

# MIAMI BEACH

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

Address: 2555 Regatta Avenue

Date: 5/26/17  
File: BOA

## VARIANCE APPLICATION CHECK LIST

A pre-application meeting must be scheduled with staff to review all submittals. Pre-application meetings are scheduled on a first come first serve basis and must occur no later than five (5) business days PRIOR to the First Submittal deadline. Incomplete or submittals found to be insufficient will not be placed on a Board agenda.

ITEM #	FIRST SUBMITTAL CHECK LIST	Required	Provided
	<b>ALL PLANS MUST BE LEGIBLE AND DIMENSIONED.</b>		
1	Plans and documents required below shall be provided by online submittal (thru CAP) no later than the first submittal deadline.	X	
2	Final information submitted thru CAP shall match final paper submittal.	X	
✓ 3	Completed Board Application form with Affidavits & Disclosures of interests	X	
✓ 4	Check-list provided by staff provided and signed by the applicant or representative.	X	
5	School Concurrency Application, for projects with a net increase in residential units (no SFH)		
6	Copies of all current or previously active Business Tax Receipts		
7	DERM recommendation/preliminary approval		
✓ 8	Mailing Labels - 2 sets and a CD including: Property owner's list and Original certified letter from provider.	X	
✓ 9	Dated and signed letter of intent explaining in detail how the variance request(s) satisfy each variance criteria on Section 118-353 (d) of the City Code.	X	
10	Application Fee (\$2,500) or \$(7,500 if After the fact) shall be paid after the pre-app meeting before the first submittal deadline.	X	
✓ 11	One original, dated, signed and sealed survey (dated no less than 6 months old at the time of application) including lot area and grade (If no sidewalk exists, provide the elevation of the crown of the road). Include detailed topographic survey depicting existing spot grades (NAVD) as well as all underground/overhead utilities and easements/agreements with recordation data.	X	
12	Plans shall be in 11"x17" including the following:	X	
13	Cover Sheet with bullet point scope of work, clearly labeled "First Submittal" and dated with First Submittal deadline date.	X	
14	Copy of the original survey (min 11x17)	X	
15	All Applicable Zoning Information in the Planning Department format		
16	Location Plan-- Colored aerial showing name of streets and project site identified.	X	
17	Full legal Description of the property if not included in survey (For lengthy legal descriptions, attached as a separate document if necessary) <i>See Exhibit A of Application</i>	X	
18	Existing FAR Shaded Diagrams (Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams)		
19	Proposed FAR Shaded Diagrams(Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams)		
20	Site Plan (fully dimensioned with setbacks, existing and proposed) Indicate location of the area included in the application if applicable. <i>= survey</i>	X	
✓ 21	Current color photographs, dated, Min 4"x 6" of project site and existing structures (no Google images)	X	
22	Current, dated color photographs, min 4"x6" of interior space (no Google images)		
✓ 23	Current color photographs, dated, Min 4"x 6" of context including adjacent properties and, across the street and with a key directional plan (no Google images)	X	

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24	Existing Conditions Drawings		
25	Demolition Plans (Floor Plans & Elevations with dimensions)		
26	Proposed Floor Plans and Roof Plan, including mechanical equipment plan and section marks. Plans shall indicate location of all property lines and setbacks.		
27	Proposed Elevations, materials & finishes noted (showing grade, base flood elevation, heights in NGVD values and free board if applicable) . Building height to be measured from flood elevation. Indicate property lines and setbacks.		
28	Proposed Section Drawings		
29	Landscape Plan - street and onsite - identifying existing, proposed landscape material, lighting, irrigation, raised curbs, tree survey and tree disposition plan		
30	Hardscape Plan, i.e. paving materials, pattern, etc.		
31	Required yards open space calculations and shaded diagrams	X	
<b>ITEM #</b>	<b>FIRST SUBMITTAL ADDITIONAL INFORMATION AS MAY BE REQUIRED AT THE PRE APPLICATION MEETING</b>	<b>Required</b>	<b>Provided</b>
32	Copy of original Building Permit Card, & Microfilm, if available		
33	Copy of previously approved building permits. (Provide Building Permit Number.)		
34	Copy of previous Recorded Final Orders		
35	Floor Plan shall indicate area where alcoholic beverages will be displayed.		
36	Color Renderings (elevations and three dimensional perspective drawings).		
37	Detailed sign(s) with dimensions and elevation drawings showing exact location.		
38	Elevation drawings showing area of building façade for sign calculation (Building ID signs)		
39	Daytime and Nighttime renderings for illuminated signs		
40	Proposed lighting plan, including photometric calculations		
41	Survey showing width of the canal (if applicable), Site Plan showing total projection of structures from seawall, location and dimension of all structures inclusive of dock, mooring piles, boat lift, etc.		
42	Proposed plans for a dock, or any marine structure shall have approval stamp from DERM or other applicable regulatory agency before submitting for a variance. A letter from DERM or other agency, explaining specific requirements for the project is recommended.		
43	Technical specifications of the boat lift and/or boat, ship or vessel to be docked or moored.		
44	Business hours of Operations & Restaurant menu if applicable		
45	Provide a complete operational plan for the building, including delivery and trash pickup times, sizes of delivery trucks (length & width), scheduling of various tenants and deliveries, garbage truck (length & width) information, store hours, number of employees. Provide maneuvering plan for loading within the existing/proposed conditions if applicable.		
46	Survey shall include spot elevations in rear yard and Elevation points on the Dune adjacent to the property. Provide highest elevation point on the Dune within the property. Erosion Control Line and Bulkhead Line shall be indicated if present		
47	Scaled, signed, sealed and dated specific purpose survey (Alcohol License/Distance Separation) distance shown on survey with a straight line.		
48	Vacant or 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 Department		

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49	Historic Resources Report (This report shall include, but shall not be limited to, copy of the original Building Permit Card and any subsequent evolution, Microfilm, 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)		
50	Contextual Elevation Line Drawings, corner to corner, across the street and surrounding properties (dated)		
51	Line of Sight studies		
52	Structural Analysis of existing building including methodology for shoring and bracing		
53	Exploded Axonometric Diagram (showing second floor in relationship to first floor)		
54	Neighborhood Context Study		
55	Traffic Study (Hard copy) with 3 CDs, including calculations for peer review. Send digital version as an attachment via e mail to: Xfalconi@miamibeachfl.gov		
56	Sound Study report (Hard copy) with 1 CD		
57	Set of plans 24"x 36"		
55	<b>Site Plan (Identify streets and alleys)</b>		
a	Identify: setbacks _____ Height _____ Drive aisle widths _____ Streets and sidewalks widths _____		
b	# parking spaces & dimensions _____ Loading spaces locations & dimensions _____		
c	# of bicycle parking spaces _____		
d	Interior and loading area location & dimensions _____		
e	Street level trash room location and dimensions _____		
f	Delivery route _____ Sanitation operation _____ Valet drop-off & pick-up _____ Valet route in and out _____		
g	Valet route to and from _____ auto-turn analysis for delivery and sanitation vehicles _____		
56	<b>Floor Plan (dimensioned)</b>		
a	Total floor area _____		
a	Identify # seats indoors _____ outdoors _____ seating in public right of way _____ Total _____		
b	Occupancy load indoors and outdoors per venue _____ Total when applicable _____		
	<b>In the Letter of Intent for Planning Board include and respond to all review guidelines in the code as follows:</b>		
57	For Conditional Use -Section 118-192 (a)(1)-(7) + (b)(1)-(11)		
58	CU -Entertainment Establishments - Section 142-1362 (a)(1)-(9)		
59	CU - Mechanical Parking - Section 130-38 (3)(c )(i)(1)-(2) & (4)(a)-(k)		
60	CU - Structures over 50,000 SQ.FT. - Section 118-192(b) (1)-(11)		
61	CU - Religious Institutions - Section 118-192 (c) (1)-(11)		
	For Lot Splits - Section 118-321 (B) (1)-(6). Also see application instructions		
	<b>Notes: The applicant is responsible for checking above referenced sections of the Code. If not applicable write N/A</b>		
	Other information/documentation required for first submittal (to be identified during pre application meeting).		

ITEM #	FINAL PAPER SUBMITTAL CHECK LIST	Required	Provided
62	One (1) signed and sealed 11"X17" unbound collated set of all the required documents , as revised and/or supplemented to address Staff comments. Plans should be clearly labeled "Final Submittal" and dated with Final Submittal deadline date. A CD with proper format of all documents and plans 11"X17" as a PDF compatible with Adobe 8.0 or higher at 300 DPI resolution.	X	
63	14 collated copies of all the above documents	X	
64	One (1) CD/DVD with electronic copy of all documents and final application package ( plans, application, letter, etc.) . See details for CD/DVD formatting.	X	

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## NOTES:

Is the responsibility of the applicant to make sure that the sets, 14 copies and electronic version on CD are consistent.

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

**ALL DOCUMENTS ARE TO BE PDF'D ON TO A MASTER DISK, WHICH DISK SHALL BE CONSIDERED THE OFFICIAL FILE COPY TO BE USED AT HEARING. ALL MODIFICATIONS, CORRECTIONS, OR ALTERATIONS MUST BE REFLECTED ON THE MASTER DISK. APPLICANT CERTIFIES COMPLIANCE WITH THE FOREGOING. FAILURE TO COMPLY MAY RESULT IN A REHEARING BEFORE THE APPLICABLE BOARD.**



APPLICANT'S OR DESIGNEE'S SIGNATURE



DATE