



**Town Council**

Isaac Salver  
Mayor

Stephanie Bruder  
Vice Mayor

Joshua D. Fuller  
Council Member

Molly Winters Diallo  
Council Member

Eric Rappaport  
Council Member

Teri D'Amico  
Council Member

Robert Yaffe  
Council Member

**Town Officials**

Noel Lindsley  
Town Manager

Janai Pomaes  
Interim Town Clerk

Joseph S. Geller  
Town Attorney

Attention: Developers, Contractor and/or Property Owners

For new development and renovation, compatibility to our existing community is the highest priority. In order to achieve this, we encourage you to research our unique islands' history and culture. We strongly encourage design creativity, and that buildings, graphics and structures represent quality design "of our time".

Due to small scale of the Town, adjacent structures will be greatly affected by its neighbor's design and massing. We encourage you to tour our Town. We hope the buildings inspire your design creativity and that your project will represent our rich, architectural heritage. The Committee is open to individual, compatible interpretations.

Since 1947, the East Island has matured with multi-family, garden style apartment buildings with a commercial strip along Kane Concourse. Mid-century/international style dominates the islands. The simple geometry allows for many contemporary, unlimited, compatible interpretations.

We are looking forward to your project being an enhancement to our community.

Sincerely,

Development Review Committee

MAYOR JOSEPH J. GARDNER GOVERNMENT CENTER

# APPLICATION FOR SITE PLAN REVIEW



Legal description of real property in the Town of Bay Harbor Islands, Florida for which site plan approval is requested.

\_\_\_\_\_

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Elizabeth Tricoche  
Vice Mayor

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Council Member

Robert Yaffe  
Council Member

Folio # \_\_\_\_\_

Size of described property \_\_\_\_\_

Project Description \_\_\_\_\_ Units \_\_\_\_\_

Owner(s) Name \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Name of Applicant (if different from owner) \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Name of Representative \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

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**TO BE COMPLETED BY TOWN OF BAY HARBOR ISLANDS**

Date Received \_\_\_\_\_ By \_\_\_\_\_

Process Number \_\_\_\_\_ Fee Paid \_\_\_\_\_



## **APPLICATION PROCEDURES FOR RESIDENTIAL DEVELOPMENT**

The following application information is required to be submitted to the Town Hall with the application prior to review. No project will be scheduled for a meeting before the Planning and Zoning Board unless all aspects of the plan are fully compliant with the Town's Zoning regulations.

1. Application Form - completed and signed.
2. Power of Attorney - required if applicant is not the developer of the property.
3. Certified Land Survey - showing property dimensions, lot, and block number and exiting physical improvements. If the project is on two or more lots, a unity of title is required.
4. Site Plan(s) - to include dimensions of all buildings, structures, setbacks, and parking. Dimensions for height must reference both NGVD and BFE. Identify the base flood elevation (BFE) per floor, the overall building height and roof mounted accessory structures.
5. Landscape Plan(s) - to include **all items required and specified by Miami-Dade County minimum landscape ordinance [Section 18A-4(B)(2)], and Town Code Section 24-16.** Town Code requires 20% minimum landscape.
6. Floor Plan(s) - typical floor plan layout for each floor. Identify the units, units size, type of rooms, common areas, open areas, amenities and required fire escape spaces.
7. Building Elevations - show front, rear and side elevations.
8. List of Uses - a complete list of uses with corresponding square footage calculations.
9. Calculations - detailed estimates of water and sewer demands, vehicular trips and number of parking spaces, unit sizes, drainage, etc.



10. Auxiliary Plans and Calculations - submit additional plans and calculations, as required by the Town Manager, for review of special features or design considerations.
11. Samples - submit color and material samples of the building and site design elements
12. Architect's or artist's colored rendering of all sides of the structure as completed.
13. A landscape architect's colored rendering (elevation view) of the landscaping on all sides.
14. Design Review Fee: Resolution #1140 passed and adopted October 8, 2012  
**Pre-DRC Review - \$350.00**  
**Initial Application - \$3,000** for RM-1, RM-2, RM-3 and B-1 Zoning only (no single family)  
**Revision (resubmittal) Review - \$350.00**
15. County Approval - Resolution of approval by the County Shoreline Review Committee, if waterfront property. The Shoreline Review Committee Resolution must be submitted prior to the issuance of building permits after Planning and Zoning Approval.
16. Information - additional information as deemed necessary by the Town for proper review.

\*All submittals must consist of ~ **One full size plans 24"x36", 5 sets of 11"x17" and all files in flash drive.**

\*\*After your project has been reviewed and approved by the Development Review Committee. You will then be placed on the agenda to go before Design Review Board.

**ALL RENDERINGS ARE TO BE DONE IN COLOR FOR ALL SUBMISSIONS.**



## **TOWN OF BAY HARBOR ISLANDS - SITE PLAN SUBMISSION REQUIREMENTS**

In addition to the documentation contained in the Town's Code of Ordinances, the following list of detailed documents formats are provided to assist applicants with preparing complete and accurate submittal packages.

- All site plans must be prepared, signed and sealed by one or more of the following professionals:
  1. A landscape architect registered by the State of Florida
  2. An architect registered by the State of Florida
  3. A civil engineer registered by the State of Florida
  4. A land surveyor registered by the State of Florida
- All site plans shall show, at a minimum, the following information and any other information deemed necessary by the Town Planner.
  1. The proposed title of the project and the name of the engineer, architect, surveyor or landscape architect and the developer
  2. Existing Zoning District / Land Use Plan Designation of the subject property
  3. Proposed changes in zoning and/or land uses to the subject property, if any
  4. Adjacent land uses (existing) within 300 feet of the subject property
  5. Legal description
  6. Location sketch
  7. Site boundaries clearly identified, dimensioned and tied to section corners
  8. Existing features (trees, water, structures) including topography, roadways, parking and land use areas which are to remain
  9. All existing right-of-way, dedications, easements and property lines, existing streets, buildings, watercourses, waterways or lakes, and other existing physical features in or adjoining the project
  10. The location and dimension of proposed setback lines
  11. The location and dimensions of proposed reservations for parks, playgrounds, open spaces, and other common areas, if applicable
  12. The location, dimensions and character of the construction of proposed curb cuts, driveway entrances and exists, loading areas (including the number of required and provided parking and loading spaces), outdoor lighting systems, outdoor sound systems, storm drainage and sanitary facilities
  13. Location and dimensions of all proposed buildings, excavations, and structures to lot lines and to each other
  14. Paving and drainage plans and calculations; proposed flow direction and amount of drainage flow

15. Typical trash and garbage disposal system, as well as recycling system, including typical enclosure detail and the location of each (NOTE: All receptacles must be screened from view and placed to provide easy access by sanitation trucks)

16. Landscape plan indicating proposed landscaping, buffer yard standard, and required . Provided opacity levels, type of irrigation; xeriscaping techniques; botanical and common names of materials. Indicate required and provided materials. Indicate all required and provided quantities and sizes of landscape materials. Include all wall, fence and tree staking details. The landscaping plan should reflect all easements including utility, and all above ground utilities or drainage features, etc.

17. Water and sewer connection detail.

18. General location, character, size, height and orientation of proposed signs

19. All pedestrian walkway and sidewalks

20. Building elevations including illustration of screening of roof mounted mechanical equipment

21. Site lighting plan / calculations for parking areas / buildings  
(see Section 20-100)

22. Type and location of mail receptacles

23. Sanitary sewer, potable water and any reuse water plans, which shall indicate the locations and sizes of sanitary and storm sewers, water mains, culverts and other underground structures in or near the project

24. Perspective illustrations of the new development with existing development showing the new development superimposed onto the site (photographs at street level / aerial photos)

- The following computations:

1. Total site square footage/acreage
2. Allowed and proposed density (residential only)
3. Vehicular use calculations (roadway, aisles, parking)
4. Recreational open space (residential only)
5. Square footage / acreage by land use type
6. Impervious / pervious area percentages
7. Parking spaced required / provided
8. Landscape open space calculations

\*The following are the number of sets of plans you will need to submit.

1 full size 24x36 plans and 5 sets of 11 x 17 plans and all files in a flash drive.

***All renderings are to be done in color for all submissions.***