

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

Address: 6971 Carlyle Avenue

Date: 8/22/2016

File: DRB

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 ALL PLANS MUST BE LEGIBLE AND DIMENSIONED.	Required	Provided
1	Make an appointment with Board Liaison at least 2 days in advance of the submittal deadline	X	
2	Two completed Board Application forms, Affidavits & Disclosures of interests (One with original signatures, and one copy)	X	X
3	Check-list provided by staff indicating documents provided and signed by the applicant or representative.	X	X
4	Copies of all current or previously active Business Tax Receipts	X	
5	Two letters of intent (One original, dated and signed letter and one copy). Letter of intent shall explain in detail how the request relates to each variance criteria on Section 118-353 (d) of the City Code.	X	X
6	DERM recommendation/approval		
7	Application Fees (\$2,500)	X	X
8	Mailing Labels - 2 sets and a CD including: Property owner's list and Original certified letter from provider.	X	X
9	School Concurrency Application, for projects with a net increase in residential units (no SFH)	X	X
10	One original, dated, signed and sealed survey (dated no less than 6 months old at the time of application) including lot area and grade.	X	X
11	Provide two (2), 11"x17" collated set of plans, (one original, dated, signed and sealed and one copy) including the following:	X	X
12	Cover Sheet with bullet point scope of work, clearly labeled "First Submittal" and dated with First Submittal deadline date	X	X
13	All Applicable Zoning Information in the Planning Department format. See attached	X	X
14	Location Plan-- Colored aerial showing name of streets and project site identified.	X	X
15	Copy of original Survey (minimum 11x17)	X	X
16	Full legal Description of the property if not included in survey (For lengthy legal descriptions, attached as a separate document if necessary)	X	X
17	Existing FAR Shaded Diagrams (Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams)	X	X
18	Proposed FAR Shaded Diagrams(Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams)	X	X
19	Site Plan (fully dimensioned with setbacks, existing and proposed) Indicate location of the area included in the application if applicable.	X	X
20	Current color photographs, dated, Min 4"x 6" of project site and existing structures (no Google images)	X	X
21	Current, dated color photographs, min 4"x6" of interior space (no Google images)		
22	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)	X	X
23	Existing Conditions Drawings (Floor Plans & Elevations with dimensions). Number of seats, furniture and shelves if applicable.	X	X
24	Demolition Plans (Floor Plans & Elevations with dimensions)	X	X
25	Proposed Floor Plans and Roof Plan, including mechanical equipment plan and section marks	X	X

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26	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.	X	X
27	Proposed Section Drawings	X	X
28	Landscape Plan - street and onsite - identifying existing, proposed lanscape material, lighting, irrigation, raised curbs, tree survey and tree disposition plan	X	N/A
28	Hardscape Plan, i.e. paving materials, pattern, etc.	X	N/A
29	Required yards open space calculations and shaded diagrams		
ITEM #	FIRST SUBMITTAL ADDITIONAL INFORMATION AS MAY BE REQUIRED AT THE PRE APPLICATION MEETING	Required	Provided
30	Copy of original Building Permit Card, & Microfilm, if available	X	X
31	Copy of previously approved building permits. (Provide Building Permit Number.)		
32	Copy of previous Recorded Final Orders		
33	Floor Plan shall indicate area where alcoholic beverages will be displayed.		
34	Color Renderings (elevations and three dimensional perspective drawings).	X	N/A
35	Detailed sign(s) with dimensions and elevation drawings showing exact location.		
36	Elevation drawings showing area of building façade for sign calculation (Building ID signs)		
37	Daytime and Nighttime renderings for illuminated signs		
38	Proposed lighting plan, including photometric calculations		
39	Plans shall show total projection from seawall inclusive of of dock, mooring piles, boat lift and boat dimensions and location.		
40	Business hours of Operations & Restaurant menu if applicable		
41	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.		
42	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		
43	Scaled, signed, sealed and dated specific purpose survey (Alcohol License/Distance Separation) distance shown on survey with a straight line.		
44	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		
45	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)		
46	Contextual Elevation Line Drawings, corner to corner, across the street and surrounding properties (dated)		
47	Line of Sight studies		
48	Structural Analysis of existing building including methodology for shoring and bracing		
49	Exploded Axonometric Diagram (showing second floor in relationship to first floor)		
50	Neighborhood Context Study		
51	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		
52	Sound Study report (Hard copy) with 1 CD		

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53	Set of plans 24"x 36"		
52	Site Plan (Identify streets and alleys)		
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 _____		
53	Floor Plan (dimensioned)		
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 _____		
	In the Letter of Intent for Planning Board include and respond to all review guidelines in the code as follows:		
54	For Conditional Use -Section 118-192 (a)(1)-(7) + (b)(1)-(11)		
55	CU -Entertainment Establishments - Section 142-1362 (a)(1)-(9)		
56	CU - Mechanical Parking - Section 130-38 (3)(c)(i)(1)-(2) & (4)(a)-(k)		
57	CU - Structures over 50,000 SQ.FT. - Section 118-192(b) (1)-(11)		
58	CU - Religious Institutions - Section 118-192 (c) (1)-(11)		
	For Lot Splits - Section 118-321 (B) (1)-(6). Also see application instructions		
	Notes: The applicant is responsible for checking above referenced sections of the Code. If not applicable write N/A		
	Other information/documentation required for first submittal (to be identified during pre application meeting).		

ITEM #	FINAL SUBMITTAL CHECK LIST:	Required	Provided
59	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	
60	14 collated copies of all the above documents	X	
61	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	

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