicable, a copy is sent to the Property Appraiser's Office.

Q. How do I go about beginning the process?

A. Call or visit us at Village Hall and speak with the Building Manager for guidance and to fill out the appropriate forms. These forms can also be downloaded from the Village's website at www.biscayneparkfl.gov. . Click on DOWNLOAD PERMIT FORMS from the navigation bar.

Q. How much are permits?

A. Some permits have a standard fee, for example paint permits and garage sale permits. Most are based on the cost of the project and the Building Official will price the permit based on a set fee schedule.

Q. What can I do without a permit?

A. Landscaping, interior painting or any repair under \$100.

Q. How do I know if my contract is in good standing?

A. The Building Permit Coordinator will ask for a current license and insurance form from the contractor upon the submittal of an application, and it will be verified with the State of Florida.

Q. What happens to the permit when the job is completed?

A. The permit is filed in our property files. All pertinent paperwork will go into this file including all inspections pertaining to the project. You may review your property file at Village Hall.

Q. What kind of inspections do I need and why do I need them?

A. Different jobs require different types of inspections. For example a fence permit will require three (3) inspections which are coordinated during the work. The Building Permit Coordinator and/or your contractor will walk you through all the required inspections.

Q. Who can help me when I have an issue with the contractor, or if I don't like the way the job is going?

A. The Building Official is always available to meet with and intervene on behalf of the resident. The Building Official also serves as a liaison for the resident should State intervention be required.

Q. Are permits issued on the spot?

A. No, most request for permits must go before the Village's Planning & Zoning Board for approval before they are issued. The Board meets on the first and third Monday of each month. To be placed on the agenda, the process is scheduled through the Building Manager. Once approved, permits usually take 48 hours to complete.



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Village of Biscayne Park Boards & Committees

Village of Biscayne Park residents are invited to participate in the process of Village government. One of the most effective ways to provide input is through service on one of the advisory boards and committees. Through this service, civic minded citizens become involved in their local government and make recommendations to the Commission. The Village, in turn, benefits from the knowledge, experience and expertise of its residents

- Code Compliance Board**
- Planning & Zoning Board**
- Code Review Board**
- Parks & Parkway Advisory Board**
- Public Art Advisory Board**
- Recreation Advisory Board**

If you would like to find out more about any of these boards, please visit our website for more information. If you are interested in becoming a member, a Board Member Application form is also provided.

Regular Meetings (Dates and times subject to change - please check website calendar)	
Commission Meetings - 1st Tuesday of each month at 7:00PM (broadcast daily at 7:00PM on Comcast Channel 77).	
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