

MIAMI BEACH

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

REQUIRED BY PLANNING FOR REVIEW OF:

CARPORT - TRELLIS - PERGOLA RESIDENTIAL, COMMERCIAL & ALTERATION and NEW

ITEM #	THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH THE INITIAL APPLICATION SUBMITTAL. NON-COMPLIANCE MAY RESULT IN A FAILED REVIEW.	Required
1	Scope of work detailing the work that will be performed included in plans	X
2	DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.	X
3	Master Building Permit (if applicable)	X
4	Signed and sealed Architectural plans must be dimensioned and include:	X
a	Survey: Electronic version of original signed & sealed, dated no more than one year from date of submittal. Survey must provide: BFE, and grade elevation in NGVD OR NAVD values, per Section 114-1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable	X
b	Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, Grade as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc.	
c	All proposed mechanical equipment and/or allowable encroachments within required yards shall indicate setbacks and floor elevation. Please refer to Sec. 142-106(b) for additional regulations.	X
d	All required shaded diagrams and calculations. Open Space calculation for front, rear and side yard (if facing street.)	X
e	All elevations must include the following in NGVD or NAVD values: BFE, Grade, Adjusted Grade and Freeboard (if applicable)	X
f	If located on rooftop, a roof plan must be submitted providing setbacks to the edge of roof and total height measured from the main roofline.	X
	Provide Screening total height and materials finish, if applicable	X
g	Equipment mounted on the roof should be located in an area that screens it from views at street level. Provide a line of sight study for the trellis/ pergola structure located on the roof top. The study should start at the centerline of the sidewalk (located across the street, each street for corner properties). Draw a line measured from 6'ft. above the sidewalk connecting to a point in the parapet.	X
h	Residential: If trellis or Pergola are located on roof, provide area of floor below. Structure on roof may not exceed 20% of area below.	
5	Signed and sealed Landscape Plans must include: Refer to CH 46, DIVISION 2- Tree Preservation and Protection and CH 126- Minimum Landscape Requirements	
a	Tree/Vegetation survey prepared by a professional land surveyor	X
b	Tree disposition plan	X
c	Landscape plans	X
d	Irrigation plans	X
	NOTE:	
*	Written narrative with responses are required for resubmittals. Narrative must identify the comment # and Corrected document number, i.e. Comment #1 - Corrected A-5.	X
*	Corrections on resubmittal MUST be clouded	X