

SUBMISSION JANUARY 17, 2023

SUBMISSION - FEBRUARY 6, 2023

#	ITEM and DESCRIPTION	NOTES / REMARKS	PRINT COPY	ELECTRONIC	NOTES / REMARKS
1	Traffic Study - initial	SUBMITTED	✓	✓	Approved to proceed with HPB submission by Guneet Saini on Jan 17, 2023
2	CMB Transportation Dept. Meeting		N/A	N/A	
3	PRE-APPLICATION CONFERENCE: meet with HPB staff prior to the submittal of an application package. The purpose is to discuss the nature of the application as well its compatibility with the City Code & Certificate of Appropriateness criteria		N/A	N/A	Approved to proceed by Deborah Tackett on Dec 19, 2022
4	REQUIRED EXHIBITS	SUBMITTED			
5	A completed application package shall include 15 copies of both the application and all exhibits below		✓	✓	February 6th deadline only
6	A completed application form with a written description of the proposed action, a signed and notarized owners affidavit, and the completion of a disclosure of interest form.		✓	✓	February 6th deadline only
7	A survey (no older than 6 months) of the entire project site. One (1) copy of the survey shall be signed and sealed by a Professional Land Surveyor. The survey must be verified by the CMB Public Works Dept to ensure there are no easements on the property which are proposed to be built on	SUBMITTED	✓	✓	Survey and Elevation Certificate dated December 12, 2023
8	A site plan indicating the location of buildings (existing & proposed), streets, sidewalks, signs, parking spaces, fences, major site features (existing and proposed), curb cuts & easements	SUBMITTED	✓	✓	
9	A locational site plan of neighboring buildings and properties which, at a minimum, clearly delineates all property lines, building footprints and curb cuts	SUBMITTED	✓	✓	
10	Detailed plans and elevations of the existing and/or proposed building(s) indicating all dimensions, surface materials, design features and elements, texture, color, as well as all attachments such as signs, lighting fixtures, balconies, awnings and appurtenances attached to the walls or roof. Elevations shall indicate window design and all architectural elements. If necessary, 3D drawings must be submitted in order to express these features	SUBMITTED	✓	✓	
11	Floor plans for all new and existing floors of a proposed building	SUBMITTED	✓	✓	
12	A contextual sketch or detailed computer photo-image of the project showing street elevations of the proposed project and schematic elevations of the buildings on either side (at a min.) indicating overall height, window/door placement as well as significant architectural features of said buildings.	SUBMITTED	✓	✓	

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13 A schematic landscape plan indicating the location, spacing, size, quantity, overall height and type of all existing and proposed plant materials. Said drawings must also delineate walkways, walls, decks, fences, patios and site features as well as the elevations of these items. A lighting plan indicating all exterior lighting on the structure and throughout the site, inclusive of manufacturer's cut sheets or design details of all light fixtures shall be included in the submitted landscape plan. All landscape plans should be prepared by, and bear the signature and seal of, a Professional Landscape Architect, licensed to practice in the State of Florida.	SUBMITTED		√	√	
14 Colored elevations or perspective drawings, displaying the color scheme. Actual paint color samples shall be provided separately.	SUBMITTED		√	√	
15 Tabulation of all pertinent zoning data including the following:	SUBMITTED	See Sheet A0.01 and Sheet A0.02	√	√	See Sheet A0.01 and Sheet A0.02
16 a. Total number of dwelling units (per floor), and/or the total amount of office, retail/commercial areas.	SUBMITTED	See Sheet A0.02	√	√	See Sheet A0.02
17 b. Total number of parking/loading spaces.	SUBMITTED	See Sheet A0.01	√	√	See Sheet A0.01
18 c. The front, side and rear setbacks; the setbacks shall be clearly delineated on ALL site, landscaping and floor plans.	SUBMITTED	See Architecture plans	√	√	See Architecture plans
19 d. Building height, inclusive of the total number of feet to the top of the roof and the highest non-habitable projection, as well as the total number of stories.	SUBMITTED	See Elevations and Sections	√	√	See Elevations and Sections
20 e. If the project consists of new construction or the addition of floor area, annotated floor plans for each and every level of the subject structure, which clearly delineate all portions of the building included in floor area calculations for FAR purposes, as well as the total amount of floor area counted toward the project FAR per floor, shall be required.	SUBMITTED	See Sheet A0.02	√	√	See Sheet A0.02
21 f. Open space calculations	SUBMITTED	See Landscape Architecture plans	√	√	See Landscape Architecture plans
22 Full color photographs (minimum of 4" x 5" each) of each side of all existing buildings on site as well as the primary elevations of all surrounding properties. Interior photographs which detail all common and public areas shall also be included. One (1) set of original color photographs is required and all photographs shall be labeled, dated and identified as to orientation.	SUBMITTED	See Architecture plans	√	√	See Architecture plans
23 Full demolition plans which clearly delineate all parts of the interior and exterior of the subject structure which are to be removed or demolished. This shall also include those portions to be removed or demolished for structural reasons, even if they are to be reconstructed to the original design, prior to demolition.	SUBMITTED	See Demolition plans	√	√	See Demolition plans
24 Existing condition drawings and photographs of all exterior elevations and existing primary public interior spaces, to scale existing floor plans for each level, existing elevation drawings, a general site plan indicating existing conditions.	SUBMITTED	See Architecture plans	√	√	See Architecture plans

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25 An historic resources report containing a full catalog of the existing condition of the building, as well as a photographic and written description of the history and evolution of the original building on site. This report shall include, but not be limited to, all available historic data including microfilm and photographs, as well as a fully detailed permit history for the structure on site.	SUBMITTED	√	√	
26 For those applications which require a Certificate of Appropriateness for Demolition, a financial feasibility study of the new project and of renovating and operating the existing structure. Such feasibility study shall address the possibility of substantially renovating or operating the existing structure. Consideration of parking needs and demands shall be addressed within the feasibility study, as well as alternative methods of providing parking. The study will also determine whether the retention of the Building would deny the owner all economically viable uses of the property.	NOT APPLICABLE	N/A	N/A	
27 A copy of the Building Card, Land Management System computer print out of permit activity and all microfilm on record; this material is available from the Building Department. If microfilm for the property is not available, a standard memorandum to that effect (available at the Building Department), signed by a member of the Building Department Staff, is required.	CMB RECORDS COULD NOT PROVIDE THE BUILDING CARD	√	√	See historical archives obtained from Miami-Dade County
28 If applicable, detailed drawings of all proposed signs including location, materials, dimensions, methods of illumination and methods of attachment. A notation as to number, location, size and type of all existing signs shall also be included	NOT APPLICABLE	N/A	N/A	
29 For those projects which include roof-top construction, including a roof-top pool, new decks and enclosed or unenclosed roof-top additions, a structural feasibility study or detailed structural drawings, shall be required.				
30 Two sets of gummed labels, with the names and addresses of all property owners of land located within 375 ft. of the exterior boundary of the subject property, shall be required in accordance with the application instructions distributed by the staff to the Board.		February 6th deadline only	√	√