

## **Narrative Response for ZBA24-0171 – 8-14 Star Island Drive**

### **Planning Department Review:**

1. Add "FINAL SUBMITTAL" and ZBA File No. 24-0171 to front cover title of plans for heightened clarity.

**Response: Addressed. See Sheet A0.00.**

2. Include the cost of estimate under a separate cover or in the letter of intent.

**Response: Addressed. Cost estimate added to the letter of intent.**

3. Update image on page A0.30 to depict insulation under the roof slab.

**Response: Addressed. See Sheet A0.30.**

4. Suggested to add a unified variance diagram summary page with the small summary images and variance numbers that were presented to staff on 12/19 for ease of reference.

**Response: Addressed. See Sheet A0.03 and Sheet A0.03A.**

5. Add file number to Zoning Data Sheet on page A0.02.

**Response: Addressed. See Sheet A0.02.**

6. Final Submittal File Naming

All PDF files must be named with the submittal deadline date and the type of document in the following format 'MM-DD-YYYY Document Name'. For example, if the deadline for first submittal is October 29, 2017 the file name would be '10-29-2017 Application'. Use this naming format for first and final CSS submittals. The uploaded file retains the name as it has been saved on your computer. The file name cannot be changed, and the file cannot be deleted once it is uploaded.

**Response: All PDF files named according to the above format.**

7. Please use names for the most common types of files. If the document type is not listed below, please use a document name that clearly identifies the file.

Document Name Description

Application Completed Land Use Board Application form including Exhibit A

LOI Letter of Intent

Checklist Pre-application Checklist

Labels Mailing Labels, List of Property Owners, Certified Letter and Map

BTR Copies of Previous Business Tax Receipts

Survey Recent Signed and Sealed Survey

Plans Architectural Plans and Exhibits

Landscape Landscaping Plans and Exhibits  
HRR Historic Resources Report  
Microfilm Building Card and Microfilm  
Traffic Traffic Study  
Sound Sound Study

**Response: All PDF files named according to the above naming convention.**

8. All pages of a document must be uploaded in one PDF file. Do not upload individual pages of a document.

**Response: All pages of documents will be uploaded in one file.**

### **Planning Admin Review:**

1. Page (4) ALTERNATE OWNER AFFIDAVIT FOR CORPORATION, PARTNERSHIP, OR LIMITED LIABILITY COMPANY missing notary public stamp.

**Response: Addressed. See Application Page 4.**

2. The following fees are outstanding and will be invoiced prior to the Notice to Proceed deadline 01/16/25

Mail Label Fee (\$5.53 p/ mailing label)

Advertisement - \$1,707.00

Board Order Recording (1) - \$116.00

Courier (7) - 119.00

Posting (1) - \$116.00

Variance(s) - \$854.00 p/variance

Sq. Ft Fee - \$.36 cents p/ Sq. Ft

**Response: Acknowledged.**

3. Total Outstanding Balance = \$ ALL FEES MUST BE PAID BY 01/21/25. In addition to the fees, the following shall be provided to the Department no later than the Final submittal deadline 01/21/25, before 12 p.m. (Tardiness may affect being placed on the agenda):

**Response: All fees will be paid by 01/21/25.**

4. Please keep in mind that the submittal MUST be consistent with the plans / document which allowed the application to receive a Notice to Proceed. As customary, nothing can change between the Formal Submittal and the scheduled date of hearing.

**Response: Acknowledged.**

5. The following must be submitted for Final Submittal to the attention of Miriam Herrera, Planning Department. Please leave your package with Central Services on the first floor of City Hall.

One (1) original application (Proper signed and notarized affidavits and Disclosures must be provided).

One (1) original Letter of Intent.

One (1) original set of architectural plans signed, sealed, and dated. (11x17)

One (1) original signed, sealed, and dated Survey. (11x17)

Two (2) sets of Mailing labels must be provided including Letter certifying the labels, radius map, gummed labels, and Labels CD done with the proper Excel format specified by the Planning Department.

Any additional information/documents provided (i.e., traffic studies, concurrency, reports, etc.).

A CD/DVD containing a digital version of the documents and plans submitted. The CD must be in the proper format specified by the Planning Department (Each document must be less than 25MB). CDs will be checked at time of drop off - anything larger than 25MB will not be accepted.

Each file document must be labeled by day of submittal and document name.

14 collated copies

**Response: Final submittal package will be delivered in compliance with the above instructions.**

6. Please make sure you identify the final submittal by the file number and address at time of drop off. (Attn: Planning Department – Miriam Herrera).

**Response: Acknowledged.**

7. Please email Excel file of label owner list.

**Response: Excel file has been transmitted to Miriam Herrera.**