



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

- All new construction, two-story additions to residences, and additions, exterior renovations and site plan changes to or on commercial properties, within the municipal boundaries of the City of South Miami, must be approved by the City's Environmental Review and Preservation Board (ERPB). Particular types of work subject to review include, but are not limited to painting, landscaping and signage.
- Applicants for new construction and two (2) story residential additions are encouraged to seek a preliminary review before final ERPB review and approval. Preliminary reviews include all plans other than the structural, mechanical, electrical and plumbing sheets. All other applications shall be scheduled for final ERPB review and approval.
- All applications are reviewed for accuracy, completeness and compliance with the City's Land Development Code. If a problem is found with an ERPB application, Planning and Zoning 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 noon on the Wednesday prior to the meeting, except in the case of holidays or other special circumstances, will result in the exclusion of that application from the upcoming agenda.
- It is recommended that applicant(s) or their representatives be present at the ERPB meeting. Chances of obtaining approval are greater if someone is present to assist the Board with the project and is authorized to make corrections or modifications to the plans. The City recommends that architects, landscape architects, and engineers present their projects in person before the ERPB. All individuals, other than the property owner(s), must register as a lobbyist with the City Clerk in order to present to the ERPB.

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

- A building permit must be obtained from the Building Department prior to the commencement of any construction after receiving approval from ERPB. Changes to the ERPB application, may require additional review and re-approval by ERPB, and is at the discretion of the Planning and Zoning staff.
- Final approval by the ERPB shall lapse after six (6) months if no building permit is applied for, [Land Development Code Section 20-5.11 (L)].

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: Plans shall be submitted in the quantity determined by staff, based on the current number of board members. Plans must be sized such that they are LEGIBLE. One (1), 24"x36" signed and sealed and two (2) 11"x17" sets, FOLDED and with attachments COLLATED.

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

1. Current survey: signed & sealed by a Registered Surveyor.
2. Site plan to include a zoning legend with dimensional requirements allowed for the zoning district and the proposed dimensions, a separate Grading Plan indicating topographical features every twenty feet around the property boundary, and the finished floor elevations required by the Flood Insurance Rate Map. The property survey shall indicate existing and proposed contour lines that illustrate water retention within the site and at the swale area.
3. Landscape plan to include details and notes, a separate Mitigation Plan and a certified tree survey
4. Floor plans, including existing floor plans if plans include an addition to an existing structure.
5. Elevations of facades (drawings depicting the faces of the building) with all proposed changes, visible from the street(s). It is suggested that colored renderings of all facades also be included.
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.
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 of all plans in a PDF format. Digital copy must be consistent with hardcopy submittal. The order of the pages of the PDF must match that of the paper sets.
18. Letter of Approval from the property owner, authorizing the architect or applicant to present to the Board on their behalf.
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