



BTR Copies of Previous Business Tax Receipts  
Survey Recent Signed and Sealed Survey  
Plans Architectural Plans and Exhibits  
Landscape Landscaping Plans and Exhibits  
HRRHistoric Resources Report  
Microfilm Building Card and Microfilm  
Traffic Traffic Study  
Sound Sound Study

All pages of a document must be uploaded in one PDF file. Do not upload individual pages of a document.

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2. PB - Planning Department Review - Pass Michael Belush Ph: email: MichaelBelush@miamibeachfl.gov

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3. PB - Planning Admin Review - Fail Miriam Herrera Ph: email: miriamherrera@miamibeachfl.gov  
Comments:

miriamherrera@miamibeachfl.gov

Comments: Incomplete disclosures for - AP 1784 West Ave LP **See revised application exhibits.**

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COMMENTS ISSUED 06/26/25 The following fees are outstanding and will be invoiced prior to the Notice to Proceed deadline 07/24/25 1. Mail Label Fee (\$5.16 p/ mailing label) 2. Advertisement - \$1,876 3. Board Order Recording (1) - \$ 128 4. Courier (7) - \$ 133 5. Posting (1) - \$128 6. Variance(s) - \$788 p/variance 7. Sq. Ft Fee - \$.33 cents p/ Sq. Ft Total Outstanding Balance = \$ ALL FEES MUST BE PAID BY 07/28/25 In addition to the fees, the following shall be provided to the Department no later than the Final submittal deadline 07/28/25, before 12 p.m. (Tardiness may affect being placed on the agenda): NOTE: Please keep in mind that the submittal MUST be consistent with the plans / document which allowed the application to receive a Notice to Proceed. As customary, nothing can change between the Formal Submittal and the scheduled date of hearing. The following must be submitted for Final Submittal to the attention of Miriam Herrera – Planning Department. Please leave your package with Central Services on the first floor of City Hall. • One (1) original application (Proper signed and notarized affidavits and Disclosures must be provided). • One (1) original Letter of Intent. • One (1) original set of architectural plans signed, sealed, and dated. (11x17) • One (1) original signed, sealed, and dated Survey. (11x17) • Two (2) sets of Mailing labels must be provided including Letter certifying the labels, radius map, gummed labels, and Labels CD done with the proper Excel format specified by the Planning Department. • Any additional information/documents provided (i.e., traffic studies, concurrency, reports, etc.). • A CD/DVD containing a digital version of the documents and plans submitted. The CD must be in the proper format specified by the Planning Department (Each document must be less than 25MB). CDs will be checked at time of drop off - anything larger than 25MB will not be accepted. • Each file document must be labeled by day of submittal and document name. • 14 collated copies NOTE: Please make sure you identify the final submittal by the file number and address at time of drop off. (Attn: Planning Department – Miriam Herrera) Please email Excel file of label owner list. Should you have any further questions, please contact: MiriamHerrera@miamibeachfl.gov

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Missing Preapplication Checklist - must have name, signature and date. **Not provided by staff.**

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4. LUB - Planning Landscape Review - Not Required Philip Byrnes Ph: email: PhilipByrnes@miamibeachfl.gov

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