



**CITY OF MIAMI  
PLANNING DEPARTMENT**

**APPLICATION FOR URBAN DEVELOPMENT REVIEW BOARD (UDRB)**

PROJECT INFORMATION	
<b>Submittal Date:</b> (due 1 <sup>st</sup> Wednesday of Month)	
<b>Project Name:</b> (provide original name if different)	
<b>Street Address:</b>	
<b>Permit Type:</b>	<input type="checkbox"/> Class II      Log Number (if applicable) _____ <input type="checkbox"/> Major Use      Log Number (if applicable) _____ <input type="checkbox"/> Other      Explain _____
<b>NET Area:</b> (Neighborhood Enhancement Area)	
<b>Zoning:</b> Current & Proposed (if applicable)	
CONTACT INFORMATION	
<b>Applicants Name:</b> (Architect Firm- Project mgr.)	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Email Address:</b>	
<b>Attorney's Name:</b> (if applicable)	
<b>Attorney's Phone:</b>	
<b>Attorney's Fax:</b>	
<b>Attorney's Email:</b>	

C I T Y O F M I A M I  
P L A N N I N G D E P A R T M E N T

U R B A N D E V E L O P M E N T R E V I E W B O A R D ( U D R B )

**APPLICATION PROCEDURES AND MATERIALS TO BE SUBMITTED**

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as shown in the zoning atlas of Ordinance No. 11000, the zoning ordinance of the City of Miami, Florida, as amended or superseded, are in conformance with city guides and standards.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 the projects requiring Class II Special Permits, all projects requiring Major Use Special Permits, and signs/murals or other special projects at the discretion of the Director of Planning. Pertaining to projects requiring Class II Special Permits, the UDRB reviews projects with the following conditions: First, the Zoning Ordinance specifies that projects shall be reviewed by the UDRB for Special Districts SD-5 Brickell Avenue Area Office-Residential District, SD-6 Central Commercial Residential District, SD-7 Central Brickell Rapid Transit Commercial-Residential District, SD-9 Biscayne Boulevard North Overlay District, SD-15 River Quadrant Mixed-Use District, SD-17 South Bayshore Drive Overlay District, SD-20 Edgewater Overlay District along Biscayne Boulevard, SD-22 Florida Avenue Special District, SD-23 Coral Way Special Overlay District, and SD-25 SW 8<sup>th</sup> Street Special Overlay District. Second, the UDRB reviews projects between the waterfront and the first right-of-way. Finally, the UDRB reviews projects that the Director of the Planning Department determines a need for a special review.

The recommendations of the Board are taken into consideration for all projects reviewed. For Major Use Special Permits, these recommendations are attached to the development order for presentation to the Planning Advisory Board and City Commission. For Class II Special 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.

Submittals shall include 10 complete signed and sealed copies of the proposed project. 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 survey by a Florida Professional Land Surveyor.

***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.***

**PREREQUISITE REQUIREMENTS TO APPLY FOR INCLUSION ON UDRB AGENDA:**

**FOR CLASS II SPECIAL PERMITS:**

- Submittal to Planning Department and any other referrals to departments or agencies that the Department Director deems to be necessary. (Includes Internal Design Review.)
- Applicant must have an active official application for Class II Special Permit filed and logged into the Planning Department. Applicant will provide the Class II file number on the UDRB application.

**FOR MAJOR USE SPECIAL PERMITS:**

- Submittal to the Planning Department and any other referrals to departments or agencies that the Department Director deems to be necessary. (Includes Internal Design Review.)
- Attended a Pre-Application meeting with the Planning Department and received staff comments.
- Attended a Large Scale Development Review Committee meeting and received staff comments.

**FOR ALL OTHER SUBMITTALS:**

- Submittal to Planning Department's Internal Design Review Committee, reviewed by staff, and received staff comments.

**THE FOLLOWING ITEMS SHALL ACCOMPANY APPLICATIONS AND ANY APPLICABLE FEES TO BE SUBMITTED FOR CONSIDERATION BY THE URBAN DEVELOPMENT REVIEW BOARD: ALL APPLICATION ITEMS REQUIRED FOR A CLASS II OR MAJOR USE SPECIAL PERMIT APPLICATION IS TO BE INCLUDED IN THE UDRB APPLICATION FOR THE REPRESENTATIVE PROJECT AT THE TIME OF SUBMITTAL.**

**ALL OTHER UDRB SUBMITTALS AND/OR ADDITIONAL ITEMS REQUIRED**

1. Survey of subject property's existing conditions including: topography, vegetation/landscape, streets, curb cuts, waterways, sidewalks, buildings, driveways, signage, and parking prepared by a Professional Land Surveyor.
2. 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).
3. 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.
4. 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.
5. Dimensions of all proposed ground level setbacks, parking and loading spaces, plazas, courtyards, sidewalks, arcades, terraces, and driveways.
6. 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.
7. 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.
8. 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)
9. 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. (Additionally, note that the City uses a method of "sum of inches" diameter at breast height to determine tree mitigation quantity vs. the County's method of canopy square footage.)
10. A landscape/ planting plan 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. The Landscape Plan shall be prepared, signed and sealed by a Registered Landscape Architect in the State of Florida.
11. Provide Details and Materials Sheet(s) showing precedent(s), photograph(s), rendering(s), wall sections, architectural details of proposed materials, including colors, patterns, and

textures. Clearly show at an appropriate scale to discern details. Sample boards are suggested for presentations to the Board.

### **Items To Be Submitted For A Sign Above Fifty (50) Feet, Graphic/Artistic Sign Or Mural**

1. Scaled dimensions of:
  - All letters.
  - Rooftop to sign as well as rooftop to ground.
  - Bottom of sign to bottom of building.
  - One letter to the next.
  - Both edges of wall of building to the sign.
  - Parapet wall to the sign.
  - Any architectural features of the building, if applicable, inward toward the sign.
  - Logo.
2. Samples, or materials and colors of the sign to be presented the day of the meeting.
3. Photograph or rendering attached to all sets of plans.

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The applicant shall submit ten (10) sets of 11x17 plans, one set signed and sealed (other sets may be copies w/ signed seal), along with a \$50.00 mailing/ processing fee to the Planning Department. 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.

Project Name:	Address:	Date:
<b>I. Proof of Class II or Large Scale Review + Meeting</b> <input type="checkbox"/> Class II or Large Scale Meeting Date <input type="checkbox"/> Previous Internal Design Review Comments	Comments:	
<b>II. 11 sets of signed and sealed plans</b> <input type="checkbox"/> Licensed architect/landscape architect/surveyor	Comments:	
<b>III. Context</b> <input type="checkbox"/> Aerial Photography (min. 3 block adjacency) <input type="checkbox"/> Panorama scale comparison with adjacent buildings/neighborhood	Comments:	
<b>IV. Existing Conditions</b> <input type="checkbox"/> Existing site survey <input type="checkbox"/> Existing tree survey and disposition plan <input type="checkbox"/> Existing site conditions- bldg., walks, drives, curb cuts, etc.	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, etc. <input type="checkbox"/> Pedestrian ground level perspective. (show arcades, terraces, entrances, plazas...)	Comments:	
<b>VI. Zoning Information</b> <input type="checkbox"/> Parking, Loading, FAR, Lot Coverage, Open Space, Bonuses/ Reductions, etc.	Comments:	
<b>VII. Landscape Plan</b> <input type="checkbox"/> Proposed Landscape/ Planting Plan/ Landscape Details <input type="checkbox"/> Hardscape materials, paving, fences/walls, gates... <input type="checkbox"/> Site Lighting (pedestrian and vehicular scale lighting) <input type="checkbox"/> Site Furniture (benches, specialty signage, trash receptacles...)	Comments:	
<b>VIII. Details and Materials</b> <input type="checkbox"/> Label on elevations all materials, colors, textures, etc <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, etc. <input type="checkbox"/> Show murals, mosaics, artistic details or decorative building lighting. <input type="checkbox"/> Detail or blow-ups of decorative cornice or parapet, windows, doors, porches, special screening systems, garage liners, special textures, connection details, wall sections and other significant architectural elements.	Comments:	