

| 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 |

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

2. HPB Admin Review - Fail

Gabriela Freitas Ph: email: gabrielafreitas@miamibeachfl.gov

Comments: Email owners mail labels in Excel.

[Applicant Response: Owners mail labels in Excel emailed to Gabriela Freitas on February 27, 2025 and confirmation of receipt was provided on March 3, 2025.](#)

February 27, 2025

Page 1 of 2

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

Applicant Response: Applicant information is the same as owner information

Submit signed and seal Architectural / Landscape Plans and Survey.

Applicant Response: The applicant only owns a few commercial units and as discussed at the pre-application meeting on November 13, 2024, we have included the 2018 survey submitted for a prior HPB application (HPB No. HPB2018-0830) that shows the entire Decoplage property. To our knowledge, exterior conditions have not been altered since this survey, especially to the subject commercial units.

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.
