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: ELEVATOR COMMERCIAL & RESIDENTIAL NEW / ALTERATION / DEMOLITION

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	Х
2	Signed and sealed Architectural plans must be dimensioned and include:	
2	DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans	
3	after cover sheet.	X
4	Master Building Permit Number (if applicable)	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	
	mechanical equipment, etc. as may be required for scope	Х
b	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 1.2.1 of the City Code. (If no sidewalk exists, provide the elevation of the crown of the road) if applicable	X
	exists, provide the elevation of the crown of the road, it applicable	X
5	Alteration	
а	Signed and sealed site plan of alteration	Х
6	Demolition	
а	Proposed floor plan	X
	Notes:	
*	Written narrative with responses are required for resubmittals. Narrative must identify the comment # and	X
*	Corrected document number, i.e. Comment #1 - Corrected A-5. Corrections on resubmittals MUST be clouded	
		X
*	Historic Posing required if located in a local Historic District	X