

Property Address: 281 Palm AvenueDate: 3/14/22**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 than five(5) business days prior to CSS First submittal.

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

<b>FIRST SUBMITTAL (VIA CSS) ** To be uploaded online (CSS) by the applicant before 5:00 pm by First submittal deadline.</b>		<b>Required</b>
<b>ALL PLANS MUST BE DIMENSIONED AND LEGIBLE. INCLUDE A GRAPHIC SCALE.</b>		
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.	<input checked="" type="checkbox"/>
2	Is the property the primary residence & homestead of the applicant/property owner? (If yes, provide office of the Property Appraiser Summary Report).	<input checked="" type="checkbox"/>
3	Copy of signed and dated check list issued at Pre-Application meeting.	<input checked="" type="checkbox"/>
4	Completed Board Application, Affidavits & Disclosures of Interest (original signatures).	<input checked="" type="checkbox"/>
5	Signed and dated Letter of Intent. <b>Letter must outline application details and identify hardships if Variances are requested. Letter must also identify design waivers.</b>	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
7	Copies of all current or previously active Business Tax Receipts if applicable.	<input type="checkbox"/>
8	Copies of previous recorded final Orders if applicable.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
b	Full legal description of the property if not included in survey (for lengthy legal descriptions, attach as a separate document - label clearly).	<input checked="" type="checkbox"/>
10	Copy of original Building Permit Card, & Microfilm, if available.	<input checked="" type="checkbox"/>
11	Copy of previously approved building permits. (provide building permit number).	<input type="checkbox"/>
12	<b>Architectural Plans and Exhibits (must be 11"x 17")</b>	
a	Cover Sheet with bullet point scope of work, clearly labeled "First Submittal" and dated with First Submittal deadline date.	<input checked="" type="checkbox"/>
b	Drawing Index	<input checked="" type="checkbox"/>
c	Copy of the original survey included in plan package. See No. 10 above for survey requirements	<input checked="" type="checkbox"/>
d	Zoning Data Sheet (Use Planning Department zoning data sheet format).	<input checked="" type="checkbox"/>
e	Context Location Plan, Min 8.5"X11" Color Aerial 1/2 mile radius, identifying project and showing name of streets. (no Google images)	<input checked="" type="checkbox"/>



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f	Current color photographs, dated, Min 4"x 6" of project site and existing structures (no Google images)	<input checked="" type="checkbox"/>
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)	<input checked="" type="checkbox"/>
h	Existing Lot Coverage and Unit Size Diagrams.	<input checked="" type="checkbox"/>
i	Proposed Lot Coverage Diagram. IF APPLICABLE	<input checked="" type="checkbox"/>
j	Proposed Unit Size Diagram for each floor, including roof plan. IF APPLICABLE	<input checked="" type="checkbox"/>
k	Site Plan (fully dimensioned with setbacks, existing and proposed, including adjacent right-of-way widths).	<input checked="" type="checkbox"/>
l	Demolition Plans (Floor Plans & Elevations with dimensions)	<input checked="" type="checkbox"/>
m	Proposed Floor Plans and Roof Plan, including mechanical equipment plan and section marks. Plans shall indicate location of all property lines and setbacks.	<input checked="" type="checkbox"/>
n	Proposed Elevations, materials & finishes noted (showing grade, base flood elevation, heights in NGVD values and free board if applicable)	<input checked="" type="checkbox"/>
o	Proposed Section Drawings	<input checked="" type="checkbox"/>
p	Color Renderings (elevations and three dimensional perspective drawings).	<input checked="" type="checkbox"/>
q	Contextual Elevation Line Drawings, corner to corner, across the street and surrounding properties (dated).	<input checked="" type="checkbox"/>
r	Axometric Diagram.	<input checked="" type="checkbox"/>
s	Required yards open space calculations and shaded diagrams.	<input checked="" type="checkbox"/>
t	Required yards section drawings.	<input checked="" type="checkbox"/>
u	Variance and/or Waiver Diagram, if applicable.	<input checked="" type="checkbox"/>
<b>13</b>	<b>Landscape Plans and Exhibits (must be 11"x 17")</b>	
a	Tree Survey	<input checked="" type="checkbox"/>
b	Tree Disposition Plan	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
d	Hardscape Plan, i.e. paving materials, pattern, etc.	<input checked="" type="checkbox"/>
Other*	Understory Review	<input checked="" type="checkbox"/>
Other*		<input type="checkbox"/>
Other*		<input type="checkbox"/>
Other*		<input type="checkbox"/>

\* \*\*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.	<input checked="" type="checkbox"/>
2	Original of all applicable items.	<input checked="" type="checkbox"/>
3	One (1) signed and sealed 11"X17" bound, collated set of all the required documents.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
5	Mailing Labels -2 sets of gummed labels and a CD including: Property owner's list and Original certified letter from provider.	<input checked="" type="checkbox"/>

**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.**

  
 Applicant's or designee's Name

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 Applicant's or designee's signature

4/6/22  
 Date