



## UDRB Submittal Checklist

Please ensure the following items are included in the digital Urban Development Review Board (UDRB) Submittal Package. No new materials may be introduced after the agenda has been published without the prior permission of the Board Liaison.

ITEM	DETAILS
Submittal Form	<ul style="list-style-type: none"> <li>▪ <a href="#">UDRB Submittal Form</a></li> </ul>
Letter of Intent	<ul style="list-style-type: none"> <li>▪ Statement describing the intent of the proposal, project background, existing conditions, and special entitlements requested, as applicable.</li> <li>▪ Include supporting information of any Public Benefits programs utilized including requested bonus square footage, density, and any applicable credits for participating in the program.</li> </ul>
Architectural Narrative	<ul style="list-style-type: none"> <li>▪ Architectural narrative explaining the design intent and how the project responds and contributes to the character of the block, the local neighborhood, and the city.</li> </ul>
Art Narrative (as applicable)	<ul style="list-style-type: none"> <li>▪ Art narrative outlining the approach to any art within the project. The narrative shall include the following information:                             <ul style="list-style-type: none"> <li>○ Description of how the art or artist will be curated.</li> <li>○ Graphic illustration(s) portraying the placement of art on the Building with dimensions. A rendering of the proposed art concept, if available.</li> <li>○ Details of the proposed materials, execution, and lighting, as applicable.</li> <li>○ Summary of the proposed security measures, maintenance plan, and upkeep approach.</li> </ul> </li> </ul>
Project Drawings	<ul style="list-style-type: none"> <li>▪ One complete original signed and sealed set of digital drawings identical to ProjectDox submittal.</li> </ul>
Context Studies	<ul style="list-style-type: none"> <li>▪ Aerial view of the site and adjacent blocks (minimum three-block radius).</li> <li>▪ Photographs of the site and of adjacent properties. Include views across the public Right-of-Way and diagonally at street intersections (panoramas are preferred).</li> <li>▪ Massing comparison with surrounding Buildings and neighborhood.</li> <li>▪ Line of sight studies, view corridors, figure-ground studies, constraints maps, and other such contextual documentation.</li> </ul>

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<p>Existing Conditions</p>	<ul style="list-style-type: none"> <li>▪ A site survey certified by a Licensed Land Surveyor in the State of Florida to include Base Building Line by Public Works Department (without handwritten notes or other alterations). The survey shall contain topography, vegetation, landscape, streets, curb cuts, waterways, sidewalks, Buildings, driveways, signage, and parking.</li> <li>▪ A tree survey certified by a Licensed land surveyor in the State of Florida showing all existing trees or no trees, if applicable.</li> <li>▪ Photographs, plans, and Elevations of the existing site and Building conditions (include all those areas to be altered or demolished).</li> <li>▪ For existing structures to remain, photographs, plans, and Elevations of all sides of the structure. If available, include an approved Building permit set.</li> </ul>
<p>Zoning Information</p>	<ul style="list-style-type: none"> <li>▪ Zoning chart outlining 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 any additional information required to determine compliance with applicable sections of the Zoning Code.</li> <li>▪ Demonstrative sketches to explain the application of zoning indicators, including open space diagram, lot coverage, layers diagram, etc.</li> </ul>
<p>Site Plan and Floor Plan Drawings</p>	<ul style="list-style-type: none"> <li>▪ Dimensioned site plan and floor plan drawings for all Stories signed and sealed by a Florida Registered Architect.</li> <li>▪ Overall dimensions shall be shown on all site and floor drawings as well as the dimensions of all proposed ground level setbacks indicating First, Second and Third Layers and Build-to-Zone.</li> <li>▪ The site plan and floor plan drawings shall include the location and dimensions of all proposed walkways, driveways, parking, means of ingress and egress, loading zones, turning radii, utility services and parking garage layout.</li> <li>▪ Garage ramps, aisle widths and turning movements may not exceed standard engineering calculations as determined by Public Works.</li> <li>▪ Maneuverability diagrams for loading areas.</li> <li>▪ Pedestrian and vehicular flow diagrams throughout the site.</li> </ul>
<p>Elevations and Sections</p>	<ul style="list-style-type: none"> <li>▪ Dimensioned Elevations in color. Materials, colors, textures, architectural treatments, and art placement shall be shown and labeled on the Elevations.</li> <li>▪ Typical and non-typical sections, including street level cross-sections.</li> <li>▪ Details of prominent design patterns (such as those featured on unit balconies, staircases, garage screening, walls and fences, and other Building elements) should be highlighted and shown enlarged.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Detailed Elevations and sections of the public-facing ground floor, mezzanine, and second floor. Elevations shall show construction details and materials. Include thicknesses, vertical and horizontal dimensions, highlighting any recesses or indentations.</li> </ul>
Details and Materials	<ul style="list-style-type: none"> <li>▪ Description of the details and a materials board, including precedent photographs, renderings, wall sections, green screens with irrigation solutions, planters, and specialty or scoring patterns and textures. Such descriptions shall be shown at an appropriate scale to discern details. Please include paint chip colors.</li> <li>▪ Important: Samples of unique or non-standard design elements and features, such as garage screening, rails, parapets, canopies, trellises, etc., should be brought to the meeting.</li> <li>▪ If available: A three-dimensional architectural model for the Board and public to best visualize the proposed built form of the project.</li> </ul>
Renderings	<ul style="list-style-type: none"> <li>▪ Pedestrian realm perspectives from ground level up to the third story. Perspectives shall include proposed public spaces, arcades, colonnades, physical amenities (lighting, urban furniture, etc.) and/or enhancements within the public right-of-way. Information shall include details as to the heights, widths, and organization of public and/or private elements to be incorporated.</li> <li>▪ Day and night renderings.</li> <li>▪ Enlarged rendered ground floor Elevations required for projects with significant alterations to the façade.</li> <li>▪ When relevant to the overall Building design, provide specific renderings of the Building interior.</li> </ul>
Landscape Drawings	<ul style="list-style-type: none"> <li>▪ Dimensioned landscape drawings to include:             <ul style="list-style-type: none"> <li>○ Planting details, plant materials schedule, including species, quantities, and sizes at time of planting and at maturity.</li> <li>○ Proposed street and public space furnishings including benches, bike racks, trash receptacles, and wayfinding signage.</li> <li>○ Lighting plan including pedestrian, vehicular, Building, garage screening, and any specialty lighting.</li> </ul> </li> <li>▪ General hardscape materials, paving patterns, raised planters/seat walls, fencing, perimeter walls, or other landscape features (samples of unfamiliar materials are encouraged be brought in and presented at the UDRB meeting).</li> <li>▪ Tree disposition plan pursuant to Chapter 17 of the City Code.</li> <li>▪ Tree mitigation plan pursuant to Article 9 of the Zoning Ordinance (Miami 21) and Chapter 17 of the City Code.</li> </ul>