



7290 NW 1<sup>st</sup> Court  
Miami, FL 33150  
T | 786.409.3363  
[www.ma7er.com](http://www.ma7er.com)

RE: Project at 4880 PINE TREE DR

**DRB24-1068**

December 6, 2024

#### **DRB - Planning Review**

##### **1. APPLICATION COMPLETENESS**

- a. Include the cost of estimate under a separate cover or in the letter of intent.
- b. LOI: provide construction date for the existing single-family home.
- c. LOI: provide construction date for the existing single-family home.
- d. The Letter of Intent for Design Review Board shall include and respond to all review criteria per section 2.5.3.1

**Response: Refer to updated Letter of Intent.**

- e. Files cannot exceed 25 KB, divide the plan set in 2 or more sets if required.

**Response: Noted.**

##### **2. ARCHITECTURAL REPRESENTATION**

- a. Add "FINAL SUBMITTAL" and DRB File No. to front cover title for heightened clarity.

**Response: "Final Submittal" and DRB No is on the title sheet.**

- b. Final submittal drawings need to be DATED, SIGNED AND SEALED.

**Response: Drawings are dated, signed, and sealed.**

- c. Zoning Data: provide current DRB file number and cloud in red the proposed height.

**Response: Current DRB no added and proposed height clouded.**

- d. Provide section markers on site plans and floor plans for all the sections A21 to A24. it is not clear where are these sections being taken from.

**Response: Section marks added on sheets A12 to A16.**

- e. After page A24, provide the elevations and sections that were previously approved by DRB. Provide a bigger font title/text in red: "For reference only – Previously approved by DRB".

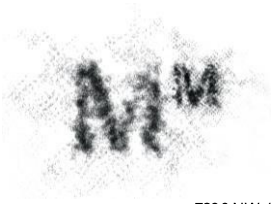
**Response: Previously approved DRB elevation and section sheets added.**

##### **4. ZONING COMMENTS**

- a. Provide responses to the DRB19-0468 Order conditions 1D1a to J.

**Response: DRB Order responses added.**

- b. Per building permit BR2207144 Planning Department approval, "A continuous soffit on the perimeter of the understory must be provided to shield all utilities from visibility". Per understory regulations per section 7.2.2.3.b.1.6.F : A continuous soffit shall be lowered a minimum of 2 feet from the lowest slab of the first level above the understory area in order to screen from view all lighting, sprinkler, piping, plumbing, electrical conduits, and all other



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building services, unless concealed by other architectural method(s). provide on a section and/or a section detail compliance of this, provide dimensions of this soffit.

**Response: This was approved during permitting. All lighting is recessed as indicated and all plumbing pipes lie in the enclosed areas below the building. No utilities run in the exposed areas.**

#### 5. Notes

a. All waivers have been identified in the LOI. These comments have been provided as a preliminary review of the documents and plans submitted and are subject to additions and/or deletions pending further review.

**Response: Noted.**

#### **DRB - Planning Admin Review**

Page 8 of Application: Compensated Lobbyist: All members representing or speaking on behalf of the owner/applicant must be registered as a lobbyist with the City Clerk.

**Response: Page 8, completed.**

Page 4 of Application: Owner Affidavit or Alternative Owner Affidavit must be signed and notarized. Submit owners mail labels in Excel.

**Response: Page 4 signed.**

Page 1 of Application: Property Information – Please attach Legal Description as “Exhibit A”.

**Response: Legal Description added.**

All fees and paper submittal must be paid and delivered to the Planning Department at 1700 Convention Center Drive, 2nd Floor, Miami Beach, by 1:00 p.m. on the due date. Please consult the Land Use Board calendar for due dates. Delays in payment or delivery times/date will result in applications being moved to the next available hearing. The paper submittal shall consist of the final versions of the documents which were approved for this application and MUST be consistent with the electronic plans / documents reviewed and approved for which a Notice to Proceed was issued. Nothing can change between the Formal Submittal and the scheduled date of hearing. Each file document must be labeled by day of submittal and document name.

**Response: Noted.**

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