

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

Property address: 415 W 41 St

Board: DRB25-1149

Date: 11/07/2025

## BOARD APPLICATION CHECK LIST

After the Pre-Application meeting, the applicant must provide the required documents along with this check list (signed and dated by the applicant) at first submittal.

The project coordinator will review the submittal when uploaded. The coordinator will **NOT** accept submittals that do not follow the established deadlines or that are missing required documents, **NO EXCEPTIONS.**

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

ITEM #	<b>FIRST SUBMITTAL (VIA CSS) **, To be uploaded online (CSS) by the applicant by First submittal deadline. ALL PLANS MUST BE DIMENSIONED AND LEGIBLE. INCLUDE A GRAPHIC SCALE. See file size and naming convention on page 4.</b>	Required
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 CSS system, the applicant should contact staff prior to first submittal to be invoiced and make payment.	<input checked="" type="checkbox"/>
2	Is the property the primary residence & homestead of the applicant/property owner? (If yes, provide office of the Property Appraiser Summary Report).	<input type="checkbox"/>
3	Copy of signed and dated check list issued at Pre-Application meeting.	<input checked="" type="checkbox"/>
4	Completed Board Application, Affidavits & Disclosures of Interest (original signatures).	<input checked="" type="checkbox"/>
5	Signed and dated Letter of Intent. <b>Letter must outline application details and identify hardships if Variances are requested.</b> (see also Items # 44, 45 & 46).	<input checked="" type="checkbox"/>
6	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.	<input checked="" type="checkbox"/>
7	Copies of all current or previously active Business Tax Receipts if applicable.	<input type="checkbox"/>
8	Copies of previous recorded final Orders if applicable.	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>
10	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 1.2.1 of the City Resiliency Code. (If no sidewalk exists, provide the elevation of the crown of the road) and spot elevations.	<input checked="" type="checkbox"/>
<b>11</b>	<b>Architectural Plans and Exhibits (must be 11"x 17")</b>	<input checked="" type="checkbox"/>
a	Cover Sheet with bullet point scope of work, clearly labeled "First Submittal" and dated with First Submittal deadline date.	<input checked="" type="checkbox"/>
b	Copy of the original survey included in plan package. See No. 10 above for survey requirements	<input checked="" type="checkbox"/>
c	All Applicable Zoning Information (Use Planning Department zoning data sheet format).	<input checked="" type="checkbox"/>
d	Context Location Plan, Min 8.5"x11" Color Aerial 1/2 mile radius, identifying project and showing name of streets. (no Google images)	<input checked="" type="checkbox"/>
e	Full legal description of the property if not included in survey (for lengthy legal descriptions, attach as a separate document - label clearly).	<input checked="" type="checkbox"/>
f	Existing FAR Shaded Diagrams (Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams), if applicable	<input type="checkbox"/>
g	Proposed FAR Shaded Diagrams(Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams), if applicable.	<input type="checkbox"/>
h	Site Plan (fully dimensioned with setbacks, existing and proposed, including adjacent right-of-way widths).	<input type="checkbox"/>
i	Current color photographs, dated, Min 4"x 6" of project site and existing structures (no Google images)	<input checked="" type="checkbox"/>
j	Current, color photographs, dated, Min 4"x6" of interior space (no Google images)	<input type="checkbox"/>
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)	<input checked="" type="checkbox"/>
l	Existing Conditions Drawings (Floor Plans & Elevations with dimensions). Number of seats, furniture layout if applicable	<input checked="" type="checkbox"/>
m	Demolition Plans (Floor Plans & Elevations with dimensions)	<input checked="" type="checkbox"/>
n	Proposed Floor Plans and Roof Plan, including mechanical equipment plan and section marks. Plans shall indicate location of all property lines and setbacks.	<input checked="" type="checkbox"/>

Indicate N/A If Not Applicable

Initials: AG





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	<p><b>FINAL SUBMITTAL (via CSS )</b>                  Revised and/or supplemented documents and drawings to address staff comments. Plans should be clearly labeled "Final Submittal" and dated with Final Submittal deadline date.                  Upload documents online (via CSS) on final submittal deadline. Staff will review and issue a notice to proceed to Paper Final submittal or to continue submittal to a future meeting if the application is found incomplete. See file size and naming convention on page 4.</p>	
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Applications cannot obtain a Notice to Proceed and be scheduled without having the Transportation plan case approved including the evaluated and corrected traffic studies.

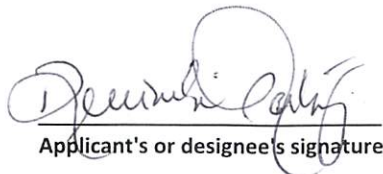
ITEM #	PAPER FINAL SUBMITTAL (Will be accepted after The Notice to Proceed has been issued by staff, see the paper submittal deadline on the board calendar).	Required
	Original application with all signed and notarized applicable affidavits and disclosures.	<input checked="" type="checkbox"/>
	Original of all applicable items.	<input checked="" type="checkbox"/>
	One (1) signed and sealed 11"X17" bound, collated set of all the required documents.	<input checked="" type="checkbox"/>
	14 collated copies of all required documents for HPB,PB and BOA. for DRB only one copy.	<input checked="" type="checkbox"/>
	Mailing Labels -2 sets of gummed labels and a CD including: Property owner's list and Original certified letter from provider.	<input checked="" type="checkbox"/>

**NOTES:**

**ADDITIONAL INFORMATION AND ACKNOWLEDGEMENTS**

- A. \*\* Other information/documentation required for First submittal will be identified during Pre-Application meeting and may be modified based on further analysis.
- B. It is the responsibility of the applicant to confirm that documents submitted via CSS, Paper Submittal sets (14 copies), are consistent with each other and legible.
- C. 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'. Electronic files needs to be less than 25MB in size.
- D. Plan revisions and supplemental documentation will not be accepted after the Final Submittal deadline.
- E. All documents required for Board applications must be submitted in an electronic format (PDF) in the manner prescribed herein. The Final Submittal is considered the "Formal Submission", and must include the electronic version of all hard copy documents associated with the application. Failure to comply with the aforementioned may result in a rehearing before the applicable board at the applicant's expense.
- F. 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)
- G. The applicant is responsible for checking above referenced sections of the Code. <https://codehub.gridics.com/>

Denivelise Rodriguez  
Applicant's or designee's Name

  
Applicant's or designee's signature

Date 11/26/25