



TOWN OF BAY HARBOR ISLANDS

PLANNING AND ZONING

(APPLICATION FOR PLAN REVISION)

"PLEASE FILL OUT COMPLETELY"

Application is hereby made for plan revision as indicated below. I certify that all information is accurate. I understand that my plans must be reviewed and approved by staff prior to being placed on the agenda. I am aware that any error in indicating all the descriptive changes may result in the need for further plan revisions or inspection delays.

PROCESS/PERMIT NUMBER _____

APPLICANT INFORMATION

Company _____

Name _____ Contact Number _____

Address _____

City _____ State _____ Email Address _____

OWNER / PROPERTY INFORMATION

Name _____ Address _____

Folio# _____ Lot _____ Block _____

Contact Number _____ Email Address _____

DATE OF ORIGINAL APPROVAL ~ DRC: _____ P&Z: _____

REVISION # _____ REVISION DATE: _____

ENTER SHEET # _____

Owner / Applicant given copy of Plan Revision Checklist () Yes () No

REVISION REVIEW FEE: \$350.00 Please make payment payable to The Town of Bay Harbor Islands

NOTE: If any application is disapproved, the Planning and Zoning Board shall detail in its findings the criterion or criteria that are not met. The action taken by the Board shall be reduced to writing, signed by the Chairman, and a copy thereof made available to the applicant upon request. Any action taken by the Planning and Zoning Board may be appealed to the Town Council, whose decision on appeal shall be final.

INCOMPLETE SUBMISSIONS WILL NOT BE PLACED ON THE AGENDA

PLANNING AND ZONING

(Checklist for Plan Revision)

- Provide a detailed narrative of all revisions.
- Provide copies of the previously approved plan and the proposed revision. (Only sheets with revisions are required to be submitted.)
- Cloud in red the changes on the proposed plan.
- If changes are due to another agency requirement (Fire, DERM, etc.). Provide documentation from the agency indicating the changes required.
- If changes are due to structural issues. Provide a statement from the Structural Engineer stating why the changes are required.
- If the changes affect the exterior of the structure. Provide updated color elevations and rendering.
- Provide a revised landscape plan if any required changes affect the previously approved plan.
- Revision Review Fee \$350.00. Please make payment payable to Town of Bay Harbor Islands.

THESE DOCUMENTS ARE REQUIRED FOR PLAN REVISIONS.
ANY INCOMPLETE SUBMISSION WILL NOT BE PLACED ON THE AGENDA

** All other applications for exterior changes will require submission of information relating to the existing conditions and example of what the proposed change will be. Documents that may be required are photographs, renderings, site plan, product approvals, brochures, product samples, or any other information needed by the Town to facilitate the Planning and Zoning Board in making its decision.

Please note: Every application is different; therefore, additional submission may be necessary. This will be determined on a case by case basis.

All submittals must consist of two sets of 2'x3' plans for initial review



ANY PROPOSED CONSTRUCTION WORK OR REVISIONS
THAT REQUIRES THE APPROVAL OF
THE PLANNING AND ZONING BOARD
MUST BE SUBMITTED
FOR REVIEW AND APPROVED BY STAFF
PRIOR TO BEING PLACED ON THE
PLANNING AND ZONING AGENDA.

ALL INCOMPLETE SUBMISSIONS
WILL NOT BE PLACED ON THE AGENDA
UNTIL ALL COMMENTS HAVE BEEN ADDRESSED

INCOMPLETE SUBMISSIONS WILL BE RETURNED FOR CORRECTIONS

PLANNING AND ZONING BOARD MEETINGS ARE SCHEDULED FOR
THE FIRST AND THIRD TUESDAY OF EACH MONTH AT 7:00 P.M.

ONCE SUBMITTAL HAS BEEN APPROVED TO BE PLACED ON THE AGENDA. WE
WILL NEED THE FOLLOWING DOCUMENTS 10 DAYS PRIOR TO THE SCHEDULED
MEETING.

TWO 2X3 PLANS, TWELVE 11X17 PLANS AND ALL FILES ON A USB/CD

APPROVALS THAT REQUIRE A QUASI-JUDICIAL HEARING WILL REQUIRE
ADDITIONAL LEAD TIME FOR ADVERTISING AND NOTICING REQUIREMENTS.

LOCATION: COUNCIL CHAMBERS
9665 BAY HARBOR TERRACE, 2ND FLOOR