

# UDRB APPLICATION

## URBAN DEVELOPMENT REVIEW BOARD

CITY OF MIAMI VISION STATEMENT: *"To Be an International City that Embodies Diversity, Economic Opportunity, Effective Customer Service and a Highly Rated Quality of Life"*

### OBJECTIVE:

The objective of the Urban Development Review Board (Board) is to evaluate projects and recommend actions to be taken by the Director of Planning based on principles of urban design. The Board will evaluate projects based on the urban quality, compatibility and contribution to the architectural and social fabric of the City within defined zoning districts as shown in the zoning atlas of Miami 21, the zoning ordinance of the City of Miami, Florida, as amended or superseded, are in conformance with city guides and standards. Ordinances 10674, 10789, 10201, 11373, Code Sections 62-256, Code Sec. 2-881.

The City of Miami strives to achieve diverse pedestrian-friendly distinct neighborhoods, promote transit connections, and provide contextual, safe, and comfortable buildings, blocks, streets, and parks that contribute to a prosperous city for all residents to enjoy.

The status and responsibilities of the Urban Development Review Board is to make recommendations to the Director of the Department of Planning for a portion of projects over 200,000 sq feet, requesting mural-artistic or glass treatments, and other projects as deemed appropriate by the Planning Director.

The recommendations of the Board are taken into consideration by the Planning Director for all projects reviewed. For Special Area Plans and Exceptions, these recommendations are attached to the development order for presentation to the Planning Advisory Board and City Commission. For all other permits, the recommendations are taken into consideration for the Director's Final Decision.

### MEETING DATES/SUBMITTALS:

The **UDRB** meets the **third Wednesday of every Month** (except August) 2:00pm at City Hall, 3500 Pan American Drive, Coconut Grove.

**Submittals** to upcoming UDRB meetings are **due by 4:00pm the first Wednesday of every month**, except August (no meeting) to the City of Miami Planning Department, 444 SW 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor, Downtown Miami. The UDRB Liaison, Urban Design Division will review submittals and the application fee will be submitted to the Planning Department Receptionist.

***The Planning Department reserves the right not to place items on the UDRB agenda if an application is found to be incomplete. Please refer to the following minimum requirements and documentation that shall accompany applications.***

It shall be the applicant's responsibility to submit a complete set of all plans, renderings, photographs and other supporting materials deemed necessary within this application to show appropriately all aspects of the proposal subject to be reviewed by the Urban Development Review Board. The project architect, the landscape architect and/or the designer/graphic artist of the sign or mural should be present at the meeting. The specific manner in which these items are shown is left to the applicant's discretion. It is, however, the board's prerogative to determine that a specific item is insufficiently addressed. The submittal of an incomplete package may result in an application being deferred to the following month's agenda or until a complete application is submitted. The Board reserves the right to "denial as presented" if the information presented is considered incomplete, schematic, or insufficient to render a decision by the Board.

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The application shall be reviewed for compliance with the Miami 21 Code. The review shall consider the intent of the Transect, the guiding principles of the Miami 21 Code, and the manner in which the proposed use will operate given its specific location and proximity to less intense uses.

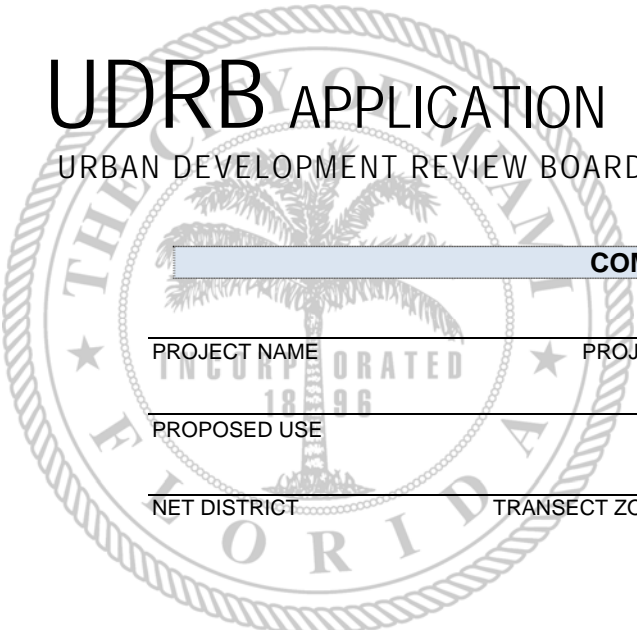
1. Applicant may consult with the Office of Zoning and the Planning Department for Survey and Plans guidance.
2. Prior to submitting an application for a hearing by the Urban Development Review Board, the prospective applicant shall meet in a pre-application meeting with the Zoning Administrator and the Planning Director to obtain information and guidance as to matters related to the proposed application. If proposal is satisfactory, the applicant shall obtain the referral for a UDRB hearing.
3. Projects required to be submitted for UDRB:
  - All projects over 200,000 sq ft shall be reviewed by the UDRB (Art 7.1.1.2).
  - All projects asking for a waiver of parking within the first layer on a primary frontage with an artistic or glass treatment shall be reviewed by UDRB (Art. 5.6.4.d).

Other projects may be referred to the UDRB:

- Projects requesting a Waiver, Exception, or Special Area Plan may be referred to the UDRB at the Planning Director's discretion to receive additional professional input.
  - Projects located between the bay and the first right of way may be referred to the UDRB at the Planning Director's discretion to receive additional professional input.
  - Projects requesting murals, artistic treatments or other architectural treatments on the exterior of buildings may be referred to the UDRB at the Planning Director's discretion to receive additional professional input.
  - Any other project the Director of Planning deems necessary to receive additional professional input as provided by the intent of the UDRB may be referred.
4. Applicant submits UDRB application and applicable fees. The UDRB liaison reviews the application and confirms the application is ready to be placed on the agenda. The applicant then pays the administrative staff all required fees. (Checks are made out to the City of Miami)
  5. UDRB Liaison prepares the agenda and packages for mailing and posts the agenda on the web at least five (5) days prior to meeting.
  6. UDRB Meeting takes place and the liaison notates meeting results and submits Board member's attendance to the Office of Hearing Boards.
  7. UDRB Liaison drafts the Resolutions and submits them to the Planning Director for review and signature.
  8. Planning Department provides a copy of the Resolution to the applicant and files a copy for records.

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## COMPLETED BY APPLICANT

PROJECT NAME PROJECT ADDRESS / ZIP CODE

PROPOSED USE GROSS BUILDING AREA

NET DISTRICT TRANSECT ZONE APPLICABLE SECTION OF CODE

OWNER OWNER PHONE NUMBER

APPLICANT APPLICANT PHONE NUMBER / FAX NUMBER

APPLICANT ADDRESS / ZIP CODE

BUILDING PLAN APPLICATION NUMBER

## DETAILED DESCRIPTION OF PROPOSED WORK ONLY

NATURE OF APPLICATION

## CERTIFICATION

Pursuant to the Planning Department fee schedule, a fee of **\$ 150** shall be required prior to the review and issuance of this planning application. (Except, fee for application for signs and murals is \$75.) Permit fees are non-refundable.

APPLICANT DATE

UDRB COORDINATOR DATE

# UDRB CHECKLIST

## URBAN DEVELOPMENT REVIEW BOARD

The items outlined below must be submitted to the Planning Department in their totality for this application to be considered complete. Questions regarding the status of a UDRB may be referred to (305) 416-1400.

### SUPPORTING MATERIALS

- Referral completed by the Zoning and Planning Department.
- Statement describing the intent of the application including specific details as to the nature and/or proposed use of the application. For example: New construction on vacant land or demolition, size of proposed structure and list of all proposed uses, location and type of improvements or repairs to the property. Please provide as much detail as possible.
- Submittals shall include 1 complete signed and sealed set of the proposed project and 10 copies of the sealed set. The site plans and elevations must be signed and sealed by a Florida Registered Architect. Landscape plans must be signed and sealed by a Florida Registered Landscape Architect. Existing site surveys may be submitted as a copy of a signed and sealed recent survey by a Florida Professional Land Surveyor.
- Photographs showing site, building or area to be altered, including any structure to be demolished. Please provide age of structure proposed for demolition.  
*(Any type of photographic reproduction is acceptable, **except Polaroid**)*
- A survey certified by a licensed land surveyor in the State of Florida indicating the Building Baseline by Public Works. *(Without handwritten notes or other alterations)*  
Survey existing conditions shall include: topography, vegetation/landscape, streets, curb cuts, waterways, sidewalks, buildings, driveways, signage, and parking.
- A context aerial view of the site and a three block area of all adjacent blocks shall be provided. Context photographs are required for all adjacent properties including across the public right of way and diagonal at street intersections (panoramas are preferred).
- Line of sight studies, view corridors, figure-ground studies and other such documentation, whenever a design feature subject to review by the board is affected or arrived at based on such documentation.
- Provide a site plan including the location of all proposed walkways, driveways, parking, means of ingress and egress, loading zones, turning radii, utility services, parking garage layout and flow/radii. Garage ramps, aisle widths and turning movements may not exceed standard engineering calculations as determined by Public Works or ISTE manual. All loading bays must show the vehicle templates for maneuverability.
- Dimensions of all proposed ground level setbacks, parking and loading spaces, plazas, courtyards, sidewalks, arcades, terraces, and driveways.
- A ground level perspective or rendering shall be included showing the pedestrian realm of proposed public spaces, arcades, colonnades, amenity spaces, physical amenities (lighting, benches, etc.) and/or enhancements within the public right of way. These spaces shall be detailed as to heights, widths, and organization of public and/or private elements to be incorporated.

### CITY OF MIAMI

P L A N N I N G   D E P A R T M E N T

Ph: 305-416-1400

444 SW 2<sup>nd</sup> Ave 3<sup>rd</sup> Floor Miami, FL 33130

[www.miamigov.com/planning](http://www.miamigov.com/planning)

# UDRB CHECKLIST

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- Calculations of the number of parking spaces, loading bays, floor-area ratio calculations; lot coverage and open space calculations, zoning bonuses or reductions (building/parking/landscape), and generally any additional information pertinent to the proposal required to determine compliance with applicable sections of the Zoning Ordinance.
- Additional to the overall plans, sections and elevations, legible and discernable annotation and design details of the entire project at a scale of at least 1/8"=1'. (1/8" = 1' Elevations on 11x17, typical and non-typical sections of elevation)
- An existing tree survey and disposition plan according to the current City of Miami's Tree Protection Ordinance requirements. If a tree removal permit is required, the City of Miami has a tree removal application form and instructions that are available from the Department of Code Enforcement. (NOTE: the City uses a method of "sum of inches" diameter of trunk at breast height to determine tree mitigation quantity vs. the County's method of canopy square footage.)
- A landscape/ planting plan signed and sealed by a Registered Landscape Architect in the State of Florida according to the City of Miami Landscape Code, including hardscape and site elements such as benches, lighting, fencing. Include planting details, general hardscape materials, paving patterns, raised planters/seat walls, fencing, perimeter walls, or other landscape features. The landscape plan shall include a plant materials schedule, including but not limited to species, quantities, and sizes at time of planting.
- Provide Details and Materials Sheet(s) showing precedent(s), photograph(s), rendering(s), wall sections, architectural details of proposed materials, green screens w/ planters, colors, specialty or scoring patterns and textures. Clearly show at an appropriate scale to discern details. Sample boards are suggested for presentations to the Board.

# UDRB CHECKLIST

## URBAN DEVELOPMENT REVIEW BOARD

Project Name:	Address:	Date:
<b>I. Proof of Application for Special Permit</b> <input type="checkbox"/> Attended pre-application meeting. <input type="checkbox"/> Applied for permit and received previous Planning comments.	Comments:	
<b>II. 11 sets of signed and sealed plans</b> (10 sets may be copies) <input type="checkbox"/> Licensed architect, landscape architect, and surveyor	Comments:	
<b>III. Context</b> <input type="checkbox"/> Aerial Photography (min. 3 block adjacency) <input type="checkbox"/> Scale comparison with adjacent buildings and neighborhood. (Photos, section, rendering...)	Comments:	
<b>IV. Existing Conditions</b> <input type="checkbox"/> Existing current site survey. <input type="checkbox"/> Existing site conditions- bldg, walks, drives, curb cuts... <input type="checkbox"/> Existing tree survey and disposition plan.	Comments:	
<b>V. Floor Plans/ Elevations/ Ground Perspective</b> <input type="checkbox"/> Plan view of all proposed floors. <input type="checkbox"/> Color elevations of all sides. <input type="checkbox"/> Detail 1/8" = 1' blow-up elevations of typical patterns. (units/balconies, garage screening, other features...) <input type="checkbox"/> Pedestrian ground level perspective. (show arcades, terraces, entrances, plazas...)	Comments:	
<b>VI. Zoning Information</b> <input type="checkbox"/> Parking, Loading, FLR, Lot Coverage, Open Space, Green Space, Bonuses, Parking Reductions...	Comments:	
<b>VII. Landscape Plan</b> <input type="checkbox"/> Proposed Landscape (incl.- preserved trees, planting plan, landscape details) <input type="checkbox"/> Hardscape materials (paving, fences, walls, gates...) <input type="checkbox"/> Site Lighting (pedestrian, vehicular, bldg, specialty) <input type="checkbox"/> Site Furniture (benches, trash receptacles, onsite signage...)	Comments:	
<b>VIII. Details and Materials</b> <input type="checkbox"/> Label on elevations all materials, colors, textures... <input type="checkbox"/> Include paint chip colors <input type="checkbox"/> Show precedent, catalog photographs, or details of balconies, awnings, railings, fences, grating, screening, louvers, glazing... <input type="checkbox"/> Show murals, mosaics, artistic details or decorative building features and lighting. <input type="checkbox"/> Detail or blow-ups of special screening systems, green screens w/ planter, garage liners, special textures, significant architectural elements, decorative cornice or parapet, windows, doors, porches, connection details, wall sections.	Comments:	

# UDRB CHECKLIST

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## DOCUMENTS

- Paid receipt for application fee of \$\_\_\_\_\_ (\$150 / \$75 for murals, signs only).  
(Obtain from administrative staff on 4<sup>th</sup> floor after agenda approval from the UDRB Coordinator).

## NOTIFICATION

Notice of meetings will be posted five ("5") business days in advance at the city administration building. Mailed notification to applicants shall be required prior to UDRB meetings. No other advertisement or notification is required, except as a courtesy as may be directed by the director of planning.

## OTHERS

- \_\_\_\_\_
- \_\_\_\_\_  
(Additional items specified)