

CATEGORY I – APPLICATION DOCUMENTS

- Property documents
- Application
- LOI
- Mailing labels
- Pre-application checklist

LETTER OF INTENT

Land Use Board Hearing Application

06-08-2020 - FINAL SUBMITTAL

To: **CITY OF MIAMI BEACH**
Design Review Board

Project: 5800 PINETREE DR, MIAMI BEACH FL 33140

Folio: 02-3211-014-0870

PLANS #: **DRB19-0494**

I, Corinna Keller, owner of the existing Two-story single family home built in 1928 and located at 5800 Pinetree Dr, Miami Beach, FL 33140 would like to present to the Design Review Board the project submitted to the Building Department (Permit # BR1903234), in order to obtain the **Variance** approval to reduce the required rear setback of 15 ft to 4'-10" (existing).

The project encompasses a **new addition of 280 SQ.FT.** on the second floor in order to enlarged an existing studio and make this a larger space encompassing a bedroom + living room/studio. We recently lost one of our parents, who lived in Ohio and the surviving spouse is 79 years old. The surviving spouse, our mother is suffering from beginning stages of dementia and will have to move in with us once we settle their affairs and sell their home. we would like to create this semi-private space for them to move into, providing both independence but a closeness for safety and oversight.

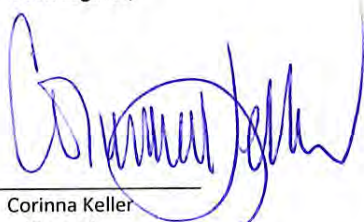
We understand that the rear setback in not complying with the required setback but this is an existing condition. The house was built originally with the 4'-10" rear setback and we would like to keep the structure as is but using the garage roof for the new addition. As you will see, this is the best place to have the new addition to the house without compromising its original structure and design.

Sixsides Architecture Inc. is the architecture firm in charge of this project and they have presented a conservative proposal which maintain the exterior architectural characteristics of the house.

If you should have any questions and/or concerns please do not hesitate to contact me at 305.794.2350 or corinnakeller@yahoo.com

I look forward to have the design review approval for the Variance so we can continue the permit process with the Building Department.

With warm regards,



Corinna Keller
(Owner)

MIAMIBEACH

PLANNING DEPARTMENT

1700 Convention Center Drive, Miami Beach, Florida 33139; Tel: 305.673.7550; Web: www.miamibeachfl.gov/planning

LAND USE BOARD HEARING APPLICATION

The following application is submitted for review and consideration of the project described herein by the land use board selected below. A separate application must be completed for each board reviewing the proposed project.

Application Information			
FILE NUMBER		Is the property the primary residence & homestead of the applicant/property owner? ☒ Yes ☐ No (if "Yes," provide office of the property appraiser summary report)	
Board of Adjustment ☐ Variance from a provision of the Land Development Regulations ☐ Appeal of an administrative decision ☐ Modification of existing Board Order		Design Review Board ☐ Design review approval ☒ Variance ☐ Modification of existing Board Order	
Planning Board ☐ Conditional Use Permit ☐ Lot Split ☐ Amendment to the Land Development Regulations or Zoning Map ☐ Amendment to the Comprehensive Plan or Future Land Use Map ☐ Modification of existing Board Order		Historic Preservation Board ☐ Certificate of Appropriateness for design ☐ Certificate of Appropriateness for demolition ☐ Historic District/Site Designation ☐ Variance ☐ Modification of existing Board Order	
☐ Other:			
Property Information - Please attach Legal Description as "Exhibit A"			
ADDRESS OF PROPERTY 5800 PINETREE DR, MIAMI BEACH, FL 33140			
FOLIO NUMBER(S) 02-3211-014-0870			
Property Owner Information			
PROPERTY OWNER NAME CORINNA V. KELLER			
ADDRESS 5800 PINETREE DR.		CITY MIAMI BEACH	STATE FL
BUSINESS PHONE		CELL PHONE 305.794.2350	EMAIL ADDRESS corinna.keller@yahoo.com
ZIP CODE 33140			
Applicant Information (if different than owner)			
APPLICANT NAME GONZALO MUÑOZ			
ADDRESS 1108 KANE CONCOURSE, #212		CITY BAY HARBOR ISLANDS	STATE FL
BUSINESS PHONE		CELL PHONE 786.389.9535	EMAIL ADDRESS gmunoz@sixsidesinc.com
ZIP CODE		33154	
Summary of Request			
PROVIDE A BRIEF SCOPE OF REQUEST NONCONFORMING REAR SETBACK			

We are committed to providing excellent public service and safety to all who live, work, and play in our vibrant, tropical, historic community.

Project Information			
Is there an existing building(s) on the site?		☒ Yes	☐ No
If previous answer is "Yes", is the building architecturally significant per sec. 142-108?		☐ Yes	☒ No
Does the project include interior or exterior demolition?		☐ Yes	☒ No
Provide the total floor area of the new construction.		SQ. FT.	
Provide the gross floor area of the new construction (including required parking and all usable area).		SQ. FT.	
Party responsible for project design			
NAME SIXSIDES ARCHITECTURE, INC		☒ Architect ☐ Contractor ☐ Landscape Architect ☐ Engineer ☐ Tenant ☐ Other _____	
ADDRESS 1108 KANE CONCOURSE #212		CITY BAY HARBOR ISLAND FL	STATE FL
BUSINESS PHONE		CELL PHONE 786 389 9535	EMAIL ADDRESS GMUNOZ@SIXSIDESINC.COM
Authorized Representative(s) Information (if applicable)			
NAME CONRADO MUNOZ		☐ Attorney ☐ Contact ☐ Agent ☒ Other <u>ARCHITECT</u>	
ADDRESS 1108 KANE CONCOURSE #212		CITY BAY HARBOR ISLAND	STATE FL
BUSINESS PHONE		CELL PHONE 786 389 9535	EMAIL ADDRESS GMUNOZ@SIXSIDESINC.COM
NAME		☐ Attorney ☐ Contact ☐ Agent ☐ Other _____	
ADDRESS		CITY	STATE
BUSINESS PHONE		CELL PHONE	EMAIL ADDRESS
NAME		☐ Attorney ☐ Contact ☐ Agent ☐ Other _____	
ADDRESS		CITY	STATE
BUSINESS PHONE		CELL PHONE	EMAIL ADDRESS

Please note the following information:

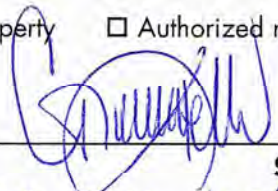
- A separate disclosure of interest form must be submitted with this application if the applicant or owner is a corporation, partnership, limited partnership or trustee.
- All applicable affidavits must be completed and the property owner must complete and sign the "Power of Attorney" portion of the affidavit if they will not be present at the hearing, or if other persons are speaking on their behalf.
- To request this material in alternate format, sign language interpreter (five-day notice is required), information on access for persons with disabilities, and accommodation to review any document or participate in any City sponsored proceedings, call 305.604.2489 and select (1) for English or (2) for Spanish, then option 6; TTY users may call via 711 (Florida Relay Service).

Please read the following and acknowledge below:

- Applications for any board hearing(s) will not be accepted without payment of the required fees. All checks are to be made payable to the "City of Miami Beach".
- Public records notice – All documentation submitted for this application is considered a public record subject to Chapter 119 of the Florida Statutes and shall be disclosed upon request.
- In accordance with the requirements of Section 2-482 of the code of the City of Miami Beach, any individual or group that will be compensated to speak or refrain from speaking in favor or against an application being presented before any of the City's land use boards, shall fully disclose, prior to the public hearing, that they have been, or will be compensated. Such parties include: architects, engineers, landscape architects, contractors, or other persons responsible for project design, as well as authorized representatives attorneys or agents and contact persons who are representing or appearing on behalf of a third party; such individuals must register with the City Clerk prior to the hearing.
- In accordance with Section 118-31. – Disclosure Requirement. Each person or entity requesting approval, relief or other action from the Planning Board, Design Review Board, Historic Preservation Board or the Board of Adjustment shall disclose, at the commencement (or continuance) of the public hearing(s), any consideration provided or committed, directly or on its behalf, for an agreement to support or withhold objection to the requested approval, relief or action, excluding from this requirement consideration for legal or design professional service rendered or to be rendered. The disclosure shall: (I) be in writing, (II) indicate to whom the consideration has been provided or committed, (III) generally describe the nature of the consideration, and (IV) be read into the record by the requesting person or entity prior to submission to the secretary/clerk of the respective board. Upon determination by the applicable board that the foregoing disclosure requirement was not timely satisfied by the person or entity requesting approval, relief or other action as provided above, then (I) the application or order, as applicable, shall immediately be deemed null and void without further force or effect, and (II) no application from said person or entity for the subject property shall be reviewed or considered by the applicable board(s) until expiration of a period of one year after the nullification of the application or order. It shall be unlawful to employ any device, scheme or artifice to circumvent the disclosure requirements of this section and such circumvention shall be deemed a violation of the disclosure requirements of this section.
- When the applicable board reaches a decision a final order will be issued stating the board's decision and any conditions imposed therein. The final order will be recorded with the Miami-Dade Clerk of Courts. The original board order shall remain on file with the City of Miami Beach Planning Department. Under no circumstances will a building permit be issued by the City of Miami Beach without a copy of the recorded final order being included and made a part of the plans submitted for a building permit.

The aforementioned is acknowledged by:

☒ Owner of the subject property ☐ Authorized representative



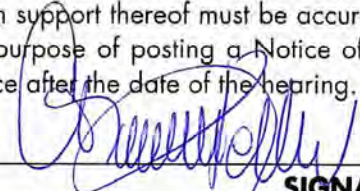
SIGNATURE
 Corinna Keller

PRINT NAME
 10/29/19

DATE SIGNED

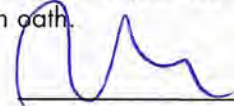
OWNER AFFIDAVIT FOR INDIVIDUAL OWNERSTATE OF Florida
COUNTY OF Miami Dade

I, Corinna Keller, being first duly sworn, depose and certify as follows: (1) I am the owner of the property that is the subject of this application. (2) This application and all information submitted in support of this application, including sketches, data, and other supplementary materials, are true and correct to the best of my knowledge and belief. (3) I acknowledge and agree that, before this application may be publicly noticed and heard by a land development board, the application must be complete and all information submitted in support thereof must be accurate. (4) I also hereby authorize the City of Miami Beach to enter my property for the sole purpose of posting a Notice of Public Hearing on my property, as required by law. (5) I am responsible for remove this notice after the date of the hearing.


SIGNATURE

Sworn to and subscribed before me this 29 day of October, 2019. The foregoing instrument was acknowledged before me by Corinna Keller, who has produced FIDC as identification and/or is personally known to me and who did/did not take an oath.

NOTARY SEAL OR STAMP  Yadira Ruiz
State of Florida
My Commission Expires 03/27/2022
Commission No. GG 200877


NOTARY PUBLIC

My Commission Expires: _____

Yadira Ruiz
PRINT NAME**ALTERNATE OWNER AFFIDAVIT FOR CORPORATION, PARTNERSHIP OR LIMITED LIABILITY COMPANY**

STATE OF _____

COUNTY OF _____

I, _____, being first duly sworn, depose and certify as follows: (1) I am the _____ (print title) of _____ (print name of corporate entity). (2) I am authorized to file this application on behalf of such entity. (3) This application and all information submitted in support of this application, including sketches, data, and other supplementary materials, are true and correct to the best of my knowledge and belief. (4) The corporate entity named herein is the owner of the property that is the subject of this application. (5) I acknowledge and agree that, before this application may be publicly noticed and heard by a land development board, the application must be complete and all information submitted in support thereof must be accurate. (6) I also hereby authorize the City of Miami Beach to enter my property for the sole purpose of posting a Notice of Public Hearing on my property, as required by law. (7) I am responsible for remove this notice after the date of the hearing.

SIGNATURE

Sworn to and subscribed before me this _____ day of _____, 20____. The foregoing instrument was acknowledged before me by _____, who has produced _____ as identification and/or is personally known to me and who did/did not take an oath.

NOTARY SEAL OR STAMP

NOTARY PUBLIC

My Commission Expires: _____

PRINT NAME

POWER OF ATTORNEY AFFIDAVITSTATE OF FloridaCOUNTY OF Miami-Dade

I, Corinna Keller, being first duly sworn, depose and certify as follows: (1) I am the owner or representative of the owner of the real property that is the subject of this application. (2) I hereby authorize Gonzalo Munoz to be my representative before the Design Review Board. (3) I also hereby authorize the City of Miami Beach to enter my property for the sole purpose of posting a Notice of Public Hearing on my property, as required by law. (4) I am responsible for remove this notice after the date of the hearing.

Corinna Keller
PRINT NAME (and Title, if applicable)

[Signature]
SIGNATURE

Sworn to and subscribed before me this 31st day of October, 2019. The foregoing instrument was acknowledged before me by Corinna Ulrike Keller, who has produced FL Prior Lease as identification and/or is personally known to me and who did/did not take an oath.

NOTARY SEAL OR STAMP

My Commission Expires: Aug 2, 2021

[Signature]
NOTARY PUBLIC
Michel Nicolas
PRINT NAME

CONTRACT FOR PURCHASE

If the applicant is not the owner of the property, but the applicant is a party to a contract to purchase the property, whether or not such contract is contingent on this application, the applicant shall list the names of the contract purchasers below, including any and all principal officers, stockholders, beneficiaries or partners. If any of the contact purchasers are corporations, partnerships, limited liability companies, trusts, or other corporate entities, the applicant shall further disclose the identity of the individuals(s) (natural persons) having the ultimate ownership interest in the entity. If any contingency clause or contract terms involve additional individuals, corporations, partnerships, limited liability companies, trusts, or other corporate entities, list all individuals and/or corporate entities.

NAME**DATE OF CONTRACT**

NAME, ADDRESS AND OFFICE

% OF STOCK

In the event of any changes of ownership or changes in contracts for purchase, subsequent to the date that this application is filed, but prior to the date of a final public hearing, the applicant shall file a supplemental disclosure of interest.

**DISCLOSURE OF INTEREST
CORPORATION, PARTNERSHIP OR LIMITED LIABILITY COMPANY**

If the property that is the subject of the application is owned or leased by a corporation, partnership or limited liability company, list ALL of the owners, shareholders, partners, managers and/or members, and the percentage of ownership held by each. If the owners consist of one or more corporations, partnerships, trusts, partnerships or other corporate entities, the applicant shall further disclose the identity of the individual(s) (natural persons) having the ultimate ownership interest in the entity.

N/A

NAME OF CORPORATE ENTITY

NAME AND ADDRESS

% OF OWNERSHIP

NAME OF CORPORATE ENTITY

NAME AND ADDRESS

% OF OWNERSHIP

If there are additional corporate owners, list such owners, including corporate name and the name, address and percentage of ownership of each additional owner, on a separate page.

DISCLOSURE OF INTEREST
TRUSTEE

If the property that is the subject of the application is owned or leased by a trust, list any and all trustees and beneficiaries of the trust, and the percentage of interest held by each. If the owners consist of one or more corporations, partnerships, trusts, partnerships or other corporate entities, the applicant shall further disclose the identity of the individual(s) (natural persons) having the ultimate ownership interest in the entity.

N/A

TRUST NAME

NAME AND ADDRESS

% INTEREST

COMPENSATED LOBBYIST

Pursuant to Section 2-482 of the Miami Beach City Code, all lobbyists shall, before engaging in any lobbying activities, register with the City Clerk. Please list below any and all persons or entities retained by the applicant to lobby City staff or any of the City's land development boards in support of this application.

NAME	ADDRESS	PHONE
<u>N/A</u>		

Additional names can be placed on a separate page attached to this application.

APPLICANT HEREBY ACKNOWLEDGES AND AGREES THAT (1) AN APPROVAL GRANTED BY A LAND DEVELOPMENT BOARD OF THE CITY SHALL BE SUBJECT TO ANY AND ALL CONDITIONS IMPOSED BY SUCH BOARD AND BY ANY OTHER BOARD HAVING JURISDICTION, AND (2) APPLICANT'S PROJECT SHALL COMPLY WITH THE CODE OF THE CITY OF MIAMI BEACH AND ALL OTHER APPLICABLE CITY, STATE AND FEDERAL LAWS.

APPLICANT AFFIDAVIT

STATE OF Florida

COUNTY OF Miami-Dade

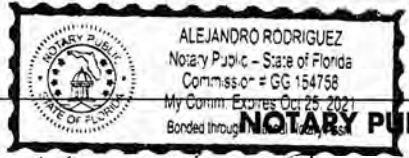
I, Gonzalo Munoz, being first duly sworn, depose and certify as follows: (1) I am the applicant or representative of the applicant. (2) This application and all information submitted in support of this application, including sketches, data, and other supplementary materials, are true and correct to the best of my knowledge and belief.

[Signature] **SIGNATURE**

Sworn to and subscribed before me this 14 day of November, 2019. The foregoing instrument was acknowledged before me by Gonzalo Munoz, who has produced _____ as identification and/or is personally known to me and who did/did not take an oath.

NOTARY SEAL OR STAMP

My Commission Expires: Oct 25 2021


Alejandro R.
PRINT NAME



**2020 AUTOMATIC RESIDENTIAL
RENEWAL RECEIPT**

**MIAMI-DADE COUNTY
PROPERTY APPRAISER
PEDRO J. GARCIA
PROPERTY APPRAISER**



CORINNA U KELLER
5800 PINE TREE DR
Miami Beach, FL 33140-2123

Folio: 02-3211-014-0870
Property: 5800 PINE TREE DR
Legal: BEACH VIEW ADDN PB 16-10
LOT 8 BLK 8
LOT SIZE 69.000 X 125
Mail Date: December 27, 2019

AUTOMATIC RENEWAL OF EXEMPTION(S)*

Please review the following 2019 exemption(s) for the above property. If you are still eligible for these exemption(s) in 2020, you DO NOT NEED to take any further action. RETAIN THIS DOCUMENT FOR YOUR RECORDS AS YOUR 2020 RENEWAL RECEIPT. If the Automatic Renewal Receipt contains any errors, please contact the Property Appraiser's Office immediately at 305-375-4712. Please note that if any errors are reflected in this receipt, entitlement to exemption(s) will be determined in accordance with State Law. This automatic exemption renewal is only valid for the following person(s):

Homestead Exemption: Corinna U Keller

***NOTICE:** If you are the new owner of this property, this renewal receipt is VOID and you must file an original application for this property by **March 2, 2020**, in order to receive the exemption.

***IMPORTANT:** If this property or any portion thereof, is rented you may be committing homestead fraud and you must notify this office. Failure to do so may subject you to 50% penalty and 15% interest per year up to 10 years!

TO CANCEL EXEMPTIONS, COMPLETE THIS SECTION (Check applicable exemption(s), sign where indicated, keep a copy for your records, and return this entire page with a copy of your valid Driver's License or State ID)

As of January 1, 2020, I no longer qualify for (check applicable):

- ☐ **HOMESTEAD EXEMPTION** because the above property was not my permanent residence
- | | | |
|--|--|---|
| ☐ \$500 Widow/Widower | ☐ \$500 Civilian Disability | ☐ \$500 Blind Disability |
| ☐ Total & Permanent Quadriplegic | ☐ \$5,000 Veteran Disability | ☐ Veteran Abatement |
| ☐ Veteran Total & Permanent Disability | ☐ Surviving Spouse of Total & Permanent Disabled Veteran | |
| ☐ Totally & Permanently Disabled First Responder | ☐ Surviving Spouses of First Responder Who Died In the Line of Duty | |
| ☐ Assessment Reduction for living Quarters of Parents or Grandparents | | |

Please remove the above exemption(s) from my property:

Signature (Include a copy of your driver's license or state ID)

Date

Phone Number

Mail To: **Miami-Dade Property Appraiser's Office**
P.O. Box 013140
Miami, FL 33101-3140

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**MDPA-500ARE
REV. 10/2018**

CARLOS J. MARADIAGA
GEORGINA CABRERA

Property Owners Data Research Services
3802 SW 79th Avenue, #117
Miami, Florida 33155
Phone: (305) 262-8965 • (786)344-9776
E-mail: DataResearchAssociates@gmail.com

Date:December 3, 2019

Number of Owners: 44 (including Subject.)

COVER LETTER & CERTIFICATION

To: CITY OF MIAMI BEACH, FL
DEPARTMENT of BUILDING, PLANNING and ZONING
1700 Convention Center DR
MIAMI BEACH, FL 33160

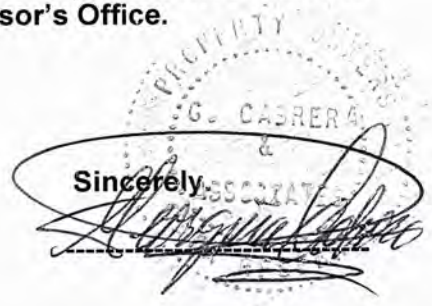
RE: Property Owners with in a 375'Foot Radius of.

PROPERTY ADDRESS: 5800 PINE TREE DR. MIAMI BEACH, FL 33140

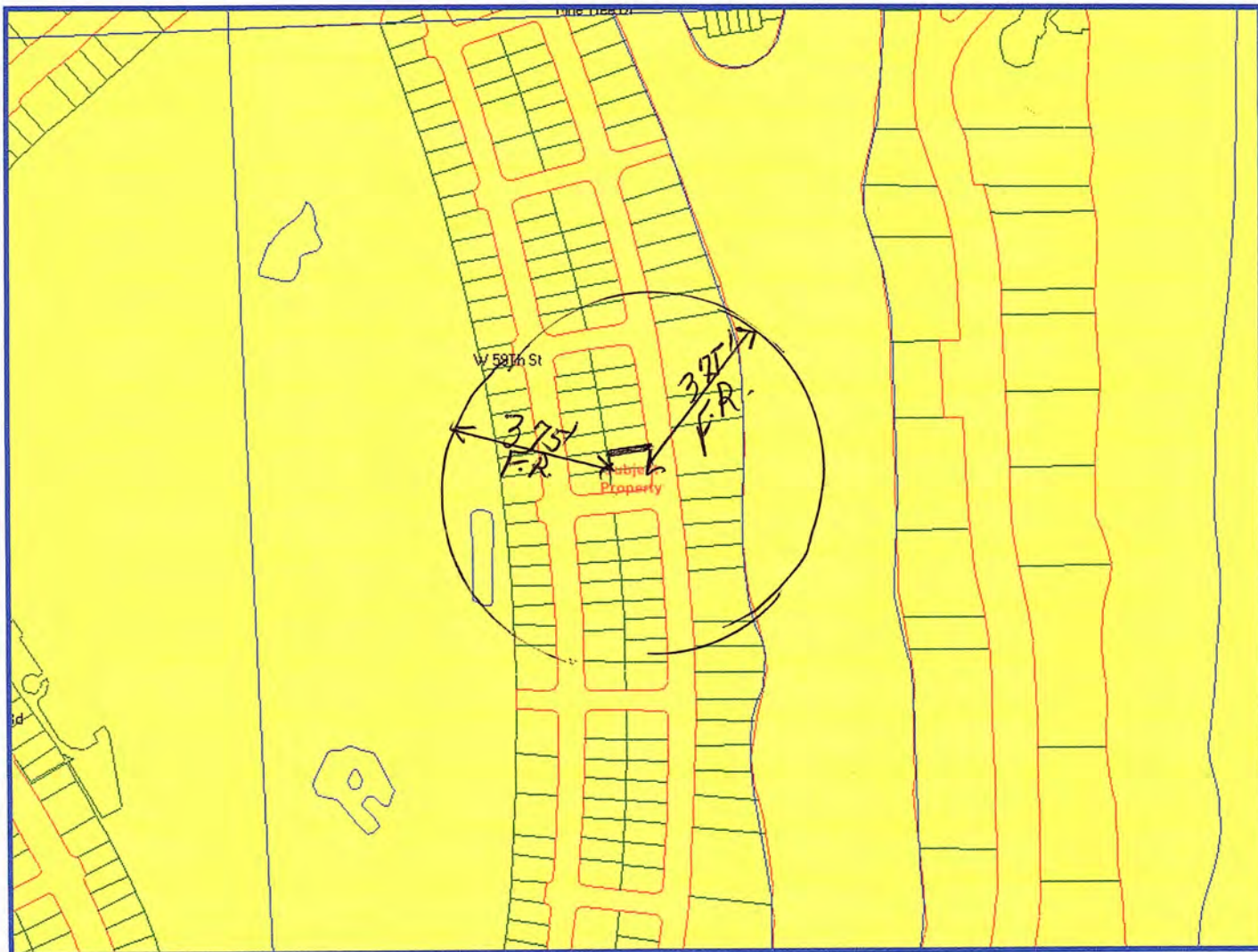
LEGAL DESCRIPTION: BEACH VIEW ADDN PB 16-10 LOT 8 BLK 8 LOT SIZE 69,000X125
OR 20930-2909 01 2003 4

I certify that the attached Ownership list,Map, and Mailing Labels are a complete and Accurate representation of the real estate Property Owners within a375'-foot radius Of the subject(s) Property listed above. The information reflects the most current Records, on file in the Miami- Dade County Tax Assessor's Office.

Sincerely,



A circular stamp with the text "PROPERTY OWNERS" at the top and "G. CABRERA" at the bottom. A handwritten signature is written over the stamp.



375"FOOT RADIUS MAP

APPROXIMATE SCALE = 1"= 375'

PROPERTY ADDRESS: 5800 PINE TREE DR. MIAMI BEACH, FL 33140

LEGAL DESCRIPTION: BEACH VIEW ADDN PB 16-10 LOT 8 BLK 8 LOT SIZE

69,000 X 125 OR 20930-2909 01 2003 4

1
N

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>STATE</u>	<u>ZIP</u>	<u>COUNTRY</u>
Daniel Kaner & Sonia Kashuk	114 Liberty St Apt 5	New York	NY	10006	
Gerald J Shallo	240 W 54th St Fl4	New York	NY	10019	
Pinetree Holding Corp C/O Menicucci Villa	2040 Victory Blvd	Staten Island	NY	10314	
Anthony K & Alina Shriver	100 Se 2nd St Ste 2200	Miami	FL	33131	
5765 La Gorce Drive Llc	2525 Ponce De Leon Blvd Fl 4th	Coral Gables	FL	33134	
Elie Yaffa	2020 N Bayshore Dr Apt 2406	Miami	FL	33137	
Miami Waterfront Development & Retail Llc	2201 Collins Ave # 1627	Miami Beach	FL	33139	
Tomas Datorre Sr	410 16th St	Miami Beach	FL	33139	
5780 La Gorce Drive Llc	100 S Pointe Dr Apt 1507	Miami Beach	FL	33139	
Sirga Mercader	Po Box 402153	Miami	FL	33140	
The Aa Residence	5825 La Gorce Dr	Miami Beach	FL	33140	
Scott & Carol Geraghty	5801 La Gorce Dr	Miami Beach	FL	33140	
Matthew M Macdonald	5830 La Gorce Dr	Miami Beach	FL	33140	
Michael M Apel	5860 La Gorce Dr	Miami Beach	FL	33140	
Mona Holtz	5846 La Gorce Dr	Miami Beach	FL	33140	
Sandro Bacchelli & Antonella M	5840 La Gorce Dr	Miami Beach	FL	33140	
Catherine Rose Burkett	5818 La Gorce Dr	Miami Beach	FL	33140	
Karen Hartley	5901 La Gorce Dr	Miami Beach	FL	33140	
Michael & Nicole Simkins	5869 Pine Tree Dr	Miami Beach	FL	33140	
Andrew & Diana Schultz	5835 Pine Tree Dr	Miami Beach	FL	33140	
Tracey Hunter	5801 Pine Tree Dr	Miami Beach	FL	33140	
Tod Tarrant	5840 Pine Tree Dr	Miami Beach	FL	33140	
Max A Borges & Elizabeth	5860 Pine Tree Dr	Miami Beach	FL	33140	
Simon Cruz & Maria Morgan	5828 Pine Tree Dr	Miami Beach	FL	33140	
Judy Aragunde	5812 Pine Tree Dr	Miami Beach	FL	33140	
Andrew Kevorkian & Solmaz Rashidi	5852 Pine Tree Dr	Miami Beach	FL	33140	
Corinna U Keller	5853 Pine Tree Dr	Miami Beach	FL	33140	
Wilfredo Ramos Sierra & Neysa M Chea L	5830 Pine Tree Dr	Miami Beach	FL	33140	
Brian M Torres & Elsa Maria Torres	5747 La Gorce Dr	Miami Beach	FL	33140	
Michael R Band & Marice	5735 La Gorce Dr	Miami Beach	FL	33140	
Mitchell P Korus	5757 La Gorce Dr	Miami Beach	FL	33140	
Diana Copelia D & Alejandro Diaz B	5750 La Gorce Dr	Miami Beach	FL	33140	
Jorge A Hernando & Gladys R	5760 La Gorce Dr	Miami Beach	FL	33140	
Siavosh Sedighim & Claudia E	5746 La Gorce Dr	Miami Beach	FL	33140	
Thomas Steven Schwartz	5745 Pine Tree Dr	Miami Beach	FL	33140	
Daniel F & Jennifer L Velasquez	5758 Pine Tree Dr	Miami Beach	FL	33140	
Alvaro German Alesso & Franziska	5728 Pine Tree Dr	Miami Beach	FL	33140	
Evan Koorse & Lena Makurath	5736 Pine Tree Dr	Miami Beach	FL	33140	
Glendon Hall & Michelle V Hall	5748 Pine Tree Dr	Miami Beach	FL	33140	
5800 Partners Llc	4045 Sheridan Ave. # 240	Miami Beach	FL	33140	
Atomic Usa Inc	6801 Collins Ave # C1016	Miami Beach	FL	33141	
Ag Real Estate Enterprises Llc	6801 Collins Ave # C1016	Miami Beach	FL	33141	
Hsh Pinetree Llc	7900 Glades Rd Ste 402	Boca Raton	FL	33434	

Owner Name 1	Owner Address 1
MICHAEL SIMKINS	5869 PINE TREE DR
ANDREW SCHULTZ	5835 PINE TREE DR
ANTHONY K SHRIVER	100 SE 2ND ST STE 2200
TRACEY HUNTER	5801 PINE TREE DR
KAREN HARTLEY	5901 LA GORCE DR
HSH PINETREE LLC	7900 GLADES RD STE 402
SIRGA MERCADER	PO BOX 402153
SIRGA MERCADER	PO BOX 402153
TOMAS DATORRE SR	410 16TH ST
ATOMIC USA INC	6801 COLLINS AVE # C1016
THE AA RESIDENCE	5825 LA GORCE DR
AG REAL ESTATE ENTERPRISES LLC	6801 COLLINS AVE # C1016
SCOTT GERAGHTY	5801 LA GORCE DR
CORINNA U KELLER	5800 PINE TREE DR
JUDY ARAGUNDE	5812 PINE TREE DR
SIMON CRUZ	5828 PINE TREE DR
WILFREDO RAMOS SIERRA	5830 PINE TREE DR
TOD TARRANT	5840 PINE TREE DR
ANDREW KEVORKIAN	5852 PINE TREE DR
MAX A BORGES & ELIZABETH	5860 PINE TREE DR
MICHAEL M APPEL	5860 LA GORCE DR
MONA HOLTZ	5846 LA GORCE DR
SANDRO BACCHELLI & ANTONELLA M	5840 LA GORCE DR
MATTHEW M MACDONALD	5830 LA GORCE DR
CATHERINE ROSE BURKETT	5818 LA GORCE DR
5800 PARTNERS LLC	4045 SHERIDAN AVE # 240
THOMAS STEVEN SCHWARTZ	5745 PINE TREE DR
GERALD J SHALLO	240 W 54TH ST FL 4
MIAMI WATERFRONT	2201 COLLINS AVE # 1627
PINETREE HOLDING CORP	2040 VICTORY BLVD
ALVARO GERMAN ALESSO	5728 PINE TREE DR
EVAN KOORSE	5736 PINE TREE DR
GLENDON HALL	5748 PINE TREE DR
DANIEL F VELASQUEZ	5758 PINE TREE DR
ELIE YAFFA	2020 N BAYSHORE DR APT 2406
DANIEL KANER	114 LIBERTY ST APT 5
5765 LA GORCE DRIVE LLC	2525 PONCE DE LEON BLVD FL 4TH
MITCHELL P KORUS	5757 LA GORCE DR
BRIAN M TORRES	5747 LA GORCE DR
MICHAEL R BAND & MARICE	5735 LA GORCE DR
SIAVOSH SEDIGHIM & CLAUDIA E	5746 LA GORCE DR
DIANA COPELIA DORANTES	5750 LA GORCE DR
JORGE A HERNANDO & GLADYS R	5760 LA GORCE DR
5780 LA GORCE DRIVE LLC	100 S POINTE DR APT 1507

Parcel ID	Legal Description
0232110140240	BEACH VIEW ADDN PB 16-10 LOTS 7 TO 9 INC BLK 3 LOT SIZE IRREGULAR C
0232110140250	10-11-14 53 42 BEACH VIEW ADDN PB 16-10 LOT 10 BLK 3 LOT SIZE 75.000 X
0232110140260	BEACH VIEW ADDN PB 16-10 LOTS 11 & 12 BLK 3 LOT SIZE 153.200 X 209 OF
0232110140270	10-11-14 53 42 BEACH VIEW ADDN PB 16-10 LOT 13 BLK 3 LOT SIZE 75.000 X
0232110140720	10-11-14 53 42 BEACH VIEW ADDN PB 16-10 LOT 7 BLK 7 LOT SIZE 66.270 X
0232110140730	BEACH VIEW ADDN PB 16-10 LOT 8 BLK 7 LOT SIZE 68.820 X 125 OR 13008-8
0232110140800	BEACH VIEW ADDN PB 16-10 LOT 1 BLK 8 LOT SIZE 66.980 X 125
0232110140805	14 53 42 BEACH VIEW ADD PB 16-10 LOT 2 LESS S8FT BLK 8 LOT SIZE 49.95
0232110140820	BEACH VIEW ADDITION PB 16-10 LOT 3 & BEG SW COR LOT 2 RUN E TO SE
0232110140830	BEACH VIEW ADDN PB 16-10 LOT 4 BLK 8 LOT SIZE 57.950 X 125 COC 23962
0232110140840	10-11-14 53 42 BEACH VIEW ADDN PB 16-10 LOT 5 BLK 8 LOT SIZE 57.950 X
0232110140850	BEACH VIEW ADDN PB 16-10 LOT 6 BLK 8 LOT SIZE 57.950 X 125 OR 10539-1
0232110140860	BEACH VIEW ADDN PB 16-10 LOT 7 BLK 8 LOT SIZE 67.000 X 125 COC 22310
0232110140870	BEACH VIEW ADDN PB 16-10 LOT 8 BLK 8 LOT SIZE 69.000 X 125 OR 20930-2
0232110140880	BEACH VIEW ADDN PB 16-10 LOT 9 BLK 8 LOT SIZE 59.300 X 125 OR 19464-C
0232110140890	BEACH VIEW ADDN PB 16-10 LOT 10 BLK 8 LOT SIZE 59.300 X 125 OR 20733-
0232110140900	10-11-14 53 42 BEACH VIEW ADDN PB 16-10 LOT 11 BLK 8 LOT SIZE 59.300 X
0232110140901	10-11-14 53 42 BEACH VIEW ADDN PB 16-10 LOT 12 BLK 8 LOT SIZE 59.300 X
0232110140910	10-11-14 53 42 BEACH VIEW ADDN PB 16-10 LOT 13 BLK 8 LOT SIZE 59.300 X
0232110140920	10-11-14 53 42 BEACH VIEW ADDN PB 16-10 LOT 14 BLK 8 LOT SIZE 68.930 X
0232110140930	BEACH VIEW ADDN PB 16-10 LOT 1 BLK 9 LOT SIZE 69.250 X 125 OR 9222-13
0232110140940	BEACH VIEW ADDN PB 16-10 LOT 2 BLK 9 LOT SIZE 64.690 X 125 OR 18283-2
0232110140950	10-11-14 53 42 BEACH VIEW ADDN PB 16-10 LOT 3 BLK 9 LOT SIZE 64.690 X
0232110140960	BEACH VIEW ADDN PB 16-10 LOT 4 BLK 9 LOT SIZE 64.690 X 125 OR 18886-2
0232110140970	10-11-14 53 42 BEACH VIEW ADDN PB 16-10 LOT 5 BLK 9 LOT SIZE 64.690 X
0232110140980	BEACH VIEW ADDN PB 16-10 LOT 6 BLK 9 LOT SIZE 79.000 X 125 74R-152106
0232140030400	BEACH VIEW PB 9-158 LOT 18 - 19 BLK 1A LOT SIZE 150.000 X 178 OR 20389
0232140030410	BEACH VIEW PB 9-158 LOT 20 BLK 1A LOT SIZE 76.000 X 170 OR 19693-2556
0232140030420	BEACH VIEW PB 9-158 LOT 21 BLK 1A LOT SIZE 76.200 X 174 OR 20283-0782
0232140030430	BEACH VIEW PB 9-158 LOT 22 BLK 1A LOT SIZE 77.000 X 183 OR 21123-2928
0232140030460	14 53 42 BEACH VIEW PB 9-158 LOT 3 BLK 2 LOT SIZE 61.780 X 125 OR 18612
0232140030470	BEACH VIEW PB 9-158 LOT 4 BLK 2 LOT SIZE 62.000 X 125 OR 19644-2031 05
0232140030480	BEACH VIEW PB 9-158 LOT 5 BLK 2 LOT SIZE 62.000 X 125 OR 19112-0207 05
0232140030490	BEACH VIEW PB 9-158 LOT 6 BLK 2 LOT SIZE 61.780 X 125 OR 18519-0037 12
0232140030500	BEACH VIEW PB 9-158 LOT 7 BLK 2 LOT SIZE 62.000 X 125 OR 19597-2269/22
0232140030510	BEACH VIEW PB 9-158 LOT 8 BLK 2 LOT SIZE 84.010 X 125 OR 16917-3268 09
0232140030530	BEACH VIEW PB 9-158 LOT 10 BLK 2 LOT SIZE 60.660 X 125 OR 19283-4074 0
0232140030540	14 53 42 BEACH VIEW PB 9-158 LOT 11 BLK 2 LOT SIZE 60.670 X 125 OR 1586
0232140030550	BEACH VIEW PB 9-158 LOT 12 BLK 2 LOT SIZE 60.670 X 125 OR 20833-3595 1
0232140030560	BEACH VIEW PB 9-158 LOT 13 N1/2 LOT 14 BLK 2 LOT SIZE 91.010 X 125 OR
0232140031652	14 53 42 BEACH VIEW PB 9-158 LOT 5 BLK 15 LOT SIZE 60.700 X 125 OR 1751
0232140031660	BEACH VIEW PB 9-158 LOT 6 BLK 15 LOT SIZE 60.700 X 125 COC 21507-1281
0232140031670	BEACH VIEW PB 9-158 LOT 7 BLK 15 LOT SIZE 60.700 X 125 OR 13407-2656 0
0232140031680	14 53 42 BEACH VIEW PB 9-158 LOT 8 BLK 15 LOT SIZE 71.120 X 125

Hsh Pinetree Llc
7900 Glades Rd Ste 402
Boca Raton, FL 33434

Daniel Kaner & Sonia Kashuk
114 Liberty St Apt 5
New York, NY 10006

Gerald J Shallo
240 W 54th St Fl4
New York, NY 10019

Pinetree Holding Corp C/O
Menicucci Villa
2040 Victory Blvd
Staten Island, NY 10314

Anthony K & Alina Shriver
100 Se 2nd St Ste 2200
Miami, FL 33131

5765 La Gorce Drive Llc
2525 Ponce De Leon Blvd Fl 4th
Coral Gables, FL 33134

Elie Yaffa
2020 N Bayshore Dr Apt 2406
Miami, FL 33137

Miami Waterfront Development &
Retail Llc
2201 Collins Ave # 1627
Miami Beach, FL 33139

Tomas Datorre Sr
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Miami Beach, FL 33139

5730 La Gorce Drive Llc
100 S Pointe Dr Apt 1507
Miami Beach, FL 33139

Sirga Mercader
Po Box 402153
Miami, FL 33140

The Aa Residence
5825 La Gorce Dr
Miami Beach, FL 33140

Scott & Carol Geraghty
5801 La Gorce Dr
Miami Beach, FL 33140

Matthew M Macdonald
5830 La Gorce Dr
Miami Beach, FL 33140

Michael M Apel
5860 La Gorce Dr
Miami Beach, FL 33140

Mona Holtz
5846 La Gorce Dr
Miami Beach, FL 33140

Sandro Bacchelli & Antonella M
5840 La Gorce Dr
Miami Beach, FL 33140

Catherine Rose Burkett
5818 La Gorce Dr
Miami Beach, FL 33140

Karen Hartley
5901 La Gorce Dr
Miami Beach, FL 33140

Michael & Nicole Simkins
5869 Pine Tree Dr
Miami Beach, FL 33140

Andrew & Diana Schultz
5835 Pine Tree Dr
Miami Beach, FL 33140

Tracey Hunter
5801 Pine Tree Dr
Miami Beach, FL 33140

Tod Tarrant
5840 Pine Tree Dr
Miami Beach, FL 33140

Max A Borges & Elizabeth
5860 Pine Tree Dr
Miami Beach, FL 33140

Simon Cruz & Maria Morgan
5828 Pine Tree Dr
Miami Beach, FL 33140

Judy Aragunde
5812 Pine Tree Dr
Miami Beach, FL 33140

Andrew Kevorkian & Solmaz
Rashidi
5852 Pine Tree Dr
Miami Beach, FL 33140

Corinna U Keller
5853 Pine Tree Dr
Miami Beach, FL 33140

Wilfredo Ramos Sierra & Neysa M
Chea L
5830 Pine Tree Dr
Miami Beach, FL 33140

Brian M Torres & Elsa Maria
Torres
5747 La Gorce Dr
Miami Beach, FL 33140

Michael R Band & Marice
5735 La Gorce Dr
Miami Beach, FL 33140

Mitchell P Korus
5757 La Gorce Dr
Miami Beach, FL 33140

Diana Copelia D & Alejandro Diaz
B
5750 La Gorce Dr
Miami Beach, FL 33140

Jorge A Hernando & Gladys R
5760 La Gorce Dr
Miami Beach, FL 33140

Siavosh Sedighim & Claudia E
5746 La Gorce Dr
Miami Beach, FL 33140

Thomas Steven Schwartz
5745 Pine Tree Dr
Miami Beach, FL 33140

Daniel F & Jennifer L Velasquez
5758 Pine Tree Dr
Miami Beach, FL 33140

Alvaro German Alesso & Franziska
5728 Pine Tree Dr
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Evan Koorse & Lena Makurath
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Miami Beach, FL 33140

Glendon Hall & Michelle V Hall
5748 Pine Tree Dr
Miami Beach, FL 33140

5800 Partners Llc
4045 Sheridan Ave. # 240
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Atomic Usa Inc
6801 Collins Ave # C1016
Miami Beach, FL 33141

Ag Real Estate Enterprises Llc
6801 Collins Ave # C1016
Miami Beach, FL 33141

Hsh Pinetree Llc
7900 Glades Rd Ste 402
Boca Raton, FL 33434

Planning Department, 1700 Convention Center Drive 2nd Floor
 Miami Beach, Florida 33139, www.miamibeachfl.gov
 305.673.7550

Property address: 5800 PINETREE DR Board: DRB Date: 11.14.19

BOARD APPLICATION CHECK LIST

A Pre-Application meeting must be scheduled via CAP to obtain a plan case number and for board staff review of all submittals.

Pre-Application meetings for applications that do not require a traffic study are scheduled on a first come-first served basis and must occur no later than five(5) business days prior to CAP First submittal.

Applications requiring a traffic study must meet with Planning, Transportation, and peer reviewer sixty (60) days* prior to First submittal deadline to determine the methodology for the traffic impact study. This meeting is considered the "Pre-Application meeting" and must be scheduled via CAP to obtain a plan case number for review and payment of fees. Thirty (30) days before First submittal, applicant must provide the traffic study via CAP (see Transportation Department's requirements check list). The Transportation Department/Peer Reviewer will submit first round of comments 15 days prior to First submittal. Applicant must address comments and submit revised traffic study/plans for CAP First submittal deadline.

Incomplete, or submittals found to be insufficient will not be placed on a Board agenda.

ITEM #	FIRST SUBMITTAL (VIA CAP) ** To be uploaded online (CAP) by the applicant before 5:00 pm by First submittal deadline. ALL PLANS MUST BE DIMENSIONED AND LEGIBLE. INCLUDE A GRAPHIC SCALE.	Required
1	Application Fee and Peer review fees shall be paid after Pre-Application meeting and before the First submittal. It is the applicant's responsibility to make this payment, if an invoice is not generated by the CAP system, the applicant should contact staff prior to first submittal to be invoiced and make payment.	X
2	Copy of signed and dated check list issued at Pre-Application meeting.	X
3	Completed Board Application, Affidavits & Disclosures of Interest (original signatures).	X
4	Signed and dated Letter of Intent. Letter must outline application details and identify hardships if Variances are requested. (see also Items # 42,43 and 44).	X
5	Mailing Labels: Upload property owner's list and copy of original certified letter from provider. See #52 for submittal of Hard copy / originals of these items.	X
6	Copies of all current or previously active Business Tax Receipts.	N/A
7	School Concurrency Application for projects with a net increase in residential units (no SFH). Provide Planning Department - Miami Dade - School Concurrency Application for Transmittal	N/A
8	Survey: Electronic version of original signed & sealed, dated no more than six months from date of application. Survey must provide: lot area, grade per Section 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) and spot elevations.	X
9	Architectural Plans and Exhibits (must be 11"x 17")	X
a	Cover Sheet with bullet point scope of work, clearly labeled "First Submittal" and dated with First Submittal deadline date. Include copies of previous recorded board orders, if applicable.	X
b	Copy of the original survey included in plan package. See No. 8 above for survey requirements	X
c	All Applicable Zoning Information (Use Planning Department zoning data sheet format).	X
d	Context Location Plan, Min 8.5"x11" Color Aerial 1/2 mile radius, identifying project and showing name of streets. (no Google images)	X
e	Full legal description of the property if not included in survey (for lengthy legal descriptions, attach as a separate document - label clearly).	X
f	Existing FAR Shaded Diagrams (Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams), if applicable	X
g	Proposed FAR Shaded Diagrams(Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams), if applicable.	X
h	Site Plan (fully dimensioned with setbacks, existing and proposed, including adjacent right-of-way widths).	X

* 60 day lead time for projects including traffic studies is necessary to ensure completion of review and required corrections by Final submittal deadline. Applications cannot be scheduled without evaluated and corrected traffic studies.

Indicate N/A If Not Applicable

Initials: GM

MIAMI BEACH

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i	Current color photographs, dated, Min 4"x 6" of project site and existing structures (no Google images)	X
j	Current, color photographs, dated, Min 4"x6" of interior space (no Google images)	X
k	Current color photographs, dated, Min 4"x 6" of context, corner to corner, across the street and surrounding properties with a key directional plan (no Google images)	X
l	Existing Conditions Drawings (Floor Plans & Elevations with dimensions). Number of seats, furniture layout if applicable	X
m	Demolition Plans (Floor Plans & Elevations with dimensions)	X
n	Proposed Floor Plans and Roof Plan, including mechanical equipment plan and section marks. Plans shall indicate location of all property lines and setbacks.	X
o	Proposed Elevations, materials & finishes noted (showing grade, base flood elevation, heights in NGVD values and free board if applicable)	X
p	Proposed Section Drawings	X
q	Color Renderings (elevations and three dimensional perspective drawings).	N/A
10	Landscape Plans and Exhibits (must be 11"x 17")	N/A
a	Landscape Plan - street and onsite - identifying existing, proposed landscape material, lighting, irrigation, raised curbs, tree survey and tree disposition plan, as well as underground and overhead utilities when street trees are required.	N/A
b	Hardscape Plan, i.e. paving materials, pattern, etc.	N/A
11	Copy of original Building Permit Card, & Microfilm, if available.	X
12	Copy of previously approved building permits. (provide building permit number).	X
13	Existing and Proposed detailed topographic survey depicting existing spot grades (NAVD) as well as all underground/overhead utilities and easements/agreements with recording data. See Part 1 / Section 1 / A. Surveying & Mapping Standards and submittal Requirements of the Public Works Manual. http://www.miamibeachfl.gov/publicworks/engineering/engineeringmanual.aspx?id=12920	N/A
14	Vacant/Unoccupied structures or sites shall provide recent photographic evidence that the site and structure are secured and maintained. The applicant shall obtain and post a No Trespassing Sign from the City's Police Dept.	N/A
15	Historic Resources Report (This report shall include, but not be limited to, copy of the original Building Permit Card and subsequent modifications, Microfilm records, existing condition analysis, photographic and written description of the history and evolution of the original building on the site, all available historic data including original plans, historic photographs and permit history of the structure and any other related information on the property.	N/A
16	Contextual Elevation Line Drawings, corner to corner, across the street and surrounding properties (dated).	N/A
17	Line of Sight studies.	N/A
18	Structural Analysis of existing building including methodology for shoring and bracing.	N/A
19	Proposed exterior and interior lighting plan, including photometric calculations.	N/A
20	Exploded Axonometric Diagram (showing second floor in relationship to first floor).	N/A
21	Neighborhood Context Study. (Planning will provide guidance if necessary for application.)	N/A
22	Required yards open space calculations and shaded diagrams.	N/A
23	Required yards section drawings.	N/A
24	Variance and/or Waiver Diagram	N/A
25	Schematic signage program	N/A
26	Detailed sign(s) with dimensions and elevation drawings showing exact location.	N/A
27	Elevation drawings showing area of building façade for sign calculation (Building ID signs).	N/A
28	Daytime and nighttime renderings for illuminated signs.	N/A

Indicate N/A If Not Applicable

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29	Floor Plan Indicating area where alcoholic beverages will be displayed.	N/A
30	Survey showing width of the canal (Dimension shall be certified by a surveyor)	N/A
31	Site Plan showing total projection of structures from seawall, location and dimension of all structures inclusive of dock, mooring piles, boat lift, etc.	N/A
32	DERM recommendation/preliminary approval. Docks or any structures shall have approval stamp from DERM or other regulatory agency before submitting for a variance. A letter from DERM or other agency, explaining specific requirements for the project is recommended.	N/A
33	Technical specifications of the boat lift and/ or boat, ship of vessel to be docked or moored.	N/A
34	Survey shall include spot elevations in rear yard and elevation points on the dune adjacent to the property. Provide highest elevation point on the due within the property. Erosion control line and Bulkhead line shall be indicated if present.	N/A
35	Scaled, signed, sealed and dated specific purpose survey (Alcohol License/Distance Separation) distance shown on survey with a straight line.	N/A
36	Proposed Operational Plan: Include deliveries and trash pickup times, hours of operations, number of employees, security and restaurant menu (if applicable).	N/A
37	Maneuvering plan for loading within the existing/proposed conditions, delivery and garbage trucks size (length and width).	N/A
38	Traffic Study, Site plan(s) : Revised version addressing first round of comments from Transportation Department and peer review. (See Transportation Department check list for requirements.)	N/A
39	Sound Study report (Hard copy) with 1 CD.	N/A
40	Site Plan (Identify streets and alleys)	X
a	Identify: setbacks <u>X</u> Height <u>X</u> Drive aisle widths <u>X</u> Streets and sidewalks widths <u>X</u>	X
b	# parking spaces & dimensions Loading spaces locations & dimensions	N/A
c	# of bicycle parking spaces	N/A
d	Interior and loading area location & dimensions	N/A
e	Street level trash room location and dimensions	N/A
f	Delivery route Sanitation operation Valet drop-off & pick-up Valet route in and out	N/A
g	Valet route to and from auto-turn analysis for delivery and sanitation vehicles	N/A
h	Indicate any backflow preventer and FPL vault if applicable	N/A
i	Indicate location of the area included in the application if applicable	N/A
j	Preliminary on-street loading plan	N/A
41	Floor Plan (dimensioned)	X
a	Total floor area	X
b	Identify # seats indoors outdoors seating in public right of way Total	N/A
c	Occupancy load indoors and outdoors per venue Total when applicable	N/A
42	The letter of Intent shall include and respond to all sea level rise and resiliency review criteria per section 133-50 of the City Code.	X
43	The Letter of Intent for Variances shall include and respond to all review guidelines in the code as follows:	N/A
a	Section 118-53 (d) of the City Code for each Variance.	
44	The Letter of Intent for Planning Board shall include and respond to all review guidelines in the code as follows:	N/A
a	For Conditional Use -Section 118-192 (a)(1)-(7)	
b	CU -Entertainment Establishments - Section 142-1362 (a)(1)-(9)	
c	CU - Mechanical Parking - Section 130-38 (3)(c)(i)(1)-(2) & (4)(a)-(k)	
d	CU - Structures over 50,000 SQ.FT. - Section 118-192 (b) (1)-(11)	
e	CU - Religious Institutions - Section 118-192 (c) (1)-(11)	

Indicate N/A If Not Applicable

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f	For Lot Splits - Section 118-321 (B) (1)-(6). Also see application instructions	N/A
	Notes: The applicant is responsible for checking above referenced sections of the Code. If not applicable write N/A	

**ADDITIONAL INFORMATION AS MAY BE REQUIRED AT THE PRE-APPLICATION MEETING

ITEM #	FINAL SUBMITTAL (via CAP) Revised and/or supplemented documents and drawings to address staff comments. Plans should be clearly labeled "Final Submittal" and dated with Final Submittal deadline date. Upload documents online (via CAP) before 5:00 pm on final submittal deadline. Staff will review and issue a notice to proceed to Paper Final submittal or to continue submittal to a future meeting if the application is found incomplete.	
45	Traffic Study, Site plan(s): This is the final traffic study including any modifications required to address comments from the City's Transportation Department. City's required permit by FDOT should be obtained prior to Final submittal (via CAP).	N/A

ITEM #	PAPER FINAL SUBMITTAL:	Required
46	Original application with all signed and notarized applicable affidavits and disclosures.	X
47	Original of all applicable items.	X
48	One (1) signed and sealed 11"X17" bound, collated set of all the required documents.	X
49	14 collated copies of all required documents	X
50	One (1) CD/DVD with electronic copy of entire final application package (plans, application, Letter of Intent, traffic/sound study, etc.) see CD/DVD formatting attached, for instructions.	X
51	Traffic Study (Hard copy)	N/A
52	Mailing Labels -2 sets of gummed labels and a CD including: Property owner's list and Original certified letter from provider.	X

ADDITIONAL INFORMATION AND ACKNOWLEDGEMENTS

- Other information/documentation required for First submittal will be identified during Pre-Application meeting but may be modified based on further analysis.
- It is the responsibility of the applicant to confirm that documents submitted via CAP, Paper Submittal sets (14 copies), and electronic version on CD are consistent with each other and legible.
- Plan revisions and supplemental documentation will not be accepted after the Final Submittal deadline
- All documents required for Board applications must be submitted in an electronic format (PDF) via CD in the manner prescribed herein. The CD is considered the "Formal Submission", and must include the electronic version of all hard copy documents associated with the application. A new Updated CD will be required if any modifications are made before or after hearing. Failure to comply with the aforementioned may result in a rehearing before the applicable board at the applicant's expense.
- Please note that the applicant will be required to submit revised plans pursuant to applicable Board Conditions no later than 60 days after Board Approval. (If applicable)


Applicant's or designee's signature

Date 12.05.19

Indicate N/A If Not Applicable

Initials: GM