

MIAMI BEACH

Planning Department
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REQUIRED BY PLANNING FOR REVIEW OF: SINGLE FAMILY RESIDENTIAL

ITEM #	PERMIT TYPES: BUILDING RESIDENTIAL, BUILDING PHASED, BUILDING RESIDENTIAL 3 STORIES, BUILDING RESIDENTIAL UP TO 2 STORIES-3 UNITS AND REVISIONS	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.	
3	Master Building Permit Number (if applicable)	X
4	Completed City of Miami Beach Residential 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	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 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
c	All proposed mechanical equipment and/or allowable encroachments within required yards shall be indicated on setbacks and floor elevation. Please refer to Sec. 7.2.2.3 for additional regulations.	X
d	Provide all required shaded diagrams and calculations (Unit Size, Lot Coverage, Front Yard Open Space, Rear Yard Open Space and Street side Open Space). See 7.2.2.3.	X
e	All elevations must include the following in NGVD or NAVD values: BFE, Grade, Adjusted Grade, Freeboard (if applicable), and building height.	X
f	Grading Plan for all required yards, including section drawings. Indicate finish elevations in NGVD or NAVD.	X
g	Fully dimensioned floor plans and roof plans.	X
h	Dimensioned building section drawings. Minimum of two cross-sections.	X
6	Signed and sealed Landscape Plans must include: Refer to CH 4, Section 4.2.2- Tree Preservation and Protection and Section 4.2.3 Minimum Landscape Requiements.	
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:	
*	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 re-submittals. Narrative must identify the comment # and Corrected document number, i.e. Comment #1 - Corrected A-5. All corrections MUST be clouded.	X
*	Historic Posting required if located in a Historic District.	X
*	Include any approved Variances - Scanned into plans per #2 above	X
*	Future adjusted grade must be provided.	X