MIAMIBEACH

PLANNING DEPARTMENT

Staff First Submittal Comments Design Review Board

Final Submittal & Formal Submittal (CSS):	03/18
Notice to proceed issued:	03/20
Agenda finalized & all fees paid by:	03/22
Tentative DRB meeting agenda date:	05/07

Draft Notice:

DRB24-1007 2701 North Bay Rd: An application has been filed requesting Design Review Approval for the construction of a new 2-story addition to an existing two story home, including variances from the minimum required rear yard setback, side yard setback, sum of the sideyards setback, and from the minimum pervious landscape requirements within a required rear yard.

Please provide a narrative response to the comments listed below.

1. **APPLICATION COMPLETENESS**
    a. Provide the DRB file number in the application.
    b. ALL architectural drawings must be in ONE pdf. Please not provide a separate PDF for each sheet.
    c. Missing photos of the entire exterior of the existing house, including photos from the street as well as photos of neighboring properties.
    d. Plans must be formatted for printing on 11x17 paper and all text must be legible at that size. The text and dimension on the plans is not legible when printed at that size. You should provide fewer drawings per sheet and increase the scale.
    e. The setback at the closest point to the new structure and the property lines has not been provided (without us having to do a calculation). There are several of these dimensions that are NOT provided. You must provide adequate setback dimensions. See Sheet PZ A-2 revision 2
    f. The gym vestibule should be open to the sky, and not covered, in order for staff to support the close proximity to the property line, which is not dimensioned, but is less than four feet. It is recommended to move the entire structure away from the rear property line in order to provide a setback of at least 5 feet, or minimize this structure so that it is not covered at the second level. See sheet PZA-2 roof cover at vestibule deleted.
    g. The elevations are hard to read. What are all of the double lines on the east elevation? See updated PDF format.
    h. Provide the elevation datums in NGVD on the elevation drawings. Provide the overall height of the structure from BFE + 1 foot to the midpoint of the sloped roof.
    i. It is recommended to provide more visual interest on the side and rear elevations of the structure so that those elevations are not merely blank with score lines. SEE REVISED ELEV. SHEET DRBA-4
    j. The overhangs of the addition should be minimized and should not match the existing house due the close proximity proposed to the setbacks. See revised elev. Sheet DRB A-4
    k. Please provide an existing site plan that does not show anything proposed.See sheet DRB SP-1
    l. Invoiced base fees must be paid no later than Tuesday March 11th, or the application will not be placed on the May DRB agenda.

m. Add “FINAL SUBMITTAL” and DRB File No. to front cover title for heightened clarity.
n. Final submittal drawings need to be DATED, SIGNED AND SEALED.

These comments have been provided as a preliminary review of the documents and plans submitted and are subject to additions and/or deletions pending further review.

Final Submittal File Naming

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’. For example, if the deadline for first submittal is October 29, 2017 the file name would be ‘10-29-2017 Application’. Use this naming format for first and final CSS submittals. The uploaded file retains the name as it has been saved on your computer. The file name cannot be changed, and the file cannot be deleted once it is uploaded.

Please use names for the most common types of files. If the document type is not listed below, please use a document name that clearly identifies the file.

Document Name	**Description**
Application	Completed Land Use Board Application form including Exhibit A
LOI	Letter of Intent
Checklist	Pre-application Checklist
Labels	Mailing Labels, List of Property Owners, Certified Letter and Map
BTR	Copies of Previous Business Tax Receipts
Survey	Recent Signed and Sealed Survey
Plans	Architectural Plans and Exhibits
Landscape	Landscaping Plans and Exhibits
HRR	Historic Resources Report
Microfilm	Building Card and Microfilm
Traffic	Traffic Study
Sound	Sound Study

All pages of a document must be uploaded in one PDF file. Do not upload individual pages of a document.