



City of South Miami
Planning & Zoning Department
Environmental Review and Preservation Board - E R P B
ALL APPLICANTS ARE ASKED TO REVIEW AND COMPLY WITH THE FOLLOWING
INSTRUCTIONS, SUBMISSION REQUIREMENTS, AND GUIDELINES

- Construction of new residences and buildings, and construction/improvements to or on commercial properties, within the municipal boundaries of the City of South Miami, visible from any public or private street, must be approved by the City's Environmental Review and Preservation Board (ERPB). Particular types of work subject to review may include, but not be limited to, painting, remodeling, landscaping and signage.
- Applications for construction of new residences and buildings shall be scheduled for both a preliminary and a final ERPB review and approval. All other applications shall be scheduled for final ERPB review and approval. Applications submitted for final ERPB review shall include all plans and documents required for permits.
- In order to allow the entire plans processing to proceed as quickly as possible, a completed building permit application may be submitted to the Building Department, in conjunction with a completed application for ERPB filed with the Planning & Zoning Department. All applications are reviewed for accuracy, completeness and compliance with the City of South Miami's Land Development Code. If a problem is found with an ERPB application, P&Z staff will attempt to notify the applicant as soon as possible. Ultimately, however, it is the responsibility of the applicant to track his or her own application. Issues that are not resolved before the Wednesday prior to the meeting, except in the case of holidays or other circumstances, will result in the exclusion of that application from the upcoming agenda.
- It is recommended that applicant(s) or their representatives be present to attend the ERPB meeting. Chances of obtaining approval are greater if someone is present at the meeting to assist the Board with the project and is authorized to make corrections or modifications to the plans. The City recommends that architects and engineers present their projects in person before the ERPB.

NOTE: ERPB APPROVAL IS NOT AUTHORIZATION TO BEGIN WORK ON A PROJECT

- A building permit must be obtained after receiving approval from ERPB, which involves reviews by building, structural, plumbing, electrical, mechanical, and code enforcement personnel. Changes to the application, if any, may require additional review and re-approval by ERPB.
- Final approval by the ERPB shall lapse after six (6) months if no permit is applied for, [Section 20-5.11 (L)]. Materials not needed for the issuance of the building permit (photographs, models, etc.) may be returned to the applicant upon request, disposed of by staff, or retained as part of the public record. Plans submitted without completed permit applications will be disposed of sixty (60) days after being reviewed by the ERPB.

REQUIREMENTS FOR ERPB SUBMITTAL AS FOLLOWS:

NEW CONSTRUCTION – Preliminary	Submit Items: 1, 2, 3, 4, 5, 12, 15, 16, 17, 18, 19
NEW CONSTRUCTION – Final	7, 8, 9, 10, 11, 17
ADDITIONS, EXTERIOR RENOVATIONS	Submit Items: 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 15, 17, 18, 19
SIGNAGE	Submit Items: 1, 5, 7, 9, 12, 13, 14, 15, 17, 18, 19
EXTERIOR PAINTING	Submit Items: 5, 12, 15, 17, 18, 19
FENCES	Submit Items: 1, 2, 6, 7, 12, 15, 17, 18, 19
LANDSCAPING	Submit Items: 1, 2, 3, 7, 12, 15, 17, 18, 19

Note: Some items may not apply to all applications; please consult P&Z staff.

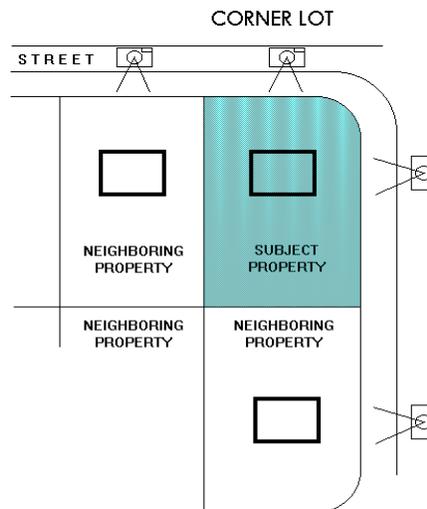
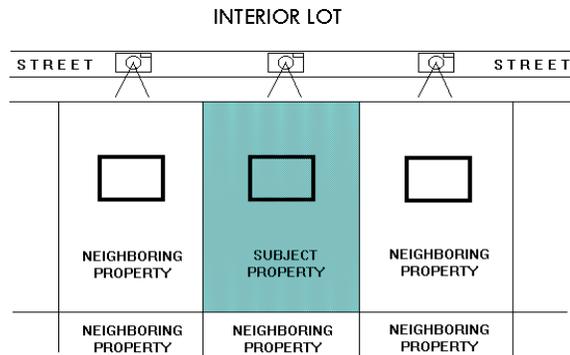
SUBMITTAL QUANTITY, QUALITY AND FORMAT: Submit a total of 12 sets LEGIBLE in any size (including 2 sets signed and sealed), FOLDED and attachments COLLATED.

ALL DRAWINGS MUST BE TITLED AND TO SCALE, FOLDED AND ALL ATTACHMENTS COLLATED.

1. Current survey: one copy must be signed & sealed by a Registered Surveyor
2. Site plan indicating topographical features and the finished floor elevations required by Flood Insurance Rate Map
3. Landscape plan & certified tree survey (Miami-Dade County Tree Ordinance)
4. Floor plans, including existing floor plans
5. Elevations of facades (drawings depicting the faces of the building) with all proposed changes, visible from the street(s)
6. Drawings of the proposed fence including gate details and connections (drawings must indicate that the finished side will be constructed to face the outside of the property on which the fence is to be erected)
7. Structural and construction details
8. Energy computations
9. Electrical plans and data, if electrical work is to be performed
10. Plumbing plans and data, if plumbing work is to be performed
11. Mechanical (HVAC) plans and data, if mechanical work is to be performed
12. Color samples, material samples, and other samples (brochures, etc.)
13. Illumination details and mounting methods

14. Dimensions and style of lettering for signage

15. Photographs in color of the subject site AND surrounding adjacent properties (see below):



16. Finished model at a scale not less than of 1" = 20'; all preliminary applications must include a block-out, study model (for nonresidential development of 5,000 sq. ft. or more)

17. Digitized Copy – PDF format. Include all materials consistent with hardcopy submittal

18. Letter of Approval from the **property owner**.

19. COMPLETED ERPB APPLICATION AND APPLICATION FEE.



**CITY OF SOUTH MIAMI
PLANNING & ZONING DEPARTMENT
ENVIRONMENTAL REVIEW AND PRESERVATION BOARD APPLICATION**

STREET ADDRESS OF JOB: _____ SOUTH MIAMI, FL

PROPERTY OWNER: _____ TEL. NO. _____

ADDRESS: _____
STREET CITY STATE ZIP

WHAT IS THE PRESENT USE OF THE PROPERTY?

<input type="checkbox"/>	SINGLE-FAMILY RESIDENCE	<input type="checkbox"/>	BUSINESS OFFICE	<input type="checkbox"/>	RETAIL STORE	OTHER:
<input type="checkbox"/>	APARTMENT OR TOWNHOUSE	<input type="checkbox"/>	MEDICAL OFFICE	<input type="checkbox"/>	AUTO REPAIR	

BRIEFLY SUMMARIZE THE WORK TO BE PERFORMED:

WHAT WILL THE TOTAL COST BE TO COMPLETE THIS PROJECT? \$ _____

APPLICANT'S NAME: _____ TEL NO. _____ CELL NO. _____

ADDRESS: _____
STREET CITY STATE ZIP

WEB ADDRESS: _____ FAX NO: _____

AS THE APPLICANT, INDICATE YOUR RELATIONSHIP TO THIS PROJECT

<input type="checkbox"/>	OWNER OF THE PROPERTY	<input type="checkbox"/>	TENANT / LESSEE	<input type="checkbox"/>	CONTRACTOR	OTHER:
<input type="checkbox"/>	OWNER OF THE BUSINESS	<input type="checkbox"/>	ARCHITECT	<input type="checkbox"/>	ENGINEER	

INDICATE CONTACT PERSON (ERPb's decision will be mailed to the contact person indicated below):

<input type="checkbox"/>	PROPERTY OWNER	_____
<input type="checkbox"/>	APPLICANT	
<input type="checkbox"/>	OTHER (provide name and address)	

SIGNATURE

PRINT YOUR NAME

DATE



CITY OF SOUTH MIAMI ENVIRONMENTAL REVIEW & PRESERVATION BOARD

6130 Sunset Drive, South Miami, FL 33143
Phone: (305)663-6326 Fax: (305)668-7356



2013 MEETING DATES AND APPLICATION DEADLINES

LDC Section 20-6.1(C) Environmental Review & Preservation Board

MEETING (TUESDAY, 8:30AM)

January	8, 2013
January	22, 2013
February	5
February	19
March	5
March	19
April	2
April	16
May	7
May	21
June	4
June	18
July	2
July	16
August	6
August	20
September	3
September	17
October	1
October	15
November	5
November	19
December	3
December	17
January	7, 2014
January	21, 2014

DEADLINE (THURSDAY, NOON)

December	20, 2012 (Wednesday)
January	10, 2013
January	24
February	7
February	21
March	7
March	21
April	4
April	18
May	9
May	23
June	6
June	20
July	5
July	18
August	8
August	22
September	5
September	19
October	3
October	17
November	7
November	21
December	5
December	19, 2013
January	9, 2014

ADJUSTMENT FOR HOLIDAY AND CITY ACTIVITY MAY BE MADE IF NECESSARY

Section 20-6.1(C)(a)(i)(ii): States that Environmental Review & Preservation Board shall hold two (2) regular meetings each month, on the first and third Tuesday of each month. Meetings shall not be held if no plans, specifications or items are submitted for review.