

STEVEN L COHEN + ASSOCIATES P.A., AIA  
ARCHITECTS • INTERIOR DESIGNERS

June 27, 2019

City of Miami Beach  
Attn: Planning Department  
1700 Convention Center Drive  
Miami Beach, FL 33139

**Re: 6618 Collins Avenue, Miami Beach, Florida**  
**DRB Application No.: 19-0428**

**DRB Admin Review: Reviewer Monique Fons**

1. The following documents are missing and must be uploaded to CSS E-review:  
-Application, Checklist, Letter of Intent, Label Documents (Certified Letter, Owners List, Radius Map and Gum Labels).

**Response:** Acknowledged, documents have been uploaded to the E-review system as part of the resubmittal. Checklist and Pre-Application meeting not required as per James Murphy.

2. Application uploaded through Documents/Attachments must be uploaded to E-review.  
-Power of Attorney Affidavit -page 5 of the application is incomplete.  
-Disclosure is incomplete. Person(s) having the ultimate ownership for each entity must be disclosed.

**Response:** Acknowledged, corrected documents have been uploaded to E-review as part of the resubmittal.

The following fees are outstanding and will be invoiced prior to the Notice to Proceed deadline Monday July 15, 2019:

1. Advertisement - \$1,500
2. Posting - \$100
3. Mail Label Fee (\$4 per mailing label) – \$ (\$4 p/ mailing label)
4. Courier - \$ 70
5. Board Order Recording - \$ 100
6. Variance(s) - \$ (\$500 p/ variance)
7. Sq. Ft Fee - \$ (50 cents p/ Sq Ft.)



Total Outstanding Balance = \$ ALL FEES MUST BE PAID BY Wednesday July 17, 2019

In addition to the fees, the following shall be provided to the Department no later than the Final CAP and Paper submittal deadline Monday July 08, 2019, before 12 p.m. (Tardiness may affect being placed on the agenda):

- One (1) ORIGINAL application (Proper signed and notarized affidavits and Disclosures must be provided).
- One (1) original Letter of Intent.
- One (1) original set of architectural plans signed, sealed and dated.
- One (1) original signed, sealed and dated Survey.
- Two (2) sets of Mailing labels must be provided including Letter certifying the labels, radius map, gummed labels, and Labels CD done with the proper Excel format specified by the Planning Department.
- Any additional information/documents provided (i.e. traffic studies, concurrency, etc., etc.).
- 14 collated sets including copies of all the above: application form, letter of intent, plans, survey and any additional information/documents provided.
- A CD/DVD containing a digital version of the documents and plans submitted. The CD must be in the proper format specified by the Planning Department (Each document must be less than 15MB).

Response: Acknowledged.

#### **DRB Plan Review: Reviewer Fernanda Sotelo**

1. Mailing labels and associated documents are missing.

Response: Mailing labels and associated documents have been uploaded to E-review as part of the resubmittal in addition to original hard copies provided.

2. Missing Letter of Intent.

Response: Mailing Letter of Intent has been uploaded to E-review as part of the resubmittal in addition to original hard copy provided.

3. Proposed sign does not have details (refer to JGM Comments). If part of this DRB application, provide drawings for the sign.

Response: Sign notation added to the sections on sheet A-3.0 as per James Murphy's comments.

4. Provided survey is older than 6 months old. Update survey.

Response: Updated survey is in progress and will be uploaded to E-review in addition to original hard copies provided upon completion, as per conversation with Monique Fons.



## **DRB Plan Review: Reviewer James Murphy**

### **PERTINENT INFO:**

The CAP and Paper Final submittal deadline is 1:00 PM on 07/08/19 for the September 03, 2019 meeting.

- Fifteen (15) 11x17 drawing sets (in color) labeled Final Submittal, including one (1) original set of 11x17 architectural plans dated, signed and sealed.
- A cd/dvd containing a digital version of the documents and plans submitted. The CD must be in the proper format specified by the Planning Department.
- All other associated fees due 07/17/2019

### **DRAFT NOTICE:**

DRB19-0428, 6616-6618 Collins Avenue. An application has been filed requesting a one-year Extension of Time for a previously issued Design Review Approval for modifications to an existing building including the demolition of an existing exterior wall and glass windows and installation of a new glass storefront system.

#### **1. GENERALLY**

- a. Missing mailing labels and cd survey

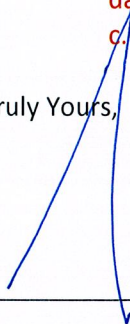
**Response:** Mailing labels and associated documents have been uploaded to E-review as part of the resubmittal in addition to original hard copies provided.

#### **2. DEFICIENCIES IN ARCHITECTURAL PRESENTATION**

- a. Add details of sign, method of construction, materials etc if this is part of the application, otherwise remove. Sign should be individual reverse channel letter back lit. No raceway. Disconnect switch on letter.
- b. Add "FINAL SUBMITTAL" to front cover title for heightened clarity of reference for next deadline. Also drawings need to be dated.
- c. Add narrative response sheet

**Response:** a. Sign notation added to the sections on sheet A-3.0 as per James Murphy's comments.  
b. Cover page modified to indicate "DRB Final Submittal" as requested, and all drawings dated 06.27.2019 for resubmittal  
c. Narrative comment response provided per this document.

Very Truly Yours,



Steven L. Cohen, A.I.A. – President  
Steven L. Cohen & Associates, P.A.