



## **DESIGN REVIEW BOARD CHECKLIST**

**THESE DOCUMENTS ARE REQUIRED FOR ADDITIONS OR NEW CONSTRUCTION**  
**ANY INCOMPLETE SUBMISSION WILL**  
**NOT BE PLACED ON THE AGENDA**

\*\* All other applications for exterior changes will require submission of information relating to the existing conditions and example of what the proposed change will be. Documents that may be required are photographs, renderings, site plan, product approvals, brochures, product samples, or any other information needed by the Town to facilitate the Design Review Board in making its decision.

Please note: Every application is different; therefore, additional submission may be necessary. This will be determined on a case by case basis.

### **SUBMITTAL REQUIREMENTS**

- 1. ONE (1) SET OF 24x36 PLANS / DOCUMENTS**
- 2. ALL PLANS & DOCUMENTS ON A USB**
- 3. SURVEY SIGNED & SEALED BY FLORIDA LICENSED SURVEYOR(NOT OLDER THAN 6 MONTHS)**
- 4. DRB APPLICATION FEE \$350.00 PER SUBMITTAL/REWORK**

**ANY PROPOSED CONSTRUCTION WORK OR REVISIONS  
THAT REQUIRES THE APPROVAL OF  
THE DESIGN REVIEW BOARD  
MUST BE SUBMITTED  
FOR REVIEW AND APPROVED BY STAFF  
PRIOR TO BEING PLACED ON THE  
DESIGN REVIEW BOARD AGENDA.**

**INCOMPLETE SUBMISSIONS WILL BE RETURNED FOR CORRECTIONS**

**THE DESIGN REVIEW BOARD MEETINGS ARE SCHEDULED ON THE FIRST  
TUESDAY OF EACH MONTH AT 7:00 P.M.**

**ONCE THE PLANS ARE APPROVED YOUR ITEM WILL BE ADDED ON THE NEXT  
SCHEDULED MEETING.**

**20 DAYS - (PUBLIC NOTICES) PRIOR TO THE SCHEDULED MEETING.**

**10 DAYS - (REGULAR ITEMS) - PRIOR TO THE SCHEDULED MEETING.**

**APPROVALS THAT REQUIRE A QUASI-JUDICIAL HEARING WILL REQUIRE  
ADDITIONAL LEAD TIME FOR ADVERTISING AND NOTICING REQUIREMENTS.**

<b>Applicant / Owner / Architect / Engineer/ Affirmation and Consent</b>
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I acknowledge, affirm, and certify to all of the following:

1. This request, application, application supporting materials and all future supporting materials complies with all provisions and regulations of the Zoning Code, Comprehensive Plan and Code of Ordinances of the Town of Bay Harbor Islands unless identified and approved as a part of this application request or other previously approved applications. Applicant understands that any violation of these provisions renders the application invalid.
2. That all the information contained in this application and all documentation submitted herewith is true to the best of (my) (our) knowledge and belief.
3. Understand that the application, all attachments and fees become a part of the official records of the Town of Bay Harbor Islands and are not returnable.
4. Understand that under Florida Law, all the information submitted as part of the application is public records.
5. Failure to provide the information required for submittal/necessary for review by the Design and Review Board may cause the application to be deferred without review.
6. That application for Design and Review Board review requires the presence of the applicant and/or architect/engineer at the meeting.
7. All fees shall be paid at the time of submittal.
8. A written narrative explaining the architectural style of the proposed building or alteration.

**NOTE:** If any application is disapproved, the Design Review Board shall detail in its findings the criterion or criteria that are not met. The action taken by the Board shall be reduced to writing, signed by the Chairman, and a copy thereof made available to the applicant upon request. Any action taken by the Design Review Board may be appealed to the Town Council, whose decision on appeal shall be final.

Sec. 5-20. - Contents of preliminary plan.

For the purposes of this article, preliminary plans for a building shall consist of the following:

- (a) An artist's or architect's colored drawings of all sides of the structure as completed.
- (b) A landscape architect's colored drawings of the landscaping on all sides.
- (c) An architect's drawing of the parking area showing the parking spaces and a plot/site plan including the proposed layout of buildings, driveway and parking areas, pedestrian walkways, amenities, setback areas and other improvements.
- (d) An architect's plans of representative floors of a multifamily building designating typical apartment layouts, or of the entire single-family unit. As to commercial buildings, representative floor plans with proposed leasable bays, common areas, elevators and stairs, and mechanical equipment areas must be provided.
- (e) A description and samples of all materials to be used.
- (f) An architect's official computation of the lot coverage of the proposed structure in conformance with town ordinances.
- (g) A series of colored aerial photographic representations (i.e., front/rear/sides) of the subject site with the proposed site improvements superimposed onto the subject site illustrating how the new proposed project relates to neighboring properties (scale/compatibility).
- (h) Color renderings. A series of colored graphic architectural representations (i.e., front/sides/rear) illustrating how the new proposed project relates to neighboring properties.
- (i) Submittal of an impact analysis report (IAR) demonstrating compliance with the adopted concurrency level of service (LOS) requirements listed in section 11-8.4 of the town's Code of Ordinances. The applicant shall pay for cost of preparing the IAR and be responsible for the town's cost of reviewing and processing said report, including town staff and outside consultants deemed necessary by the town.
- (j) Traffic impact analysis. As part of the impact analysis report (IAR) each application, unless specifically exempted, shall provide an estimate of the expected vehicular trips to be generated by the new development. The analysis shall include estimates for average daily trips, a.m. peak hour trips, and p.m. peak hour trips. If a previous land development project existed on the site, the analysis shall include a comparison of the trips generated by the previous development and new development noting the estimated increase or decrease in trips. If deemed necessary by the town manager for a major development project, based on the quantity of expected trip counts or expected neighborhood impacts, the town may require a full-scale traffic study, the contents of which shall comply with the minimum criteria on file with the town. Such full-scale traffic study shall be prepared by a consulting engineer retained by the town, at the applicant's full expense.

- (k) Preliminary building elevations showing the front, rear and sides of all building(s) and structures.
- (l) Cross sections through the building(s) at periodic locations depicting the proposed building exterior, floors, parking areas, roof area, and foundation.
- (m) Preliminary civil engineering plans and calculations, including potable water and sanitary sewer facilities (proposed meter and pipe connection locations and sizes), drainage and stormwater facilities (soil analysis/calculations/design), solid waste, and other infrastructure to serve the development. The site design must demonstrate compliance with current flood regulations contained in the Florida Building Code (FBC), by the Federal Emergency Management Agency (FEMA), National Flood Insurance Program (NFIP), Miami-Dade Public Works Manual, and chapter 7½ of the Bay Harbor Code. The submittal information must include at a minimum: a complete flood legend, proposed finished floor elevations for all enclosures and garage/parking areas, proposed elevations of mechanical equipment, FEMA flood zone(s), NFIP Flood Insurance Rate Map (FIRM) panel number, base flood elevation (BFE), design flood elevation (DFE), highest and lowest crown of road adjoining the site, and highest and lowest adjacent grades.
- (n) In addition to the above requirements, the town shall prepare, maintain, and make available an administrative site development plan application form and more detailed checklist of required additional requirements.
- (o) Notwithstanding the above requirements, for minor revisions to existing or previously approved developments that do not substantially alter or affect a design, as determined by the town building official or other designated staff, such as exterior facade and material alterations, accessory structures that require design review board approval (arbors, cabanas, gazebos, pergolas, trellis, and similar), recreational court facilities, driveways and walkways, garage enclosures, patios and terraces, swimming pools and decking, and other items prior to the town issuing building permits, the designated town staff may alter or waive the above submittal requirements based on non-applicability and cost.

(Ord. No. 252, § 1, 3-13-72; Ord. No. 939, § 1, 9-10-2012; Ord. No. 1034, § 1(Exh. A), 8-12-19; Ord. No. 1095, § 2(Exh. A), 3-20-2024)

**Cross reference—** Indicating installation of garbage containers on architectural plans, § 9-3.



## Town of Bay Harbor Islands Design Review Board Application

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Legal description: Lot(s) \_\_\_\_\_

Block(s) \_\_\_\_\_ Section(s) \_\_\_\_\_

Folio No. \_\_\_\_\_

Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Other \_\_\_\_\_ Email \_\_\_\_\_

Architect(s)/Engineer(s): \_\_\_\_\_

Architect(s)/Engineer(s) Mailing Address: \_\_\_\_\_

Telephone: Business \_\_\_\_\_

Other \_\_\_\_\_ Email \_\_\_\_\_

### PROJECT INFORMATION

Description of Proposed Use / Request: \_\_\_\_\_

#### REVISIONS:

Date(s) of Previous Submittal(s) and Action(s): \_\_\_\_\_

**NOTE: BOTH SIGNATURES OR AFFIRMATION/CONSENT ARE REQUIRED**

Owner / Representative Printed Name:	Architect(s)/Engineer(s) Print Name:
Owner / Representative Signature:	Architect(s)/Engineer(s) Signature:
<b>I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. I understand that my plans must be reviewed and approved by staff prior to being placed on the agenda.</b>	Architect/Engineer Seal:
<b>NOTARIZATION</b>  STATE OF FLORIDA  COUNTY OF _____  Sworn to or affirm and subscribed before me this____day of_____, in the year 20____ by_____who has taken an oath and is personally known to me or has produced as identification.  My Commission Expires: _____  _____ Notary Public	<b>NOTARIZATION</b>  STATE OF FLORIDA  COUNTY OF _____  Sworn to or affirm and subscribed before me this____day of_____, in the year 20____ by_____who has taken an oath and is personally known to me or has produced as identification.  My Commission Expires: _____  _____ Notary Public

**FOR OFFICE USE ONLY:**

**DRB APPLICATION FEE - \$350.00**

**APPLICATION DATE:** \_\_\_\_\_

**PROCESS NUMBER:** \_\_\_\_\_