

MIAMI BEACH

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Planning Department, 1700 Convention Center Drive 2nd Floor
Miami Beach, Florida 33139, www.miamibeachfl.gov
305.673.7550

ADMINISTRATIVE APPEAL APPLICATION CHECK LIST

Property address: 2300 Bay Ave

Date: 4/12/18 File #: ZBAR-0070 PAU

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

All fees shall be paid before an item can be scheduled for an agenda. It is the applicant's responsibility to make this payment, if an invoice is not generated by the CAP system, the applicant should contact staff prior to the submittal deadline to be invoiced and make payment.

ITEM #	ONLINE SUBMITTAL (VIA CAP) To be uploaded online (CAP) by the applicant before 5:00 pm on the submittal deadline.
1	Application with all signed and notarized applicable affidavits and disclosures.
2	Signed and dated Letter of Intent. Letter must indicate the decision that is being appealed and other information as required by Section 118-9 (b).
3	Full legal description of the property if not included in survey (for lengthy legal descriptions, attach as a separate document - label clearly).

ITEM #	PHYSICAL SUBMITTAL To be hand delivered to the Planning Department before 5:00 pm on the submittal deadline.
1	Original application with all signed and notarized applicable affidavits and disclosures.
2	Originals of all items provided in the online submittal.
3	One (1) signed, stapled and collated set of all provided documents.
4	14 collated copies of all provided documents
5	One (1) CD/DVD with electronic copy of entire package (plans, application, Letter of Intent, etc.) see CD/DVD formatting attached, for instructions.

It is the responsibility of the applicant to confirm that documents submitted via CAP, Paper Submittal sets (14 copies), and electronic version on CD are consistent with each other and legible.

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 signature

4/12/18

Date