



## **SOW DESIGN STUDIO**

ARCHITECTURE | PLANNING | URBANISM

October 10<sup>th</sup>, 2024

### **City of Miami Beach – Design Review Board**

1700 Convention Center Drive Miami, FL 33139

**Re: 2344 N Bay Rd Miami Beach, FL 33140**

**DRB23-0975**

**Final Submittal 10.13.2024**

Dear Planning Officials,

Please see responses as follow:

#### 1. DRB Admin Review

a. 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.

**R/Submitted.**

b. 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.

**R/Noted.**

c. Page 1 of Application: Correct and submit to include File Number. (DRB23-0975).

**R/File number included on Page 1.**

d. Submit application in electronic form.

**R/Noted.**

e. Submit checklist. Must include name, signatures, and date.

R/Submitted.

f. Page 1 of Application: Applicant Information (if different than owner) must be filled out.

R/Not applicable.

g. Page 2 of Application: Submit all contact information of all Party(s) responsible for project design and Authorized Representative(s) Information (if applicable).

R/Contact information provided in Page 2.

h. Submit owners mail labels in Excel.

R/Submitted to Gabriela Freitas on October 10, 2024

i. Page 5 of Application: All members representing or speaking on behalf of the owner/applicant must be granted Power of Attorney from owner — Submit signed and notarized affidavit per speaker.

R/See Page 8.

j. Electronic files cannot exceed 25M; the files can be divided in two or more files if necessary.

R/Done.

k. Submit signed and seal Architectural / Landscape Plans and Survey.

R/Submitted.

l. Page 1 of Application: Summary of Request – Provide a brief scope of request.

R/Done.

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

R/Done.

## 2. DRB Plan Review

### 1. APPLICATION COMPLETENESS

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

R/Included.

b. Provide the standard single family zoning data sheet on a separate page.

R/Provided.

### 2. ARCHITECTURAL REPRESENTATION

a. Add "FINAL SUBMITTAL" and DRB File No. to front cover title

R/Done.

b. Final submittal drawings need to be DATE and SIGNED

R/Done.

c. 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.

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

R/Done.

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

R/Done.

Respectfully yours,

Jose L. Lobo, AIA

**SOW Design Studio, Inc.**