

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

Property address: _____ Board: _____ Date: _____

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 #	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.	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"/> N/A
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. Letter must outline application details and identify hardships if Variances are requested. (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"/> N/A
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"/> N/A
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"/>
11	Architectural Plans and Exhibits (must be 11"x 17")	<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 type="checkbox"/> N/A
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 type="checkbox"/> N/A
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"/> N/A
g	Proposed FAR Shaded Diagrams(Single Family Districts: Unit Size and Lot Coverage Shaded Diagrams), if applicable.	<input type="checkbox"/> N/A
h	Site Plan (fully dimensioned with setbacks, existing and proposed, including adjacent right-of-way widths).	<input checked="" 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"/> N/A
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 type="checkbox"/> N/A
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

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o	Proposed Elevations, materials & finishes noted (showing grade, base flood elevation, heights in NGVD values and free board if applicable)	<input checked="" type="checkbox"/>
p	Proposed Section Drawings	<input checked="" type="checkbox"/>
q	Color Renderings (elevations and three dimensional perspective drawings).	<input checked="" type="checkbox"/>
12	Landscape Plans and Exhibits (must be 11"x 17")	<input checked="" type="checkbox"/>
a	Tree Survey	<input type="checkbox"/> N/A
b	Tree Disposition Plan	<input type="checkbox"/> N/A
c	Landscape Plan- private property and right-of-way areas. Proposed landscaping with landscape legend form, hardscape areas, ground floor equipment, overhead and underground utilities information.	<input type="checkbox"/> N/A
d	Hardscape Plan, i.e. paving materials, pattern, etc.	<input type="checkbox"/> N/A
e	Landscape lighting	<input type="checkbox"/> N/A
13	Copy of original Building Permit Card, & Microfilm, if available.	<input checked="" type="checkbox"/>
14	Copy of previously approved building permits. (provide building permit number).	<input type="checkbox"/> N/A
15	Existing and Proposed detailed topographic survey depicting existing spot grades (NAVD) as well as all underground/overhead utilities and easements/agreements with recording data.	<input type="checkbox"/> N/A
16	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.	<input type="checkbox"/> N/A
17	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.	<input type="checkbox"/> N/A
18	Contextual Elevation Line Drawings, corner to corner, across the street and surrounding properties (dated).	<input checked="" type="checkbox"/>
19	Line of Sight studies.	<input type="checkbox"/> N/A
20	Structural Analysis of existing building including methodology for shoring and bracing.	<input type="checkbox"/> N/A
21	Proposed exterior and interior lighting plan, including photometric calculations.	<input type="checkbox"/> N/A
22	Exploded Axonometric Diagram (showing second floor in relationship to first floor).	<input type="checkbox"/> N/A
23	Neighborhood Context Study. (Planning will provide guidance if necessary for application.)	<input type="checkbox"/> N/A
24	Required yards open space calculations and shaded diagrams.	<input type="checkbox"/> N/A
25	Required yards section drawings.	<input checked="" type="checkbox"/>
26	Variance and/or Waiver Diagram.	<input checked="" type="checkbox"/>
27	Schematic signage program	<input checked="" type="checkbox"/>
28	Detailed sign(s) with dimensions and elevation drawings showing exact location.	<input type="checkbox"/> N/A
29	Elevation drawings showing area of building façade for sign calculation (Building ID signs).	<input type="checkbox"/> N/A
30	Daytime and nighttime renderings for illuminated signs.	<input type="checkbox"/> N/A
31	Floor Plan Indicating area where alcoholic beverages will be displayed.	<input type="checkbox"/> N/A
32	Survey showing width of the canal (Dimension shall be certified by a surveyor)	<input type="checkbox"/> N/A
33	Site Plan showing total projection of structures from seawall, location and dimension of all structures inclusive of dock, mooring piles, boat lift, etc.	<input type="checkbox"/> N/A
34	Technical specifications of the boat lift and/ or boat, ship of vessel to be docked or moored.	<input type="checkbox"/> N/A
35	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.	<input type="checkbox"/> N/A
36	Survey with spot elevations in rear yard and elevation points on the dune adjacent to the property. Provide highest elevation point on the dune within the property. Erosion control line and Bulkhead line shall be indicated if present.	<input type="checkbox"/> N/A

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37	Scaled, signed, sealed and dated specific purpose survey (Alcohol License/Distance Separation) distance shown on survey with a straight line.	N/A
38	Proposed Operational Plan: Hours of operations, deliveries and trash operations and pickup times, number of employees, entertainment description, crowd control, alcohol drinking age control, security and restaurant menu (if applicable).	N/A
39	Maneuvering plan for loading within the existing/proposed conditions, delivery and garbage trucks size (length and width).	N/A
40	Traffic Study, Site plan(s) : Revised version addressing first round of comments from Transportation Department and peer review. (Contact Transportation Department and request check list for requirements.)	N/A
41	Sound Study report (Hard copy) with 1 CD.	N/A
42	Site Plan (Identify streets and alleys)	<input checked="" type="checkbox"/>
a	Identify: setbacks <input checked="" type="checkbox"/> Height <input type="checkbox"/> Drive aisle widths <input checked="" type="checkbox"/> Streets and sidewalks widths <input checked="" type="checkbox"/>	
b	# parking spaces & dimensions <input checked="" type="checkbox"/> Loading spaces locations & dimensions <input type="checkbox"/>	
c	# of bicycle parking spaces <input type="checkbox"/>	
d	Interior and loading area location & dimensions <input type="checkbox"/>	
e	Street level trash room location and dimensions <input type="checkbox"/>	
f	Delivery route <input type="checkbox"/> Sanitation operation <input type="checkbox"/> Valet drop-off & pick-up <input type="checkbox"/> Valet route in and out <input type="checkbox"/>	
g	Valet route to and from <input type="checkbox"/> auto-turn analysis for delivery and sanitation vehicles <input type="checkbox"/>	
h	Indicate any backflow preventer and FPL vault if applicable	N/A
i	Indicate location of the area included in the application if applicable	N/A
j	Preliminary on-street loading plan	N/A
43	Floor Plan (dimensioned)	<input checked="" type="checkbox"/>
a	Total floor area	<input checked="" type="checkbox"/>
b	Identify # seats indoors <input type="checkbox"/> outdoors <input type="checkbox"/> seating in public right of way <input type="checkbox"/> Total <input type="checkbox"/>	
c	Occupancy load indoors and outdoors per venue <input type="checkbox"/> Total when applicable <input type="checkbox"/>	
44	The Letter of Intent shall include and respond to all sea level rise and resiliency review criteria per section 7.1.2.4 of the City Resiliency Code.	<input checked="" type="checkbox"/>
45	The Letter of Intent for Variances shall include and respond to all review guidelines in the code as follows:	<input checked="" type="checkbox"/>
a	Section 2.8.3 of the City Resiliency Code for each Variance.	<input checked="" type="checkbox"/>
46	The Letter of Intent for Design Review Board shall include and respond to all review criteria per section 2.5.3.1	<input checked="" type="checkbox"/>
47	The Letter of Intent for Planning Board shall include and respond to all review standards in the code as follows:	N/A
a	For Conditional Use - Section 2.5.2.2 a. 1-9	N/A
b	CU - NIE, open air and or outdoor Entertainment Establishments - Section 7.5.5.4 1. A-I	N/A
c	CU - Mechanical Parking - 5.2.11.b.3.A. 1-2. and 5.2.11.e. 1-11 and 5.2.11.f. 1-7	N/A
d	CU - Structures over 50,000 SQ.FT. - Section 2.5.2.2 b. 1-11	N/A
e	CU - Religious Institutions - Section 2.5.2.2 c. 1-11	N/A
f	For Lot Splits - 2.5.4.2. a-g. Also see Item # 47	N/A
	Lot Splits	N/A
a	Conceptual masing study to show the ability to comply with all single family zoning requirements for the maximum size home proposed.	
b	A survey showing the existing lot configuration and individual surveys per each proposed lot.	N/A
c	Conceptual Site Plan for each lot showing compliance with zoning regulations.	
d	Submit opinion of title	

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	FINAL SUBMITTAL (via CSS) 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.	
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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/>**

PILAR CORREDOR
Applicant's or designee's Name



Applicant's or designee's signature

02/16/2026
Date