

MIAMI BEACH

Planning Department
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REQUIRED BY PLANNING FOR REVIEW OF: COMMERCIAL / MULTIFAMILY

PERMIT TYPES: BUILDING COMMERCIAL, BUILDING CONDOMINIUM, BUILDING PHASED, BUILDING COMMERCIAL 3 STORIES AND REVISIONS

| ITEM # | THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH THE INITIAL APPLICATION SUBMITTAL. NON-COMPLIANCE MAY RESULT IN A FAILED REVIEW. | Required |
|--------|---|----------|
| 1 | Scope of work detailing the work that will be performed included in plans | X |
| 2 | DRB, HPB, BOS, PB recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet. | X |
| 3 | Master Building Permit Number (if applicable) | X |
| 4 | Completed City of Miami Beach Commercial Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way | X |
| 5 | Signed and sealed Architectural plans must be dimensioned and include: | X |
| a | Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, grade elevation as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required for scope | X |
| b | Survey: Electronic version of original signed & sealed, dated no more than one year from date of submittal. Survey must provide: BFE, and grade elevation in NGVD values, per Section 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable. Survey MUST include lot area. | X |
| | Survey for Ocean-side properties must also include: | |
| d | Indicate the elevation of dunes on the east side, and elevation of beachwalk, as applicable. Survey must identify location of Erosion Control Line and Bulkhead Line. | X |
| e | All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations. | X |
| f | All elevations must include the following in NGVD or NAVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable), and building height. | X |
| g | Grading Plan for all required yards, including section drawings. Indicate finish elevations in NGVD or NAVD. | X |
| h | Fully dimensioned floor plans and roof plans. | X |
| i | Dimensioned building section drawings. Minimum of two cross-sections. | X |
| j | F.A.R per floor | |
| 6 | Signed and sealed Landscape Plans must include: Refer to CH 46, DIVISION 2- Tree Preservation and Protection and CH 126- Minimum Landscape Requirements | |
| a | Tree/Vegetation survey prepared by a professional land surveyor | X |
| b | Tree disposition plan | X |
| c | Landscape plans | X |
| d | Irrigation plans | X |
| | | |
| | NOTE: | |
| * | City will provide Sustainability Fee Affidavit (if applicable) after first plans review. | X |
| * | City will calculate and apply Mobility Fee (if applicable) after first plans review | X |
| * | Written narrative with responses are required for resubmittals. Narrative must identify the comment # and Corrected document number, i.e. Comment #1 - Corrected A-5. | X |
| * | Corrections on resubmittals MUST be clouded | X |
| * | Include any approved Variances - Scanned into plans per #2 above | X |