

FORMAL SUBMITTAL FORMAT (fka: CD Submittal format)

Formal Submittals must contain all associated files in the following format:

For Reference, all the items on the list below have the same Board Application Check list item number on the left column. (see Board Application Check List that was given at DRC/Pre-application meeting.)

Any additional information submitted must be included in the Formal Submittal upload.

Documents must be submitted in PDF format; sub files must be categorized as shown below and may not exceed 15MB. (Plans may be broken down and numbered sequentially to assist in meeting the PDF size requirement)

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'. **Please provide a single document titled "Index" identifying the content of you application.**

CHECK LIST ITEM #	CATEGORY I - APPLICATION DOCUMENTS [not to exceed 15MB]
2	If yes, provide office of the Property Appraiser Summer Report.
3	Copy of signed and dated check list issued at Pre-Application meeting or Design Review Committee meeting.
4	Completed Board Application, Affidavits & Disclosures of Interest (original signatures).
5	Signed and dated Letter of Intent. Letter must outline application details and identify hardships if Variances are requested. (see alsobooard check list 42,43 and 44).
6	Mailing Labels: Upload property owner's list and copy of original certified letter from provider. (see also board checklist #52).
7	Copies of all current or previously active Business Tax Receipts.
8	Copies of Previous Recorded Final Orders.
9	School Concurrency Application for projects with a net increase in residential units (no SFH). Provide Planning Department - Miami Dade - School Concurrency Application for Transmittal.
CHECK LIST ITEM #	CATEGORY II - SUPPLEMENTAL DOCUMENTS AS REQUESTED BY STAFF [not to exceed 15MB]
11e	Full legal description of the property if not included in survey.
13	Copy of original Building Permit Card, & Microfilm, if available.
14	Copy of previously approved building permits
15	Existing and Proposed detailed topographic survey depicting existing spot grades.
17	Historic Resources Report.
18	Contextual Elevation Line Drawings, corner to corner, across the street and surrounding properties (dated).
19	Line of Sight studies.
20	Structural Analysis of exiting building including methodology for shoring and bracing.
31	Scaled, signed, sealed and dated specific purpose survey (Alcohol License/Distance Separation).
32	Survey showing width of canal (Dimension shall be certified by a surveyor)
34	Technical specifications of the boat lift and/ or boat, ship of vessel to be docked or moored.
35	DERM recommendation/preliminary approval.
37	Scaled, signed, sealed and dated specific purpose survey (Alcohol License/Distance Separation).
38	Proposed Operational Plan.
40	Traffic Study, initial and final including all modifications and updates.
41	Sound Study report.

CHECK LIST ITEM #	CATEGORY III - EXISTING CONDITION PLANS [not to exceed 15MB]
10	Survey: Electronic version of original signed & sealed, dated no more than six months from date of application.
11d	Context Location Plan.
11f	Existing FAR Shaded Diagrams.
11i-11k	Photographs.
11l	Existing Conditions Drawing: Floor plans, roof plan, elevations.
11m	Demolition Plans.
CHECK LIST ITEM #	CATEGORY IV - PROPOSED PROJECT [not to exceed 15MB]
	Cover Sheet with bullet point scope of work, clearly labeled "Final Submittal" and dated with Final Submittal deadline date.
11c	All Applicable Zoning Information (Use Planning Department zoning data sheet format).
11g	Proposed FAR Shaded Diagrams(Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams), if applicable.
11h & 42	Site Plan (fully dimensioned with setbacks, existing and proposed, including adjacent right-of-way widths).
11n & 43	Proposed Floor Plans and Roof Plan.
11o	Proposed Elevations, materials & finishes
11p	Proposed Section Drawings
11q	Color Renderings (elevations and three dimensional perspective drawings).
18	Contextual Elevation Line Drawings, corner to corner, across the street and surrounding properties (dated).
19	Line of Sight studies.
22	Exploded Axonometric Diagram.
23	Neighborhood Context Study
24	Required yards open space calculations and shaded diagrams.
25	Required yards section drawings.
26	Variance and/or Waiver Diagram.
27	Schematic signage program
28	Detailed sign(s) with dimensions and elevation drawings showing exact location.
29	Elevation drawings showing area of building façade for sign calculation (Building ID signs).
30	Daytime and nighttime renderings for illuminated signs.
39	Maneuvering plan
47a to 47d	Lot splits required plans and documents.
CHECK LIST ITEM #	CATEGORY V - Landscape Plans and Exhibits [not to exceed 15MB]
12a - 12e	Landscape Plan.
21	Lighting plan

Applicants may breakdown individual sections further in order not to exceed file cap. Please contact the board liaison should you need further assistance.

Mail Notice | Mail Notice must be uploaded in a separate file clearly identified as "Formal Mail Notice"