

**CITY OF CORAL GABLES
BUILDING & ZONING DEPARTMENT
APPLICATION FOR REVIEW BY THE BOARD DIVISION**

A copy of the action taken by the Board applied to will be mailed as directed below:

Applicant: _____ Telephone: _____

_____ **Board of Architects Review**

- ___ Preliminary Approval [See Board of Architects Preliminary submittal checklist: *see note below*]
- ___ Final Approval [See Board of Architects Final submittal checklist]
- ___ Final without Preliminary Approval [See Board of Architects Final submittal checklist]
- ___ Mediterranean Approval [See Board of Architects Final submittal checklist]

_____ **Preliminary Review Committee**

- ___ Interior Only/Administrative
- ___ Concurrency/Committee Review

_____ **Board of Adjustments Review** [Submit Board of Adjustment Supplementary form]

- ___ Variance ___ Appeal ___ Ruling/Interpretation ___ Approval

Proposed Structure: _____ Est. Cost \$ _____
[Residence, Duplex, Addition, Sign, etc.]

Owner: _____ Owner Telephone: _____

Owner Address: _____

Job Address: _____

Legal Description: Lot[s]: _____ Block: _____ Section: _____ PB/PG: _____

Project Architect: _____ Architect Telephone: _____

Date[s] of previous submittals and actions: _____

NOTE: Plans for preliminary approval with an estimated construction cost exceeding \$25,000.00 will be deferred for a week in accordance with Section 23-5[a] of the Zoning Code, for posting of the property. See the "Board of Architects Policies and Procedures Manual" for information on the required submittals documents, and Section 22-4 of the Zoning Code. Check with the Building & Zoning Department for values in cost per square feet to be used in calculating cost of projects.

Projects located in Cocoplum 2 or Gables Estates must have a stamp of approval from the "Local Board of Architects" prior to submittal to the Coral Gables Board of Architects.

Plans submitted to this office are required to be picked up in the Building & Zoning Department, by the applicant, within fourteen [14] days after the Board of Architects meeting unless the plans have received final Approval by the Board of Architects in which case, they will automatically be processed by a building permit.

Plans which are not picked up within [14] days will be discarded.

The information provided herein is true and correct, and the application is being submitted with all of the documents necessary for review by the appropriate Board and the Building & Zoning Department. I understand that failure to provide the information necessary for review by the appropriate Board may cause my application to be deferred without review. The Historical Resources Department's approval is required prior to the issuance of a demolition permit.

Applicant [Signature]: _____ Date: _____

**CITY OF CORAL GABLES
BUILDING & ZONING DEPARTMENT
CHECKLIST FOR FINAL BOARD OF ARCHITECTS SUBMITTAL**

The following items are required to be submitted in connection with plans which are being submitted to the Board of Architects for final approval.

ALL APPLICANTS MUST SUBMIT ITEMS 1 THRU 6.

- ___ 1. The set of preliminary architectural drawings which have been approved by the Board of Architects, when such approval was necessary.
- ___ 2. Two [2] sets of final working drawings which include complete architectural, foundation, structural, mechanical, electrical, and plumbing plans, a site, grading, and landscaping plan, and other shop drawings. Partial elevation, drawings, or floor plans will not be accepted in connection with any plans submitted for a Building Permit. The final working drawing must be signed, dated and sealed by the designing architect/engineer.
- ___ 3. A complete title block on each page which includes the name of the property owner, the job location or address, the name, address and phone number of the designing architect and engineer, page numbers, and the type of construction.
- ___ 4. A current signed and sealed survey of the property which is less than five [5] years old and which accurately reflects the existing conditions at the property, to include: all improvements, elevations of the site, structures, sidewalk and crown of the road, existing trees with three inch or greater caliber trunks, or a statement by the land surveyor that there are no trees on the property. Properties which abut upon a waterway, lake, canal, or the bay must show mangroves, or there must be a statement that there are no mangroves on the property.
- ___ 5. Preliminary approval from the Department of Environmental Resources Management must be obtained when there are mangroves on a property, and the plans must be stamped with such approval prior to submittal to the Board of Architects.
- ___ 6. Colored photographs of the building site, any existing structures, and neighboring structures which show the character of the surrounding neighborhood.

ITEMS 7 THRU 11 MUST BE SUBMITTED [IF APPLICABLE]

- ___ 7. Final approval from the local neighborhood architectural review committee is required [Cocoplum II, Gables Estates, and Journey's End].
- ___ 8. Three [3] copies of energy code compliance calculations, signed and sealed.
- ___ 9. Architects must submit an affidavit, on new buildings, certifying that the building is an original design and not a duplicate design of an existing building.
- ___ 10. Flood criteria notes must be included in the final working drawings to show that the project is in compliance with the flood zone regulations.
- ___ 11. Board of Architects application, and fee.

THE ITEMS AS SPECIFIED AND CHECKED ABOVE HAVE BEEN SUBMITTED AS PART OF THIS APPLICATION FOR FINAL APPROVAL BY THE BOARD OF ARCHITECTS.

Applicant's Name

Applicant's Signature

Date

▪ **THE BOARD OF ARCHITECTS DEADLINE IS MONDAY AT 12:00 NOON FOR THAT THURSDAY'S MEETING, OR FOR THE FOLLOWING MEETING IF THE PROJECT MUST BE POSTED.**