



TOWN OF BAY HARBOR ISLANDS
PLANNING AND ZONING APPLICATION

(NEW SUBMITTAL)

**TO ENSURE EFFICIENT PROCESSING OF YOUR APPLICATION, PLEASE
MAKE SURE THIS FORM IS FILLED OUT COMPLETELY.**

PROCESS NUMBER _____

APPLICANT INFORMATION (IF DIFFERENT THAN PROPERTY OWNER)

Name _____ Contact Number _____

Address _____

City _____ State _____ Email Address _____

OWNER / PROPERTY INFORMATION

Name _____ Address _____

Folio# _____ Lot _____ Block _____

DESCRIPTION OF PROPOSED USE / REQUEST

PLEASE READ AND SIGN BELOW

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. I understand that my plans must be reviewed and approved by staff prior to being placed on the agenda.

Date: _____ Signature of Applicant: _____

I hereby grant permission for members of the Town of Bay Harbor Islands Planning and Zoning Board, Town Council, and Town Staff to enter the above described property (or as described in the attached) for the purposes of gathering information related to this application/request/proposal.

Date: _____ Signature of Owner: _____

I hereby agree to reimburse the Town of Bay Harbor Islands for all professional planning and legal fees that are incurred on behalf of the Town while reviewing and/or considering this application. These fees include reviews by the Town's planner of record and zoning attorney. The Town may also require reviews from other outside professional services. The Town of Bay Harbor Islands will provide an itemized bill of professional costs incurred while reviewing and/or considering this application. Building permits and/or final occupancy permits will not be issued until the itemized bill is paid in full to the Town of Bay Harbor Islands.

Date: _____ Signature of Applicant: _____

NOTE: If any application is disapproved, the Planning and Zoning Board shall detail in its findings the criterion or criteria that are not met. The action taken by the Board shall be reduced to writing, signed by the Chairman, and a copy thereof made available to the applicant upon request. Any action taken by the Planning and Zoning Board may be appealed to the Town Council, whose decision on appeal shall be final.

Owner / Applicant given copy of Planning and Zoning Checklist () Yes () No

G Approved _____ G Denied _____

PLANNING AND ZONING CHECKLIST

(New Submittal)

THESE DOCUMENTS ARE REQUIRED FOR ADDITIONS OR NEW CONSTRUCTION
ANY INCOMPLETE SUBMISSION WILL NOT BE PLACED ON THE AGENDA

** All other applications for exterior changes will require submission of information relating to the existing conditions and example of what the proposed change will be. Documents that may be required are photographs, renderings, site plan, product approvals, brochures, product samples, or any other information needed by the Town to facilitate the Planning and Zoning Board in making its decision.

Please note: Every application is different; therefore, additional submission may be necessary. This will be determined on a case by case basis.

ALL SUBMITTALS MUST CONSIST OF TWO 2'x3' PLANS FOR INTERNAL REVIEW

**ANY PROPOSED CONSTRUCTION WORK OR REVISIONS
THAT REQUIRES THE APPROVAL OF
THE PLANNING AND ZONING BOARD
MUST BE SUBMITTED
FOR REVIEW AND APPROVED BY STAFF
PRIOR TO BEING PLACED ON THE
PLANNING AND ZONING AGENDA.**

ALL INCOMPLETE SUBMISSIONS
WILL NOT BE PLACED ON THE AGENDA
UNTIL ALL COMMENTS HAVE BEEN ADDRESSED

INCOMPLETE SUBMISSIONS WILL BE RETURNED FOR CORRECTIONS

**PLANNING AND ZONING BOARD MEETINGS ARE SCHEDULED FOR
THE FIRST AND THIRD TUESDAY OF EACH MONTH AT 7:00 P.M.**

**ONCE SUBMITTAL HAS BEEN APPROVED TO BE PLACED ON THE AGENDA. WE
WILL NEED THE FOLLOWING DOCUMENTS 10 DAYS PRIOR TO THE SCHEDULED
MEETING.**

TWO 2X3 PLANS, TWELVE 11X17 PLANS AND ALL FILES ON A USB/CD

**APPROVALS THAT REQUIRE A QUASI-JUDICIAL HEARING WILL REQUIRE
ADDITIONAL LEAD TIME FOR ADVERTISING AND NOTICING REQUIREMENTS.**

**LOCATION: COUNCIL CHAMBERS
9665 BAY HARBOR TERRACE, 2ND FLOOR**

TOWN OF BAY HARBOR ISLANDS
SFR PZB AGENDA PACKAGE CHECKLIST
(Town Code Sec. 5-20 & 5-23.1)

NAME: _____ PERMIT#: _____ MMPA#: _____

ADDRESS: _____ LOT(S): _____ BLOCK: _____

The following items must be included in the PZB plans (Sec. 5-20 / 5-23.1):

(All items below MUST BE included per Town Code requirements)

- Cover Sheet:
 - Location Sketch;
 - Computation of Lot Area (pervious, impervious, area under A/C);
 - Required vs. Provided Setbacks.
 - Allowed vs. Provided Building Height.
- Photographs of the existing site (all sides of the existing structure).
- Photographs of all adjoining lots (sides / rear).
- Survey (show all existing improvements / setbacks).
- Tree Survey (show all existing tree locations / species / caliper / height).
- Site Plan.
- Floor Plans (all levels).
- Roof Plan.
- Building Elevations.
- Color Renderings (isometric / perspective).
- Tree Disposition Plan (show trees to remain / be removed or relocated).
- Landscape Plans:
 - Plant List / Specification;
 - Required vs. Provided Table (trees / shrubs);
 - Planting Details;
 - Color Elevations of all sides including plant material.
- Architectural Plans signed and sealed by an Architect.
- Landscape Plans signed and sealed by a Landscape Architect.
- A board with a description and sample of all materials to be used.
- All of the above must be submitted to the Town digitally (CD / Flash Drive).

Sec. 5-20. - Contents of preliminary plan.

For the purposes of this article, preliminary plans for a building shall consist of the following:

- (a) An artist's or architect's colored drawings of all sides of the structure as completed.
- (b) A landscape architect's colored drawings of the landscaping on all sides.
- (c) An architect's drawing of the parking area showing the parking spaces and a plot plan.
- (d) An architect's plans of representative floors of a multifamily building designating typical apartment layouts, or of the entire single-family unit.
- (e) A description and samples of all materials to be used.
- (f) An architect's official computation of the lot coverage of the proposed structure in conformance with town ordinances.
- (g) A series of colored aerial photographic representations (i.e., front/rear/sides) of the subject site with the proposed site improvements superimposed onto the subject site illustrating how the new proposed project relates to neighboring properties (scale/compatibility).
- (h) A series of colored graphic architectural representations (i.e., front/sides/rear) illustrating how the new proposed project relates to neighboring properties.

(Ord. No. 252, § 1, 3-13-72; Ord. No. 939, § 1, 9-10-2012)

Cross reference— Indicating installation of garbage containers on architectural plans, § 9-3.

Sec. 5-23.1. - Architectural and aesthetic review of plans; failure to comply with plans as agreed.

- (a) The planning and zoning board shall examine, approve, approve with conditions, or disapprove the issuance of a building permit in any matter subject to its jurisdiction after consideration of whether the following criteria are complied with:
 - (1) The plan for the proposed structure or project is in conformity with good taste, good design and in general, contributes to the image of the town as a place of beauty, spaciousness, harmony, taste, fitness, broad vistas and high quality.
 - (2) The proposed structure or project is not, in its exterior design and appearance, of inferior qualities such as to cause the nature of the local environment or evolving environment to materially depreciate in appearance and value.
 - (3) The proposed structure is in conformity with standards of this Code and other applicable ordinances insofar as the location and appearance of the buildings and structures are involved.
 - (4) The proposed structure or project is in harmony with other actual and proposed developments in the general area, considering the following additional criteria:
 - a. Site layout, orientation, location of structures and relationship to one another and to open spaces in topography.
 - b. Harmonious relationship with existing and proposed adjoining developments, avoiding both excessive variety and monotonous repetition, but allowing similarity of style, if warranted.
 - c. Maximum height, area, setbacks and overall masks as well as parts of any structure (buildings, walls, screens, towers or signs) and effective concealment of all mechanical equipment.

- d. Building design, materials, and colors to be sympathetic with surroundings.
 - e. Harmony of materials, colors, and composition of low sides of a structure which are visible simultaneously.
 - f. Consistency of composition and treatment.
 - g. Location and type of planting with due regard for climatic conditions, preservation of specimen and landmark plantings upon a site, and proper irrigation to insure maintenance of all plant materials.
 - h. Design and appropriateness of signs, as well as interior and exterior lighting.
 - i. Graphics, as understood in architectural design.
- (b) If the above criteria are met, the application shall be approved. Conditions may be applied when the proposed building or structure does not comply with the above criteria and shall be such as to bring said structure or project into conformity. If any application is disapproved, the planning and zoning board shall detail in its findings the criterion or criteria that are not met. The action taken by the board shall be reduced to writing, signed by the chairman, and a copy thereof made available to the applicant upon request. Any action taken by the planning and zoning board may be appealed to the town council, whose decision on appeal shall be final.
- (c) Subsequent to planning and zoning board approval, if the proposed structure or project is not constructed in accordance with the plan proposed and approved by the planning and zoning board, no certificate of occupancy shall be issued, and a fine may be levied against a real property owner in an amount not to exceed \$250.00 per day per unit for each day of continued violation. And in the event that a certificate of occupancy has been issued previously, it shall be revoked and no further occupancy shall be permitted until the proposed structure or project is brought into conformity with the plan approved by the planning and zoning board. Provided further, in the event that occupancy is not discontinued, then a fine shall be levied in the amount of \$250.00 per day per unit for each day of continued occupancy until the proposed structure or project is brought into conformity with the plan approved by the planning and zoning board.
- (Ord. No. 363, §§ 1, 2, 2-11-80; Ord. No. 687, § 1, 8-13-01; Ord. No. 767, 4-11-05)

**Town of Bay Harbor Islands
Landscape Code (Sec. 24-16) Requirements Legend**

Residential - Single-Family and Two-Family Home Sites

A. Shade Trees Required*

	Required	Provided
1. Single-Family Non-Waterfront Lot	<u>5</u>	_____
2. Single-Family Waterfront Lot	<u>6</u>	_____
3. Two-Family Lot	<u>5</u>	_____
4. Number of Shade Trees in Front Yard	<u>2</u>	_____
5. Native Species Required - 50%	<u>3</u>	_____
6. Drought Tolerant and Low Maintenance Species Require – 50%	<u>3</u>	_____

B. Shrubs Required**

1. Single-Family Non-Waterfront Lot	<u>50</u>	_____
2. Single-Family Waterfront Lot	<u>60</u>	_____
3. Two-Family Lot	<u>50</u>	_____
4. Native Species Required - 30%	<u>15 / 18</u>	_____
5. Drought Tolerant and Low Maintenance Species Require – 50%	<u>25 / 30</u>	_____

C. Maximum Lawn Area Allowed*
50% of Net Lot Area**

_____ (Max) _____

Notes

* Required Shade Trees at time of planting must be a minimum of: 12 feet in overall height; have 4 feet of clear wood before branching; and have a 2 1/2 inch caliper. Palm Trees can be substituted at a 3:1 ratio (except approved larger varieties) to a maximum of 25% of the required trees.

** Required Shrubs at time of planting must be a minimum of 24 inches in overall height; if used as a visual screen must be a minimum of 36 inches in overall height.

*** Miami-Dade County Landscape Ordinance Sec. 18A-5 (A)(5)