

MIAMI BEACH

PLANNING DEPARTMENT

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139

ADR
number

Permit
number

ADMINISTRATIVE DESIGN & APPROPRIATENESS REVIEW APPLICATION FORM

Address of property	Unit number
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Name of business or building (if applicable)
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Name of property owner	Address of property owner
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Name of contractor	Address of contractor
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Name of applicant	Telephone
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The undersigned applicant hereby certifies that he or she understands that a completed "owners affidavit" executed by the owner of the subject property shall be submitted to the Miami Beach Building Department, if required, prior to the issuance of a building permit. The undersigned further certifies that he or she is authorized (on behalf of the owner) to request the above administrative design review approval.

Signature of applicant	Printed name of applicant	Date signed
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SEE REVERSE SIDE FOR EXHIBITS AND FEES REQUIRED

An administrative design review approval shall only be effective when this form is executed by an authorized staff person of the City of Miami Beach Planning Department.

Fees must be paid at the time of application. If paying by check, please make the check payable to the City of Miami Beach.

TO BE COMPLETED BY STAFF					
<input type="checkbox"/> Antenna	<input type="checkbox"/> Awning	<input type="checkbox"/> Canopy	<input type="checkbox"/> Conc. Repair	SF <input type="checkbox"/> Y <input type="checkbox"/> N	HD <input type="checkbox"/> Y <input type="checkbox"/> N
<input type="checkbox"/> Doors	<input type="checkbox"/> Fence	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Painting	Microfilm	
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Railings	<input type="checkbox"/> Shutters	<input type="checkbox"/> Signs	Approved by	
<input type="checkbox"/> Storefront	<input type="checkbox"/> Windows	<input type="checkbox"/> Window Signs		Fee	
<input type="checkbox"/> Other				MCR	

REVIEW OF:	FEE*:	EXHIBITS REQUIRED:
Antennas.....	\$50.00	2,4,5,10,12
Awnings/Canopies	\$50.00	4,5,6,7,9,12
Concrete Repair/Stucco.....	\$50.00	1,2,6,8
Fences/Walls/Gates.....	\$50.00	4,5,7,12
Landscaping.....	\$105.00.....	2,5,6,11,12
Painting – Historic District.....	\$20.00	1,2
Painting – other areas.....	\$25.00	1,2
Parking Lots.....	\$105.00.....	2,5,11,12
Railings.....	\$50.00	2,4,5,6
Shutters.....	\$50.00	2,4,6
Signs	\$50.00	4,5,6,7,13,14
Storefront/Façade Rehab.....	\$100.00.....	2,3,4,5,6,8
Window/Door Replacement.....	\$50.00	2,3,4,6,8
Other _____	\$ ____ .00.....	3,4,5,7, __, __

LIST OF EXHIBITS WHICH MAY BE REQUIRED WITH APPLICATION:

1. Color sample of every color to be used, except white
2. Printed color photographs of the entire building/structure
3. Two (2) sets of plans showing existing/proposed improvements
4. Two (2) sets of shop drawings showing all details and dimensions
5. Two (2) copies of the floor plan or site plan
6. Two (2) copies of elevation drawings
7. Printed color photographs of the entire building/lot to include adjacent storefronts/properties
8. Microfilm of original elevations
9. Fabric/material sample
10. Roof plan
11. Landscape plan
12. Recent signed and sealed survey
13. Copy of Business Tax Receipt (Occupational License)
14. Color rendering of proposed signage

*** "AFTER THE FACT" applications are required to pay a triple fee, in accordance with Section 118-255(a)(10) of the Code of the City of Miami Beach, as amended.**