Property Address: 5226 North Bay Road **Date:** 5/20/21

DRB BOARD APPLICATION CHECK LIST - SINGLE FAMILY RESIDENTIAL

A Pre-Application meeting must be scheduled via CSS to obtain a plan case number and for board staff review of all submittals, and review by the Development Review Committee, as needed.

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 that five(5) business days prior to CSS First submittal.

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

	FIRST SUBMITTAL (VIA CSS) ** To be uploaded online (CSS) 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 CSS system, the applicant should contact staff prior to first submittal to be invoiced and make payment.	☑
2	Is the property the primary residence & homestead of the applicant/property owner? (If yes, provide office of the Property Appraiser Summary Report).	☑
3	Copy of signed and dated check list issued at Pre-Application meeting.	☑
4	Completed Board Application, Affidavits & Disclosures of Interest (original signatures).	☑
5	Signed and dated Letter of Intent. **Letter must outline application details and identify hardships if Variances are requested. Letter must also identify design waivers.**	☑
a	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.	☑
b	The Letter of Intent for Variances shall include and respond to all review guidelines in the code as follows: Section 118-353 (d) of the City Code for each Variance.	☐
6	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.	☑
7	Copies of all current or previously active Business Tax Receipts if applicable.	☐
8	Copies of previous recorded final Orders if applicable.	☐
9	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.	☑
a	Existing and Proposed detailed topographic survey depicting existing spot grades (NAVD) as well as all underground/overhead utilities and easements/agreements with recording data.	☑
b	Full legal description of the property if not included in survey (for lengthy legal descriptions, attach as a separate document - label clearly).	☑
10	Copy of original Building Permit Card, & Microfilm, if available.	☑
11	Copy of previously approved building permits. (provide building permit number).	☑
12	**Architectural Plans and Exhibits (must be 11"x 17")**	
a	Cover Sheet with bullet point scope of work, clearly labeled "First Submittal" and dated with First Submittal deadline date.	☑
b	Drawing Index	☑
c	Copy of the original survey included in plan package. See No. 10 above for survey requirements	☑
d	Zoning Data Sheet (Use Planning Department zoning data sheet format).	☑
e	Context Location Plan, Min 8.5"X11" Color Aerial 1/2 mile radius, identifying project and showing name of streets. (no Google images)	☑

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f	Current color photographs, dated, Min 4"x 6" of project site and existing structures (no Google images)	☑
g	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)	☑
h	Existing Lot Coverage and Unit Size Diagrams.	☑
i	Proposed Lot Coverage Diagram.	☑
j	Proposed Unit Size Diagram for each floor, including roof plan.	☑
k	Site Plan (fully dimensioned with setbacks, existing and proposed, including adjacent right-of-way widths).	☑
l	Demolition Plans (Floor Plans & Elevations with dimensions)	☑
m	Proposed Floor Plans and Roof Plan, including mechanical equipment plan and section marks. Plans shall indicate location of all property lines and setbacks.	☑
n	Proposed Elevations, materials & finishes noted (showing grade, base flood elevation, heights in NGVD values and free board if applicable)	☑
o	Proposed Section Drawings	☑
p	Color Renderings (elevations and three dimensional perspective drawings).	☑
q	Contextual Elevation Line Drawings, corner to corner, across the street and surrounding properties (dated).	☑
r	Axonometric Diagram.	☑
s	Required yards open space calculations and shaded diagrams.	☑
t	Required yards section drawings.	☑
u	Variance and/or Waiver Diagram, if applicable.	☑
13	**Landscape Plans and Exhibits (must be 11"x 17")**	
a	Tree Survey	☑
b	Tree Disposition Plan	☑
c	Landscape Plan- private property and right-of-way areas. Proposed landscaping with landscape legend form, hardscape areas, ground floor equipment, overhead and underground utilities information.	☑
d	Hardscape Plan, i.e. paving materials, pattern, etc.	☑
Other*	Waivers: 1/ Height 2/ Two-story Side elevation	☑
Other*	Document adjacent neighbor's yards are higher than applicant site; refer to Sec. 142-105(b)(8)c.2.	☑
Other*		☐
Other*		☐

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

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FINAL SUBMITTAL (via CSS & PAPER) **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 CSS) before NOON 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.**		**Required**
PAPER FINAL SUBMITTAL:		
1	Original application with all signed and notarized applicable affidavits and disclosures.	☑
2	Original of all applicable items.	☑
3	One (1) signed and sealed 11"X17" bound, collated set of all the required documents.	☑
4	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.	☑
5	Mailing Labels -2 sets of gummed labels and a CD including: Property owner's list and Original certified letter from provider.	☑

ADDITIONAL INFORMATION AND ACKNOWLEDGEMENTS

A. **** Other information/documentation required for First submittal will be identified during Pre-Application meeting and Development Review Committee Meeting but may be modified based on further analysis.**

B. **It is the responsibility of the applicant to confirm that documents submitted via CSS, Paper Submittal set and electronic version on CD are consistent with each other and legible.**

C. **All PDF files must be named with the submittal deadline date and the type of document in the following format 'MM-DD-YYYY Document Name'.**

D. **Plan revisions and supplemental documentation will not be accepted after the Final Submittal deadline**

E. **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.**

THIAGO MENEZES — **Applicant's or designee's Name**

 — **Applicant's or designee's signature**

06-06-2021 — **Date**

Indicate N/A If Not Applicable

Initials: FSC