



## City of Miami Planning and Zoning Department UDRB SUBMITTAL CHECK LIST

One 11" x 17" signed and sealed original set and 10 copies plus one electronic copy (CD, Flash Drive) must be submitted to the Planning and Zoning Department inclusive of all items outlined below for this application to be considered complete. The Project Architect or designee shall be present at the time of submittal and prepared to respond staff's comments and technical questions regarding the project being submitted. Questions regarding the status of a UDRB submittal may be referred to Joseph Eisenberg, UDRB Liaison at (305) 416-1409 or (305) 416-1400.

PROJECT NAME	ADDRESS	SUBMITTAL DATE

	ITEMS	COMMENTS
1	<p><b>APPLICATION</b></p> <ul style="list-style-type: none"> <li>• UDRB Application Form (included in this document)</li> <li>• Referral completed by the Zoning Division of the Planning and Zoning Department.</li> <li>• Current PRC (Plan Review Committee) comments with applicant's statement as to how the proposed Submittal addresses each comment.</li> </ul>	

2	<p><b>STATEMENT OF INTENT</b></p> <ul style="list-style-type: none"> <li>• Statement describing the intent of the application including specific details as to the nature and/or proposed use of the project. Please provide as much detail as possible.</li> </ul>	
3	<p><b>PROJECT</b></p> <ul style="list-style-type: none"> <li>• One complete original signed and sealed set of 11" X 17" plans and supporting documents.</li> <li>• Eleven copies of the 11" x 17" signed and sealed set.</li> <li>• Public School Concurrency Letter.</li> <li>• Electronic copy of all submitted documents and plans.</li> </ul>	
4	<p><b>CONTEXT</b></p> <ul style="list-style-type: none"> <li>• A context aerial view of the site and adjacent blocks within a three block radius.</li> <li>• Context photographs for all adjacent properties including across the public right of way and diagonal at street intersections (panoramas are preferred).</li> <li>• Volumetric comparison with adjacent buildings and neighborhood. (Photos, site &amp; street sections, renderings...)</li> <li>• Line of sight studies, view corridors, figure-ground studies and other such documentation, or others as requested by staff.</li> </ul>	

<p>5</p>	<p><b>EXISTING CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• A survey certified by a Licensed Land Surveyor in the State of Florida to include Base Building Line by Public Works Department (without handwritten notes or other alterations). The survey shall contain topography, vegetation, landscape, streets, curb cuts, waterways, sidewalks, buildings, driveways, signage, and parking.</li> <li>• For demolitions, provide photographs showing site, building or area to be altered, including any structure to be demolished (including structure's age). Any type of photographic reproduction is acceptable except Polaroid.</li> <li>• A tree survey certified by a licensed land surveyor in the State of Florida showing all existing trees. In a lot with no trees, such condition shall be stated and certified by the surveyor.</li> </ul>	
<p>6</p>	<p><b>SITE / FLOOR PLANS</b></p> <ul style="list-style-type: none"> <li>• Dimensioned Site Plan and Floor Plans signed and sealed by a Florida Registered Architect.</li> <li>• Overall dimensions shall be shown on all site and floor plans as well as the dimensions of all proposed ground level setbacks indicating first, second and third layers.</li> <li>• The Site Plan shall include the location and dimensions of all proposed walkways, driveways, parking, means of ingress and egress, loading zones, turning radii, utility services, parking garage layout and flow/radii, plazas, courtyards, sidewalks, arcades and terraces.</li> <li>• Garage ramps, aisle widths and turning movements may not exceed standard engineering calculations as determined by Public Works.</li> <li>• Provide maneuverability diagrams for loading areas.</li> </ul>	

<p><b>7</b></p>	<p><b>ELEVATIONS, SECTIONS, RENDERINGS</b></p> <ul style="list-style-type: none"> <li>• Dimensioned color elevations of all sides showing materials and façade treatment.</li> <li>• Typical and non-typical sections shall be provided, including street level details.</li> <li>• Detail 1/8" = 1' blow-up of typical patterns (unit balconies, garage screening or other features) within elevations.</li> <li>• Pedestrian realm perspectives from ground level up to the third story to include proposed public spaces, arcades, colonnades, physical amenities (lighting, urban furniture, etc.) and/or enhancements within the public right-of-way. Information provided shall include details as to the heights, widths, and organization of public and/or private elements to be incorporated.</li> </ul>	
<p><b>8</b></p>	<p><b>ZONING INFORMATION</b></p> <ul style="list-style-type: none"> <li>• Include calculations of the number of parking spaces, loading bays, floor-area ratio calculations; lot coverage and open space calculations, zoning bonuses or reductions (building/parking/landscape) and any additional information pertinent to the proposal required to determine compliance with applicable sections of the Zoning Ordinance.</li> <li>• Demonstrative sketches to explain the application of zoning indicators, for example: open space diagram, layers diagram, etc.</li> </ul>	
<p><b>9</b></p>	<p><b>LANDSCAPE</b></p> <ul style="list-style-type: none"> <li>• Tree Disposition plan pursuant to Chapter 17 of the City Code.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Dimensioned landscape/ planting plans signed and sealed by a Landscape Architect Registered in the State of Florida pursuant to Article 9 Landscape Requirements to include:</li> <li>• General hardscape materials, paving patterns, raised planters/seat walls, fencing, perimeter walls, or other landscape features (samples should be presented at the UDRB meeting).</li> <li>• Planting details, plant materials schedule, including but not limited to species, quantities, and sizes at time of planting.</li> <li>• Site Furniture (benches, trash receptacles, onsite signage, etc.)</li> <li>• Site Lighting (pedestrian, vehicular, building, specialty, etc.)</li> <li>• Tree mitigation plan pursuant to Article 9 of the Zoning Ordinance (Miami 21) and Chapter 17 of the City Code.</li> <li>• If a tree removal permit is required, the City of Miami has a tree removal application form and instructions that are available from the Planning and Zoning Department.</li> </ul>	
<p><b>10</b></p>	<p><b>DETAILS AND MATERIALS</b></p> <ul style="list-style-type: none"> <li>• Materials, colors, textures and treatments shall be shown and labeled in the elevations. Details and Material sheets should show precedent photographs, renderings, wall sections and/or architectural details of proposed materials, green screens with irrigation solution, planters, specialty or scoring patterns and textures clearly shown at an appropriate scale to discern details. Please include paint chip colors. It is recommended that sample boards be brought to the UDRB meeting.</li> <li>• Details and design criteria for proposed artistic murals, mosaics, artistic or decorative treatment and lighting features shall be presented.</li> </ul>	

11	<p><b>ARTISTIC FAÇADE TREATMENT</b></p> <p>Art treatment proposed for garage screening pursuant to Section 5.6.4.d shall provide the following:</p> <ul style="list-style-type: none"><li>• Narrative of the art work describing artistic concept and intent.</li><li>• Artist's bio, brief description of artist's work, references.</li><li>• Graphic illustrations.</li><li>• Details of materials, execution, site location, and lighting features</li><li>• Proposed summary of maintenance and future upkeep of the piece.</li></ul>	
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