

# MIAMI BEACH

Planning Department  
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## REQUIRED BY PLANNING FOR REVIEW OF: COMMERCIAL / MULTIFAMILY

**PERMIT TYPES: BUILDING COMMERCIAL, BUILDING CONDOMINIUM, BUILDING PHASED, BUILDING COMMERCIAL 3 STORIES AND REVISIONS**

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, BOS, PB recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.	X
3	Master Building Permit Number (if applicable)	X
4	Completed City of Miami Beach Commercial Zoning Data Sheet scanned into plans. Zoning Data Sheet may not be altered or modified in any way	X
5	Signed and sealed Architectural plans must be dimensioned and include:	X
a	Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, grade elevation as per survey). Site plan shall also include all proposed structures such as fences/walls, accessory buildings, pool, decks, walkways, mechanical equipment, etc. as may be required for scope	X
b	<b>Survey:</b> 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 values, per Section 1.2.1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable. Survey MUST include lot area.	X
	<b>Survey for Ocean-side properties must also include:</b>	
d	Indicate the elevation of dunes on the east side, and elevation of beachwalk, as applicable. Survey must identify location of Erosion Control Line and Bulkhead Line.	X
e	All proposed mechanical equipment and/or allowable encroachments within required yards shall indicated on setbacks and floor elevation. Please refer to Sec. 7.2.2.3 for additional regulations.	X
f	All elevations must include the following in NGVD or NAVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable), and building height.	X
g	Grading Plan for all required yards, including section drawings. Indicate finish elevations in NGVD or NAVD.	X
h	Fully dimensioned floor plans and roof plans.	X
i	Dimensioned building section drawings. Minimum of two cross-sections.	X
j	F.A.R per floor	
6	<b>Signed and sealed Landscape Plans must include:</b> Refer to CH 4, DIVISION 2- Tree Preservation and Protection and CH 4.2.3- 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
	<b>NOTE:</b>	
*	City will provide Sustainability Fee Affidavit (if applicable) after first plans review.	X
*	City will calculate and apply Mobility Fee (if applicable) after first plans review	X
*	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 resubmittals MUST be clouded	X
*	Include any approved Variances - Scanned into plans per #2 above	X