MIAMIBEACH

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

Property Address: 929 Alton Road **Date:** June 16, 2016
File Number: HPB16-0052

BOARD APPLICATION CHECK LIST

A pre-application meeting must be scheduled with Board 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 DIMENSIONED AND LEGIBLE. INCLUDE A GRAPHIC SCALE	Required
1	**Make an appointment with Board Liaison for application submittal at least 2 days in advance of the submittal deadline**	X
2	Completed Board Application, Affidavits & Disclosures of Interest (original signatures)	X
3	Copies of all current or previously active Business Tax Receipts	X
4	Letter of Intent with details of application request, hardship, etc.	X
5	Application Fee	X
6	Mailing Labels - 1 printed set and a CD including: Property owner's list and Original certified letter from provider.	X
~~7~~	~~School Concurrency Application, for projects with a net increase in residential units (no SFH)~~	X
8	**Provide four (4), 11"X17" collated sets, two (2) of which must be signed & sealed. Sets shall include the following:**	X
9	Cover Sheet with bullet point scope of work, clearly labeled "First Submittal" and dated with First Submittal deadline date	X
10	All Applicable Zoning Information on City of Miami Beach Zoning Data Sheet	X
11	Location Plan, Aerial 1/2 mile radius, colored with streets and project site identified	X
12	Survey (original signed & sealed) dated less than 6 months old at the time of application (lot area shall be provided by surveyor), identifying grade (If no sidewalk, provide a letter from Public Works, establishing grade) , spot elevations and Elevation Certificate	X
~~13~~	~~Existing FAR Shaded Diagrams (Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams)~~	X
14	Proposed FAR Shaded Diagrams(Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams)	X
15	Site Plan (fully dimensioned with setbacks, existing and proposed, including adjacent right-of-way widths)	X
15a	Indicate any backflow preventer and FPL vault if applicable	X
16	Current color photographs, dated, Min 4"x 6" of project site and existing structures (no Google images)	X
~~17~~	~~Current, dated color photographs, min 4"X6" of interior space (no Google images)~~	
18	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
~~19~~	~~Existing Conditions Drawings (Floor Plans & Elevations with dimensions)~~	X
~~20~~	~~Demolition Plans (Floor Plans & Elevations with dimensions)~~	X
21	Proposed Floor Plans and Roof Plan, including mechanical equipment plan and section marks	X
22	Proposed Elevations, materials & finishes noted (showing grade, base flood elevation, heights in NGVD values and free board if applicable)	X
23	Proposed Section Drawings	X
24	Landscape Plan - street and onsite - identifying existing, proposed landscape material, lighting, irrigation, raised curbs, tree survey and tree disposition plan, as well as underground and overhead utilities when street trees are required.	X
25	Hardscape Plan, i.e. paving materials, pattern, etc.	X
26	Color Renderings (elevations and three dimensional perspective drawings)	X

Indicate N/A If Not Applicable

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ITEM #	FIRST SUBMITTAL ADDITIONAL INFORMATION AS MAY BE REQUIRED AT THE PRE APPLICATION MEETING	Required
27	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	
28	Copy of original Building Permit Card, & Microfilm, if available	
29	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)	
30	Contextual Elevation Line Drawings, corner to corner, across the street and surrounding properties (dated)	X
31	Line of Sight studies	
32	Structural Analysis of existing building including methodology for shoring and bracing	
33	Proposed exterior and interior lighting plan, including photometric calculations	X
34	Exploded Axonometric Diagram (showing second floor in relationship to first floor)	
35	Neighborhood Context Study	
36	Open Space calculations and shaded diagrams	
37	Proposed Operational Plan	
38	Traffic Study (Hard copy), Site plan(s) and AutoCAD in 3 CDs, including calculations for peer review. Send digital version as an attachment via e mail to: Xfalconi@miamibeachfl.gov	
39	Sound Study report (Hard copy) with 1 CD	
40	Set of plans 24"x 36" (when requested by staff)	
41	Copies of previous Recorded Final Orders	
42	Location Plan, Aerial or survey indicating width of canals (Dimension shall be certified by a surveyor)	
43	Scaled, signed, sealed and dated specific purpose survey (Alcohol License/Distance Separation)	
44	**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_____	
45	**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_____	

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46	**In the Letter of Intent for Planning Board include and respond to all review guidelines in the code as follows:**	
47	For Conditional Use -Section 118-192 (a)(1)-(7) + (b)(1)-(11)	
48	CU -Entertainment Establishments - Section 142-1362 (a)(1)-(9)	
49	CU - Mechanical Parking - Section 130-38 (3)(c)(i)(1)-(2) & (4)(a)-(k)	
50	CU - Structures over 50,000 SQ.FT. - Section 118-192(b) (1)-(11)	
51	CU - Religious Institutions - Section 118-192 (c) (1)-(11)	
52	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	

#	FINAL SUBMITTAL CHECK LIST:	Required
53	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. With a CD of this document 11"X17" as a PDF compatible with Adobe 8.0 or higher at 300 DPI resolution.	X
54	14 collated copies of all the above documents	X
55	One (1) CD/DVD with electronic copy of entire final application package	X

NOTES:

A. **Other information/documentation required for first submittal will be identified during pre-application meeting.**

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

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

D **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.**

E **Please note that the applicant will be required to submit revised plans pursuant to applicable Board Conditions no later than 60 days after Board Approval, as applicable.**

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06-22-16

APPLICANT'S OR DESIGNEE'S SIGNATURE **Date**

Indicate N/A If Not Applicable

Initials: CPA