



## 550 Washington HPB Application 11.10.2020 - signed.pdf

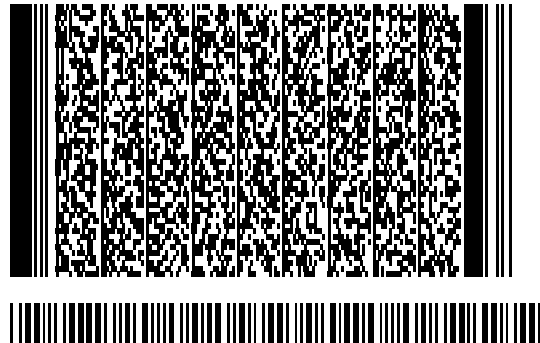
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### E-Signature Summary

**E-Signature Notary: Diana Ramos (dra)**  
November 10, 2020 10:20:08 -8:00 [7C52FA14ED70] [162.244.152.118]  
dramos@brzoninglaw.com



# MIAMIBEACH

PLANNING DEPARTMENT

1700 Convention Center Drive, Miami Beach, Florida 33139; Tel: 305.673.7550; Web: www.miamibeachfl.gov/planning

## LAND USE BOARD HEARING APPLICATION

The following application is submitted for review and consideration of the project described herein by the land use board selected below. A separate application must be completed for each board reviewing the proposed project.

Application Information			
FILE NUMBER HPB20-0440		Is the property the primary residence & homestead of the applicant/property owner? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if "Yes," provide office of the Property Appraiser Summary Report)	
<b>Board of Adjustment</b> <input type="checkbox"/> Variance from a provision of the Land Development Regulations <input type="checkbox"/> Appeal of an administrative decision		<b>Design Review Board</b> <input type="checkbox"/> Design review approval <input type="checkbox"/> Variance	
<b>Planning Board</b> <input type="checkbox"/> Conditional use permit <input type="checkbox"/> Lot split approval <input type="checkbox"/> Amendment to the Land Development Regulations or zoning map <input type="checkbox"/> Amendment to the Comprehensive Plan or future land use map		<b>Historic Preservation Board</b> <input checked="" type="checkbox"/> Certificate of Appropriateness for design <input type="checkbox"/> Certificate of Appropriateness for demolition <input type="checkbox"/> Historic district/site designation <input checked="" type="checkbox"/> Variance	
<input type="checkbox"/> <b>Other:</b>			
Property Information - Please attach Legal Description as "Exhibit A"			
ADDRESS OF PROPERTY 550 Washington Avenue			
FOLIO NUMBER(S) 02-4203-009-1900			
Property Owner Information			
PROPERTY OWNER NAME 550 Landlord, LLC			
ADDRESS 999 Brickell Avenue, Suite 600		CITY Miami	STATE FL
BUSINESS PHONE		CELL PHONE	ZIPCODE 33131
EMAIL ADDRESS			
Applicant Information (if different than owner)			
APPLICANT NAME 550 Landlord, LLC			
ADDRESS 999 Brickell Avenue, Suite 3600		CITY Miami	STATE FL
BUSINESS PHONE 305-510-0142		CELL PHONE	ZIPCODE 33131
EMAIL ADDRESS			
Summary of Request			
PROVIDE A BRIEF SCOPE OF REQUEST COA for change of copy for signage and variance request			

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Project Information			
Is there an existing building(s) on the site?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the project include interior or exterior demolition?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Provide the total floor area of the new construction.			SQ. FT.
Provide the gross floor area of the new construction (including required parking and all usable area).			SQ. FT.
Party responsible for project design			
NAME <b>Beilinson Gomez Architects</b>		<input checked="" type="checkbox"/> Architect <input type="checkbox"/> Engineer	<input type="checkbox"/> Contractor <input type="checkbox"/> Tenant
		<input type="checkbox"/> Landscape Architect <input type="checkbox"/> Other_____	
ADDRESS <b>8101 Biscayne Blvd.</b>		CITY <b>Miami</b>	STATE <b>FL</b>
		ZIPCODE <b>33138</b>	
BUSINESS PHONE	CELL PHONE	EMAIL ADDRESS	
Authorized Representative(s) Information (if applicable)			
NAME <b>Mickey Marrero, Esq.</b>		<input checked="" type="checkbox"/> Attorney <input type="checkbox"/> Agent	<input type="checkbox"/> Contact <input type="checkbox"/> Other_____
ADDRESS <b>200 S. Biscayne Blvd., Suite 850</b>		CITY <b>Miami Beach</b>	STATE <b>FL</b>
		ZIPCODE <b>33131</b>	
BUSINESS PHONE <b>305-374-5300</b>	CELL PHONE	EMAIL ADDRESS <b>mmarrero@brzoninglaw.com</b>	
NAME <b>Greg Fontela, Esq.</b>		<input checked="" type="checkbox"/> Attorney <input type="checkbox"/> Agent	<input type="checkbox"/> Contact <input type="checkbox"/> Other_____
ADDRESS <b>200 S. Biscayne Blvd., Suite 850</b>		CITY <b>Miami</b>	STATE <b>FL</b>
		ZIPCODE <b>33131</b>	
BUSINESS PHONE <b>305-74-5300</b>	CELL PHONE	EMAIL ADDRESS <b>gfontela@brzoninglaw.com</b>	
NAME <b>Michael W. Larkin, Esq.</b>		<input checked="" type="checkbox"/> Attorney <input type="checkbox"/> Agent	<input type="checkbox"/> Contact <input type="checkbox"/> Other_____
ADDRESS <b>200 S. Biscayne Blvd., Suite 850</b>		CITY <b>Miami Beach</b>	STATE <b>FL</b>
		ZIPCODE <b>33131</b>	
BUSINESS PHONE <b>305-374-5300</b>	CELL PHONE	EMAIL ADDRESS <b>mlarkin@brzoninglaw.com</b>	

**Please note the following information:**

- A separate disclosure of interest form must be submitted with this application if the applicant or owner is a corporation, partnership, limited partnership or trustee.
- All applicable affidavits must be completed and the property owner must complete and sign the "Power of Attorney" portion of the affidavit if they will not be present at the hearing, or if other persons are speaking on their behalf.
- To request this material in alternate format, sign language interpreter (five-day notice is required), information on access for persons with disabilities, and accommodation to review any document or participate in any City sponsored proceedings, call 305.604.2489 and select (1) for English or (2) for Spanish, then option 6; TTY users may call via 711 (Florida Relay Service).

**Please read the following and acknowledge below:**



- Applications for any board hearing(s) will not be accepted without payment of the required fees. All checks are to be made payable to the "City of Miami Beach".
- All disclosures must be submitted in CMB Application format and be consistent with CMB Code Sub-part A Section 2-482(c):
  - (c) If the lobbyist represents a corporation, partnership or trust, the chief officer, partner or beneficiary shall also be identified. Without limiting the foregoing, the lobbyist shall also identify all persons holding, directly or indirectly, a five percent or more ownership interest in such corporation, partnership, or trust.
- Public records notice – All documentation submitted for this application is considered a public record subject to Chapter 119 of the Florida Statutes and shall be disclosed upon request.
- In accordance with the requirements of Section 2-482 of the code of the City of Miami Beach, any individual or group that will be compensated to speak or refrain from speaking in favor or against an application being presented before any of the City's land use boards, shall fully disclose, prior to the public hearing, that they have been, or will be compensated. Such parties include: architects, engineers, landscape architects, contractors, or other persons responsible for project design, as well as authorized representatives attorneys or agents and contact persons who are representing or appearing on behalf of a third party; such individuals must register with the City Clerk prior to the hearing.
- In accordance with Section 118-31. – Disclosure Requirement. Each person or entity requesting approval, relief or other action from the Planning Board, Design Review Board, Historic Preservation Board or the Board of Adjustment shall disclose, at the commencement (or continuance) of the public hearing(s), any consideration provided or committed, directly or on its behalf, for an agreement to support or withhold objection to the requested approval, relief or action, excluding from this requirement consideration for legal or design professional service rendered or to be rendered. The disclosure shall: (I) be in writing, (II) indicate to whom the consideration has been provided or committed, (III) generally describe the nature of the consideration, and (IV) be read into the record by the requesting person or entity prior to submission to the secretary/clerk of the respective board. Upon determination by the applicable board that the forgoing disclosure requirement was not timely satisfied by the person or entity requesting approval, relief or other action as provided above, then (I) the application or order, as applicable, shall immediately be deemed null and void without further force or effect, and (II) no application form said person or entity for the subject property shall be reviewed or considered by the applicable board(s) until expiration of a period of one year after the nullification of the application or order. It shall be unlawful to employ any device, scheme or artifice to circumvent the disclosure requirements of this section and such circumvention shall be deemed a violation of the disclosure requirements of this section.
- When the applicable board reaches a decision a final order will be issued stating the board's decision and any conditions imposed therein. The final order will be recorded with the Miami-Dade Clerk of Courts. The original board order shall remain on file with the City of Miami Beach Planning Department. Under no circumstances will a building permit be issued by the City of Miami Beach without a copy of the recorded final order being included and made a part of the plans submitted for a building permit.

The aforementioned is acknowledged by:

Owner of the subject property     Authorized representative

DocuSigned by:  
*Mathieu Massa*

18456632FCB646E...

**SIGNATURE**

**Mathieu Massa**

**PRINT NAME**

11/10/2020

**DATE SIGNED**

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**OWNER AFFIDAVIT FOR INDIVIDUAL OWNER**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn, depose and certify as follows: (1) I am the owner of the property that is the subject of this application. (2) This application and all information submitted in support of this application, including sketches, data, and other supplementary materials, are true and correct to the best of my knowledge and belief. (3) I acknowledge and agree that, before this application may be publicly noticed and heard by a land development board, the application must be complete and all information submitted in support thereof must be accurate. (4) I also hereby authorize the City of Miami Beach to enter my property for the sole purpose of posting a Notice of Public Hearing on my property, as required by law. (5) I am responsible for remove this notice after the date of the hearing.

\_\_\_\_\_  
**SIGNATURE**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The foregoing instrument was acknowledged before me by \_\_\_\_\_, who has produced \_\_\_\_\_ as identification and/or is personally known to me and who did/did not take an oath.

NOTARY SEAL OR STAMP

\_\_\_\_\_  
**NOTARY PUBLIC**

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
**PRINT NAME**

**ALTERNATE OWNER AFFIDAVIT FOR CORPORATION, PARTNERSHIP OR LIMITED LIABILITY COMPANY**

STATE OF Florida

COUNTY OF Miami-Dade

I, Mathieu Massa, being first duly sworn, depose and certify as follows: (1) I am the Manager (print title) of 550 Landlord, LLC (print name of corporate entity). (2) I am authorized to file this application on behalf of such entity. (3) This application and all information submitted in support of this application, including sketches, data, and other supplementary materials, are true and correct to the best of my knowledge and belief. (4) The corporate entity named herein is the owner of the property that is the subject of this application. (5) I acknowledge and agree that, before this application may be publicly noticed and heard by a land development board, the application must be complete and all information submitted in support thereof must be accurate. (6) I also hereby authorize the City of Miami Beach to enter my property for the sole purpose of posting a Notice of Public Hearing on my property, as required by law. (7) I am responsible for remove this notice after the date of the hearing.

DocuSigned by:

MATHEU MASSA

18456632FCB646E...

\_\_\_\_\_  
**SIGNATURE**

Sworn to and subscribed before me this 10th day of November, 2020. The foregoing instrument was acknowledged before me by Mathieu Massa, who has produced \_\_\_\_\_ as identification and/or is personally known to me and who did/did not take an oath.

NOTARY SEAL OR STAMP



\_\_\_\_\_  
**NOTARY PUBLIC**

My Commission Expires: 04/10/2023

\_\_\_\_\_  
Diana Ramos



**PRINT NAME**

**POWER OF ATTORNEY AFFIDAVIT**

STATE OF Florida  
COUNTY OF Miami-Dade  
I, Mathieu Massa

, being first duly sworn, depose and certify as follows: (1) I am the owner or representative of the owner of the real property that is the subject of this application. (2) I hereby authorize Bercow Radell Fernandez Larkin & Tapanes to be my representative before the Historic Preservation Board. (3) I also hereby authorize the City of Miami Beach to enter my property for the sole purpose of posting a Notice of Public Hearing on my property, as required by law. (4) I am responsible for remove this notice after the date of the hearing.

Mathieu Massa

MATHEU MASSA

**PRINT NAME (and Title, if applicable)**

18456632FCB646E...

**SIGNATURE**

Sworn to and subscribed before me this 10th day of November, 2020. The foregoing instrument was acknowledged before me by Mathieu Massa, who has produced \_\_\_\_\_ as identification and/or is personally known to me and who did/did not take an oath.

NOTARY SEAL OR STAMP



My Commission Expires: 04



Diana Ramos

**NOTARY PUBLIC**

**PRINT NAME**

**CONTRACT FOR PURCHASE**

If the applicant is not the owner of the property, but the applicant is a party to a contract to purchase the property, whether or not such contract is contingent on this application, the applicant shall list the names of the contract purchasers below, including any and all principal officers, stockholders, beneficiaries or partners. If any of the contact purchasers are corporations, partnerships, limited liability companies, trusts, or other corporate entities, the applicant shall further disclose the identity of the individuals(s) (natural persons) having the ultimate ownership interest in the entity. If any contingency clause or contract terms involve additional individuals, corporations, partnerships, limited liability companies, trusts, or other corporate entities, list all individuals and/or corporate entities.

**NAME**

**DATE OF CONTRACT**

NAME, ADDRESS AND OFFICE

% OF STOCK

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the event of any changes of ownership or changes in contracts for purchase, subsequent to the date that this application if



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filed, but prior to the date of a final public hearing, the applicant shall file a supplemental disclosure of interest.

**DISCLOSURE OF INTEREST  
CORPORATION, PARTNERSHIP OR LIMITED LIABILITY COMPANY**

If the property that is the subject of the application is owned or leased by a corporation, partnership or limited liability company, list ALL of the owners, shareholders, partners, managers and/or members, and the percentage of ownership held by each. If the owners consist of one or more corporations, partnerships, trusts, partnerships or other corporate entities, the applicant shall further disclose the identity of the individual(s) (natural persons) having the ultimate ownership interest in the entity.

**550 Landlord, LLC**

**NAME OF CORPORATE ENTITY**

NAME AND ADDRESS

% OF OWNERSHIP

**See Exhibit B**


**NAME OF CORPORATE ENTITY**

NAME AND ADDRESS

% OF OWNERSHIP


If there are additional corporate owners, list such owners, including corporate name and the name, address and percentage of ownership of each additional owner, on a separate page.



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**DISCLOSURE OF INTEREST**  
**TRUSTEE**

If the property that is the subject of the application is owned or leased by a trust, list any and all trustees and beneficiaries of the trust, and the percentage of interest held by each. If the owners consist of one or more corporations, partnerships, trusts, partnerships or other corporate entities, the applicant shall further disclose the identity of the individual(s) (natural persons) having the ultimate ownership interest in the entity.

<b>TRUST NAME</b>	
<b>NAME AND ADDRESS</b>	<b>% INTEREST</b>

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**COMPENSATED LOBBYIST**

Pursuant to Section 2-482 of the Miami Beach City Code, all lobbyists shall, before engaging in any lobbying activities, register with the City Clerk. Please list below any and all persons or entities retained by the applicant to lobby City staff or any of the City's land development boards in support of this application.

NAME	ADDRESS	PHONE
Michael W. Larkin, Esq.	200 S. Biscayne Blvd., Suite 850	305-374-5300
Mickey Marrero, Esq.	200 S. Biscayne Blvd., Suite 850	305-374-5300
Greg Fontela, Esq.	200 S. Biscayne Blvd., Suite 850	305-374-5300

Additional names can be placed on a separate page attached to this application.

**APPLICANT HEREBY ACKNOWLEDGES AND AGREES THAT (1) AN APPROVAL GRANTED BY A LAND DEVELOPMENT BOARD OF THE CITY SHALL BE SUBJECT TO ANY AND ALL CONDITIONS IMPOSED BY SUCH BOARD AND BY ANY OTHER BOARD HAVING JURISDICTION, AND (2) APPLICANT'S PROJECT SHALL COMPLY WITH THE CODE OF THE CITY OF MIAMI BEACH AND ALL OTHER APPLICABLE CITY, STATE AND FEDERAL LAWS.**

**APPLICANT AFFIDAVIT**

STATE OF Florida  
COUNTY OF Miami-Dade  
Mathieu Massa

I, Mathieu Massa, being first duly sworn, depose and certify as follows: (1) I am the applicant or representative of the applicant. (2) This application and all information submitted in support of this application, including sketches, data, and other supplementary materials, are true and correct to the best of my knowledge and belief.

DocuSigned by  
MATHEU MASSA  
18456632FCB646E...  
**SIGNATURE**

Sworn to and subscribed before me this 10th day of November, 2020. The foregoing instrument was acknowledged before me by Mathieu Massa, who has produced \_\_\_\_\_ as identification and/or is personally known to me and who did/did not take an oath.

NOTARY SEAL OR STAMP

  
Signed on 2020/11/10 10:20:08 -8:00  
**NOTARY PUBLIC**  
Diana Ramos  
**PRINT NAME**

My Commission Expires: 04/10/2023



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# EXHIBIT A

## LEGAL DESCRIPTION

OCEAN BEACH ADDN NO 3 PB 2-81 LOT 2 LESS BEG NE COR SWLY ALG E/L 31.22FTW PARL TO N/L 21.01FTS AT R/A 0.2FTW PARL TO N/L 86.75FTN 23.68FTW PARL TO N/L 5.0FTN PARL TO W/L 7.0FTE ALG N/L 119.66FT TO POB & W135FT OF LOT 3 & E9FT OF W144FT OF N8FT OF LOT 3 BLK 48 LOT SIZE IRREGULAR OR 15739-1789 1192 1

## EXHIBIT B

550 Landlord, LLC

- Massa Investment Group, LLC (100%)
  - Mathieu Massa (100%)



DIRECT LINE: (305) 374-5300  
E-Mail: MMarrero@BRZoningLaw.com

VIA ELECTRONIC & HAND-DELIVERY

December 2, 2020

Thomas Mooney, Planning Director  
City of Miami Beach  
1700 Convention Center Drive, 2nd Floor  
Miami Beach, Florida 33139

Re: HPB20-0440 – Certificate of Appropriateness for 550 Washington Avenue, Miami Beach, Florida

---

Dear Tom:

This firm represents 550 Landlord, LLC (“Applicant”), the owner of the property located at 550 Washington Avenue (“Property”). This letter serves as the required letter of intent in connection with a request to obtain a Certificate of Appropriateness (COA) and a variance for a change to the existing signage for the front of the Property along Washington Avenue.

Description of the Property. The Property is located on the west side of Washington Avenue just south of 6<sup>th</sup> Street. It is located in the CPS-2, Commercial Performance Standard District, and is a contributing structure within the Ocean Beach Historic District. The existing structure on the Property was built in 1945. There are multiple uses in the surrounding area, including commercial to the north and east and residential to the south and west. The Applicant received a COA pursuant to HPB order HPB20-0380 for improvements and additions to accommodate the historic site for the proposed upscale restaurant use.

Concept. With the recent re-emergence of Washington Avenue as a desired location for exciting new developments in Miami Beach, the Applicant hopes to reintroduce the historic Paris Theater with a new unique operation and design upgrade. The concept for this venue is for a restaurant and entertainment establishment, to recall the upscale supper club concepts of the mid-20<sup>th</sup> century. The Applicant has retained a

stellar team to create a unique décor and create a first-rate menu that will reveal unforgettable savors. The interior of the restaurant venue will include 1930s and 1940s inspired décor with the intent of transporting guests to a magical time when a night out on the town included enjoying five-star cuisine while the entertainment experience was alive around you.

Requests. In order to modify the signage in a manner to reflect the name of the proposed operation—Queen Restaurant & Lounge--the Applicant requests the following:

1. Approval of COA for the proposed signage;
2. Variance to Section 138-16 to allow for maximum area of signage of approximately 38 feet where only 15 feet would be allowed; and
3. Deletion of Condition I(C)(1)(a) of HPB Order HPB20-0380 to allow for the new proposed signage to replace the existing signage, as follows:

~~The historic Paris signage located on the projecting vertical feature along Washington Avenue shall be restored inclusive of the Eiffel tower icon, in a manner to be reviewed and approved by staff consistent with the Certificate of Appropriateness Criteria and/or directions of the Board.~~

Proposed Signage. The proposed signage seeks to utilize the very limited space along the front of the Property on Washington Avenue to replace the name on the existing signage location with the name of the new operation—Queen. The Applicant is not seeking to remove or alter the existing signage structure, but is simply seeking to update the lettering to replace the listed name “Paris” with the name for the new venue: “Queen”.

The Applicant is seeking to build off of the historic preservation of the structure by keeping the same signage program as has been in place for the duration of the structure’s history. The structure has always utilized the vertical framing to display the name of the venue and be complemented by the changing marquee signage below. The theater was constructed and first opened as the Variety Theater in 1946. At that time, the vertical signage displayed the name “Variety” above the marquee signage. In 1961, the theater was renamed as the Paris Theater, and modified the vertical signage to reflect the name “Paris” and incorporate an Eifel Tower symbol at the bottom of the vertical signage.

Thomas Mooney, Planning Director

December 2, 2020

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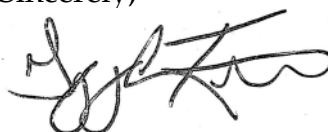
Today, the historic theater structure is continuing the structure's history of adaptive re-use by being repurposed to serve as an upscale restaurant and entertainment venue known as Queen Restaurant & Lounge. The proposed signage keeps with the historical progression of the structure by seeking to have the same vertical signage space that has always been utilized to identify the structure serve as the location for the name of the restaurant: "Queen". This will go above an updated marquee signage space, that will be installed with LED signage. The signage program will maintain the same historic look and general proportions as the signage that has always been present.

Hardship & Practical Difficulty. The requested variance is needed in order to allow for proposed signage to be displayed in the same manner that has always existed for the site. As previously explained, the site has always utilized the same portions of the frontage along Washington Avenue to display the name of the establishment in the vertical portion of the signage frame and the marquee space below it to serve in an evolving role. The hardship exists because of the unusually narrow frontage of the Property along Washington Avenue at 20 feet. The Code provides that the Property is only allowed 0.75 square feet of wall signage are for each linear foot of frontage. The reality is that this is a significant sized lot (over 13,000 square feet) and existing structure that is uniquely narrow along its frontage. This results in a hardship and difficulty in providing the sort of signage that would be required and commonly expected for such an establishment.

Compliance with COA Criteria. The Applicant's request complies with the Certificate of Appropriateness criteria in that the proposed improvement is compatible with the surrounding properties; and the proportions and use of space for signage will remain consistent with the historic makeup of the site. The proposed renovations will beautify the Property and the minimal exterior additions will be at the rear and not visible.

Conclusion. The proposed signage plan is a continuation of the steady presence of the structure and its evolving signage since 1946. We respectfully request your recommendation of approval of the Applicant's request for a Certificate of Appropriateness. If you have any questions or comments with regard to the application, please call me at 305-374-5300.

Sincerely,

A handwritten signature in black ink, appearing to read "Mickey Marrero", written in a cursive style.

FOR

Mickey Marrero

## BOARD APPLICATION CHECKLIST

A Pre-Application meeting must be scheduled via CAP to obtain a plan case number and for board staff review of all submittals.

Pre-Application meetings for applications that do not require a traffic study are scheduled on a first come-first served basis and must occur no later than five (5) business days prior to CAP First submittal.

Applications requiring a traffic study must meet with the Transportation Department and peer reviewer thirty (30) calendar days prior to the CAP First Submittal deadline to determine the methodology for the traffic impact study and obtain the Transportation Department's checklist. Fifteen (15) days prior to the First submittal the applicant must submit the traffic study via CAP. Seven (7) days prior to First submittal the Transportation Department/Peer Reviewer will provide first round of comments to the applicant. The applicant must address the comments and submit revised traffic study/plans by the CAP First Submittal deadline including a narrative responding to Transportation/Peer Reviewer comments.

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

Property address: 550 Washington Avenue Board: HPB Date: 11/06/2020

ITEM #	ITEM DESCRIPTION	REQUIRED
<b>CAP FIRST SUBMITTAL</b>		
<b>To be uploaded online (CAP) by the applicant before 12:00 pm by First submittal deadline. ALL PLANS MUST BE DIMENSIONED AND LEGIBLE. INCLUDE A GRAPHIC SCALE.</b>		
1	Application Fee and Peer review fees shall be paid after Pre-Application meeting and before the First submittal. 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 first submittal to be invoiced and make payment.	✓
a	Is the property the primary residence & homestead of the applicant/property owner? (If yes, provide office of the Property Appraiser Summary Report).	
2	Copy of signed and dated check list issued at Pre-Application meeting.	✓
3	Completed Board Application, Affidavits & Disclosures of Interest (original signatures).	✓
4	Signed and dated Letter of Intent. <b>Letter must outline application details and identify hardships if Variances are requested.</b> (see also Items # 42,43 and 44).	✓
5	Mailing Labels: Upload property owner's list and copy of original certified letter from provider. See #52 for submittal of Hard copy / originals of these items.	✓
6	Copies of all current or previously active Business Tax Receipts.	
7	School Concurrency Application for projects with a net increase in residential units (no SFH). Provide Planning Department - Miami Dade - School Concurrency Application for Transmittal	
8	Survey: Electronic version of original signed & sealed, dated no more than six months from date of application. Survey must provide: lot area, grade per Section 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) and spot elevations.	✓
9	<b>Architectural Plans and Exhibits (must be 11"x 17")</b>	✓
a	Cover Sheet with bullet point scope of work, clearly labeled "First Submittal" and dated with First Submittal deadline date. <b>Include copies of previous recorded board orders, if applicable.</b>	✓

Property address: 550 Washington Avenue Board: HPB Date: 11/06/2020

ITEM #	ITEM DESCRIPTION	REQUIRED
b	Copy of the original survey included in plan package. See No. 8 above for survey requirements	✓
c	All Applicable Zoning Information (Use Planning Department zoning data sheet format).	✓
d	Context Location Plan, Min 8.5"X11" Color Aerial 1/2 mile radius, identifying project and showing name of streets. (no Google images)	✓
e	Full legal description of the property if not included in survey (for lengthy legal descriptions, attach as a separate document - label clearly).	✓
f	Existing FAR Shaded Diagrams (Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams), if applicable	
g	Proposed FAR Shaded Diagrams (Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams), if applicable.	
h	Site Plan (fully dimensioned with setbacks, existing and proposed, including adjacent right-of-way widths).	✓
i	Current color photographs, dated, Min 4"x 6" of project site and existing structures (no Google images)	✓
j	Current, color photographs, dated, Min 4"x6" of interior space (no Google images)	
k	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)	✓
l	Existing Conditions Drawings (Floor Plans & Elevations with dimensions). Number of seats, furniture layout if applicable	✓
m	Demolition Plans (Floor Plans & Elevations with dimensions)	✓
n	Proposed Floor Plans and Roof Plan, including mechanical equipment plan and section marks. Plans shall indicate location of all property lines and setbacks.	
o	Proposed Elevations, materials & finishes noted (showing grade, base flood elevation, heights in NGVD values and free board if applicable)	✓
p	Proposed Section Drawings	
q	Color Renderings (elevations and three dimensional perspective drawings).	✓
<b>10</b>	<b>Landscape Plans and Exhibits (must be 11"x 17")</b>	
a	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.	
b	Hardscape Plan, i.e. paving materials, pattern, etc.	
11	Copy of original Building Permit Card, & Microfilm, if available.	
12	Copy of previously approved building permits (provide building permit number) and/or Board Orders.	
13	Existing and Proposed detailed topographic survey depicting existing spot grades (NAVD) as well as all underground/overhead utilities and easements/agreements with recording data. See Part 1 / Section 1 / A. Surveying & Mapping Standards and submittal Requirements of the Public Works Manual. <a href="http://www.miamibeachfl.gov/publicworks/engineering/engineeringmanual.aspx?id=12920">http://www.miamibeachfl.gov/publicworks/engineering/engineeringmanual.aspx?id=12920</a>	
14	Vacant/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 Dept.	



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ITEM #	ITEM DESCRIPTION	REQUIRED
15	Historic Resources Report (This report shall include, but not be limited to, copy of the original Building Permit Card and subsequent modifications, Microfilm records, 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 and any other related information on the property.	✓
16	Contextual Elevation Line Drawings, corner to corner, across the street and surrounding properties (dated).	
17	Line of Sight studies.	
18	Structural Analysis of existing building including methodology for shoring and bracing.	
19	Proposed exterior and interior lighting plan, including photometric calculations.	
20	Exploded Axonometric Diagram (showing second floor in relationship to first floor).	
21	Neighborhood Context Study. (Planning will provide guidance if necessary for application.)	
22	Required yards open space calculations and shaded diagrams.	
23	Required yards section drawings.	
24	Variance and/or Waiver Diagram	✓
25	Schematic signage program	
26	Detailed sign(s) with dimensions and elevation drawings showing exact location.	✓
27	Elevation drawings showing area of building façade for sign calculation (Building ID signs).	
28	Daytime and nighttime renderings for illuminated signs.	✓
29	Floor Plan Indicating area where alcoholic beverages will be displayed.	
30	Survey showing width of the canal (Dimension shall be certified by a surveyor)	
31	Site Plan showing total projection of structures from seawall, location and dimension of all structures inclusive of dock, mooring piles, boat lift, etc.	
32	DERM recommendation/preliminary approval. Docks or any structures shall have approval stamp from DERM or other regulatory agency before submitting for a variance. A letter from DERM or other agency, explaining specific requirements for the project is recommended.	
33	Technical specifications of the boat lift and/ or boat, ship of vessel to be docked or moored.	
34	Survey shall include spot elevations in rear yard and elevation points on the dune adjacent to the property. Provide highest elevation point on the due within the property. Erosion control line and Bulkhead line shall be indicated if present.	
35	Scaled, signed, sealed and dated specific purpose survey (Alcohol License/Distance Separation) distance shown on survey with a straight line.	
36	Proposed Operational Plan: Include deliveries and trash pickup times, hours of operations, number of employees, security and restaurant menu (if applicable).	
37	Maneuvering plan for loading within the existing/proposed conditions, delivery and garbage trucks size (length and width).	
38	Traffic Study, Site plan(s) : Revised version and narrative addressing first round of comments from Transportation Department and peer review, provide a narrative. (See Transportation Department check list for requirements.)	
39	Sound Study report (Hard copy) with 1 CD.	
<b>40</b>	<b>Site Plan (Identify streets and alleys)</b>	
a	Identify: setbacks _____ Height _____ Drive aisle widths _____ Streets and sidewalks widths _____	

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ITEM #	ITEM DESCRIPTION	REQUIRED
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 _____	
h	Indicate any backflow preventer and FPL vault if applicable	
i	Indicate location of the area included in the application if applicable	
j	Preliminary on-street loading plan	
<b>41</b>	<b>Floor Plan (dimensioned)</b>	
a	Total floor area	
b	Identify # seats indoors _____ outdoors _____ seating in public right of way _____ Total _____	
c	Occupancy load indoors and outdoors per venue _____ Total when applicable _____	
<b>42</b>	<b>The letter of Intent shall include and respond to all sea level rise and resiliency review criteria per section 133-50 of the City Code.</b>	
<b>43</b>	<b>The Letter of Intent for Variances shall include and respond to all review guidelines in the code as follows:</b>	
a	Section 118-53 (d) of the City Code for each Variance.	
<b>44</b>	<b>The Letter of Intent for Planning Board shall include and respond to all review guidelines in the code as follows:</b>	
a	For Conditional Use -Section 118-192 (a)(1)-(7)	
b	CU - NIE and or outdoor Entertainment Establishments - Section 142-1362 (a)(1)-(9)	
c	CU - Mechanical Parking - Section 130-38 (3)(c)(i)(1)-(2) & (4)(a)-(k)	
d	CU - Structures over 50,000 SQ.FT. - Section 118-192 (b) (1)-(11)	
e	CU - Religious Institutions - Section 118-192 (c) (1)-(11)	
f	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	If Paris signage inclusive of Eiffel Tower is not proposed to be restored, a	
Other	modification to the previous order is required	✓
Other	Details of LED screens including installation	✓

**\*\*ADDITIONAL INFORMATION AS MAY BE REQUIRED AT THE PRE-APPLICATION MEETING**

Property address: 550 Washington Avenue Board: HPB Date: 11/06/2020

ITEM #	ITEM DESCRIPTION	REQUIRED
<b>FINAL SUBMITTAL (CAP &amp; PAPER)</b>		
<b>Plans should be clearly labeled "Final Submittal" and dated with Final Submittal deadline date. Final Submittal Documents must be uploaded to the CAP and hard copies must be submitted to the Planning Department prior to 12:00 P.M. on final submittal deadline. Staff will review and issue a notice to proceed or to continue submittal to a future meeting if the application is found incomplete.</b>		
45	Traffic Study, Site plan(s): This is the final traffic study including any modifications required to address comments from the City's Transportation Department. City's required permit by FDOT should be obtained prior to Final submittal (via CAP).	
	<b>PAPER FINAL SUBMITTAL:</b>	
46	Original application with all signed and notarized applicable affidavits and disclosures.	✓
47	Original of all applicable items.	✓
48	One (1) signed and sealed 11"X17" bound, collated set of all the required documents.	✓
49	14 collated copies of all required documents	✓
50	One (1) CD/DVD with electronic copy of entire final application package (plans, application, Letter of Intent, traffic/sound study, etc.) see CD/DVD formatting attached, for instructions.	✓
51	Traffic Study (Hard copy)	
52	Mailing Labels -2 sets of gummed labels and a CD including: Property owner's list and Original certified letter from provider.	✓

#### ADDITIONAL INFORMATION AND ACKNOWLEDGEMENTS

- A. Other information/documentation required for First submittal will be identified during Pre-Application meeting but may be modified based on further analysis.
- B. 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.
- 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 at the applicant's expense.
- 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. (If applicable)

Greg Fontela

Applicant or Designee's Name



Applicant or Designee's Signature

11/12/2020

Date

