

MIAMI BEACH

PLANNING DEPARTMENT

1700 Convention Center Drive, Miami Beach, Florida 33139; Tel: 305.673.7550; Web: www.miamibeachfl.gov/planning

HISTORIC PRESERVATION BOARD APPLICATION GUIDE

2023 Meeting Dates and Deadlines

STEP 0 (if required)			STEP 1		STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
TRANSPORTATION MEETING	TRAFFIC STUDY SUBMITTED BY APPLICANT VIA CSS	TRANSPORTATION FIRST ROUND OF COMMENTS TO APPLICANT	DRC PLAN SUBMITTAL (if required)	DRC MEETING OR PRE-APP MEETING WITH PLANNING NO LATER THAN	NEW FILE FEE PAY-BY DATE	CSS FIRST SUBMITTAL (REVIEWED BY ALL DISCIPLINES)	COMMENTS ISSUED BY ALL DISCIPLINES	FINAL SUBMITTAL 12:00P.M. (CSS & PAPER)	NOTICE TO PROCEED ISSUED BY PLANNING	AGENDA FINALIZED & ALL FEES MUST BE PAID BY	HPB MEETING DATE
09/16	10/03	10/10	09/30	10/07	10/14	10/17	10/31	11/07	11/14	11/16	01/10
10/21	11/07	11/14	11/04	11/14	11/18	11/21	12/05	12/12	12/19	12/21	02/14
11/19	12/06	12/13	12/03	12/13	12/17	12/20	01/03	01/10	01/17	01/18	03/14
12/17	01/03	01/10	12/31	01/10	01/14	01/17	01/30	02/06	02/13	02/15	04/11
01/13	01/30	02/06	01/27	02/06	02/10	02/13	02/27	03/06	03/13	03/15	05/09
02/17	03/06	03/13	03/03	03/13	03/17	03/20	03/31	04/10	04/17	04/19	06/13
03/17	04/03	04/10	03/31	04/10	04/14	04/17	05/01	05/08	05/15	05/17	07/11
<i>AUGUST RECESS</i>											
05/19	06/05	06/12	06/02	06/12	06/16	06/20	07/03	07/10	07/17	07/19	09/12
06/16	07/03	07/10	06/30	07/10	07/14	07/17	07/31	08/07	08/14	08/16	10/10
07/21	08/07	08/14	08/04	08/14	08/18	08/21	09/05	09/11	09/18	09/20	11/14
08/18	09/01	09/11	09/01	09/11	09/15	09/18	10/02	10/09	10/16	10/18	12/12

Historic Preservation Board Staff

Debbie Tackett, Chief of Historic Preservation

James "Jake" Seiberling, Principal Planner

Gaby Freitas, Administrative Staff

dtackett@miamibeachfl.gov (305) 673-7000 x26467

jseiberling@miamibeachfl.gov x26577

gfreitas@miamibeachfl.gov x26302

Miami Beach Citizen Self Service

A Citizen Self Service (CSS) account is required to submit an application for the Historic Preservation Board. If you do not have a CSS account you may register at www.mbselfservice.com. Please note that it may take up to 24 hours for the approval of a new account. The Land Use Board Hearing Application form is available on the [Planning Department website](#).

STEP 0 – Traffic Study (if required)

Applications requiring a traffic study must meet with the Transportation Department and peer reviewer thirty (30) calendar days prior to the CSS First Submittal deadline to determine the methodology for the traffic impact study and obtain the Transportation Department's checklist. Fifteen (15) days prior to the First submittal the applicant must submit the traffic study via CSS. Seven (7) days prior to First submittal the Transportation Department/Peer Reviewer will provide first round of comments to the applicant. The applicant must address the comments and

submit revised traffic study/plans by the CSS First Submittal deadline including a narrative responding to Transportation/Peer Reviewer comments.

STEP 1 – Pre-Application Meeting

A pre-application meeting with Planning Department staff is required at least five business days in advance of the CSS First Submittal deadline. During the meeting, the applicant will receive a checklist of all required documentation necessary to submit a complete application.

STEP 2 – New File Fee Pay-By Date

The Application for a Public Hearing fee of \$2,843.00 must be paid by the end of the day on the new file fee pay by date. If the application is for an after-the-fact approval, the fee is three (3) times the original fee. Listed below are general application fees. Please refer to Appendix A of the City Code for a complete list of fees.

Application for a Public Hearing:	\$2,843.00
New Gross Square Footage (per gross square foot):	\$0.36
Advertisement:	\$1,707.00
Mailing (per property owner within a 375’ radius):	\$5.53
Posting (per site):.....	\$116.00
Order Recording (up to 10 pages):.....	\$116.00
Variance (per variance requested), if applicable.....	\$854.00
Courier	\$119.00

STEP 3 – CSS First Submittal

All required documentation identified in the checklist provided at the pre-application meeting must be uploaded to CSS by 12:00 P.M. (noon) on the CSS First Submittal deadline. Reviews will be assigned to all applicable City departments which may include Transportation, Public Works, Environmental, Urban Forestry, Fire etc.

Document Naming

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’. For example, if the deadline for first submittal is October 29, 2022 the file name would be ‘10-29-2022 Application’. Use this naming format for first and final CSS submittals. The uploaded file retains the name as it has been saved on your computer. The file name cannot be changed and the file cannot be deleted once it is uploaded.

See below for document names for the most common types of files. If the document type is not listed below, please use a document name that clearly identifies the file. **All pages of a document must be uploaded in one PDF file. Do not upload individual pages of a document.**

<u>Document Name</u>	<u>Description</u>
Application	Completed Land Use Board Application form including Exhibit A
LOI	Letter of Intent
Checklist	Pre-application Checklist
Labels	Mailing Labels, List of Property Owners, Certified Letter and Map
BTR	Copies of Previous Business Tax Receipts
Survey	Recent Signed and Sealed Survey
Plans	Architectural Plans and Exhibits
Landscape	Landscaping Plans and Exhibits

HRR Historic Resources Report
 Microfilm Building Card and Microfilm

In accordance with the Land Development Regulations, all property owners within 375’ of the outside boundaries of the subject site must be notified. Listed below are the names of several companies which provide mailing labels used to notice the surrounding property owners. The City of Miami Beach does not claim responsibility for the accuracy or timely acquisition of the information provided by these companies.

Carlos J. Maradiaga	(305) 262-8965
Consuelo Quintana	(305) 858-2287
Florida Real Estate Decisions	(305) 757-6884
Lopez Data Research	(305) 981-9893
Rio Development Resources	(305) 498-1614
Spider International Real Estate Services	(305) 866-4950
The Zoning Specialists Group, Inc.	(305) 828-1210

STEP 4 – Comments Issued by all Disciplines

City staff has ten (10) business days to review and issue corrections and recommendations. Comments will be sent via e-mail to the CSS account holder on the date listed in the schedule and are also viewable on CSS.

STEP 5 – Final Submittal (CSS and Paper)

The applicant has five (5) business days to address any corrections issued by the City. One (1) complete set of all documentation shall be uploaded to CSS in the format noted above. Additionally, hard copies shall be submitted to the Planning Department no later than 12:00 P.M. (noon) on the Final Submittal Deadline:

- One (1) original collated set of the complete submittal package including the original signed and notarized application, 1 set of original documents and One (1) signed and sealed 11”x17” set of plans.
- Fourteen (14) collated copies of the complete submittal package
- One (1) CD/DVD containing PDF files of the complete submittal package
- Mailing Labels – Two (2) sets of gummed labels, a property owner’s list, and map showing the subject site showing the 375’ radius and an original certified letter from the provider and one (1) CD/DVD containing the mailing label items.

STEP 6 – Notice to Proceed Issued

City staff has five (5) business days to review the resubmitted documents. Comments will be sent via e-mail to the CSS account holder and are also viewable on CSS. If all reviews have been passed, the application has been accepted and an invoice will be generated for the remaining fees. If one or more reviews have been failed, the application has not been accepted and may be resubmitted to be considered for the next available meeting date.

STEP 7 – Agenda Finalized and all Fees Paid

City staff will place all accepted applications on the scheduled meeting date and will send mail notices to all property owners within 375’ of the project site, place an advertisement in the Miami Herald and post the subject site with a notice.

STEP 8 – Historic Preservation Board Meeting Date

After the meeting agenda has been finalized, staff will prepare a Staff Report and Draft Order for each item. The Staff Report and Draft Order will be posted to the [City's website](#) approximately one (1) week prior to the meeting date.

The Historic Preservation Board meeting is held in the City Commission Chambers on the 3rd Floor of City Hall located at 1700 Convention Center Drive. The meeting starts promptly at 9:00 A.M.

Use of City Audio Visual Equipment

The City's AV equipment may be used in order to make a digital presentation, provided that materials are submitted to the Department of Marketing and Communications by 8:30 A.M., one (1) business day prior to the meeting. AV materials may be submitted via email to communications@miamibeachfl.gov; or hand delivered on a jump drive, CD or DVD to: Attention: Department of Marketing and Communications, 1701 Meridian Avenue, Fifth Floor, Miami Beach, FL 33139. Presentations, videos or links must include a label noting the name or group, contact person, daytime telephone number, email address, description/title of the presentation and Agenda Item Title as well as the Agenda Item number. Acceptable formats for electronic submission are .pdf, .ppt, .pptx, .pps, .ppsx, .wmv, .avi and .mov. (Note that .pdf is the preferred format for PowerPoint presentations.) The City also provides two (2) easels for foam board presentations.

Lobbyist Registration

Lobbyist means all persons employed or retained, whether paid or not, by a principal who seeks to encourage the passage, defeat or modification of any ordinance, resolution, action or decision of any commissioner; any action, decision, recommendation of the City Manager or any City board or committee; or any action, decision or recommendation of any City personnel during the time period of the entire decision-making process on such action, decision or recommendation that foreseeably will be heard or reviewed by the City Commission, or a City board or committee. The term specifically includes the principal as well as any employee engaged in lobbying activities. The term "Lobbyists" has specific exclusions. Please refer to City Code Chapter 2, Article VII, Division 3, entitled "Lobbyists," for additional information.

More information regarding Lobbyist Registration, including the registration form, can be found at: <https://www.miamibeachfl.gov/city-hall/city-clerk/lobbyist-information/>