



# Board of Architects Review Application

Phone: 305.460.5238

Email: boardofarchitects@coralgables.com

## Application Request

The undersigned Agent/Owner request(s) Board of Architects review of the following application(s):

(Choose one (1) from Section #1 and choose all applicable from Section #2)

- 1.  **New Building**                      **OR**                       **Alterations / Additions**

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- 2.  Preliminary Approval
- Coral Gables Mediterranean Style Design Standards Bonus Approval
- Final Approval

## Property Information

Street Address of the Subject Property: \_\_\_\_\_

Property/Project Name: \_\_\_\_\_

Legal description: Lot(s) \_\_\_\_\_

Block(s) \_\_\_\_\_ Section(s) \_\_\_\_\_

Folio No. \_\_\_\_\_

Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Other \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

Architect(s)/Engineer(s): \_\_\_\_\_

Architect(s)/Engineer(s) Mailing Address: \_\_\_\_\_

Telephone:    Business \_\_\_\_\_ Fax \_\_\_\_\_

Other \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

## Project Information

Project Description(s): \_\_\_\_\_

Estimated project cost\*: \_\_\_\_\_

(\*Estimated cost shall be +/- 10% of actual cost)

Date(s) of Previous Submittal(s) and Action(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



# Board of Architects Review Application

## Applicant/Owner/Architect/Engineer Affirmation and Consent

(I) (We) acknowledge, affirm, and certify to all of the following:

1. This request, application, application supporting materials and all future supporting materials complies with all provisions and regulations of the Zoning Code, Comprehensive Plan and Code of Ordinances of the City of Coral Gables unless identified and approved as a part of this application request or other previously approved applications. Applicant understands that any violation of these provisions renders the application invalid.
2. That all the information contained in this application and all documentation submitted herewith is true to the best of (my) (our) knowledge and belief.
3. Understand that the application, all attachments and fees become a part of the official records of the City of Coral Gables and are not returnable.
4. All application representatives have registered with and completed lobbyist forms for the City of Coral Gables City Clerk's office.
5. Understand that under Florida Law, all the information submitted as part of the application are public records.
6. Failure to provide the information required for submittal/necessary for review by the Board of Architects may cause the application to be deferred without review.
7. That applications for the Board of Architects review require the presence of the applicant and/or architect/engineer at the Board of Architects meeting unless otherwise notified.
8. That plans submitted to this office are required to be picked up at the Board of Architects counter, 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 for a building permit. Plans which are not picked up within fourteen (14) days will be discarded.
9. All fees shall be paid by 12-midnight, three (3) days prior to the meeting date (ie. Monday before a Thursday meeting) to secure placement on the meeting's docket (agenda)
10. I have received consent from the owner of the property to file this application.

**NOTE: ONLY ONE SIGNATURE OR AFFIRMATION/CONSENT IS REQUIRED**

Agent/Owner/Contractor Print Name:		Agent/Owner/Contractor Signature:	
Address:			
Telephone:	Fax:	Email:	
<b>ARCHITECT'S/ENGINEER'S SEAL</b>	Architect(s)/Engineer(s) Print Name:		Architect(s)/Engineer(s) Signature:
	Address:		
	Telephone:	Fax:	
	Email:		

### NOTARIZATION

STATE OF FLORIDA                    )  
 SS  
 COUNTY OF MIAMI-DADE         )  
 Sworn to or affirm and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, in the year 20 \_\_\_\_\_  
 by \_\_\_\_\_ who has taken an oath and is personally known to  
 me or has produced \_\_\_\_\_ as identification.  
 My Commission Expires:

\_\_\_\_\_  
 Notary Public



# Board of Architects Review Application

## Submittal Requirements

**NOTE:** The Board of Architects Review Application submittal deadline is Friday at 12:00 noon (late submittals require an additional fee and may be accepted until Monday at 12:00 noon) for that Thursday's meeting, or for the following meeting if the project must be posted. Any project with an estimated construction cost exceeding \$75,000 will be deferred for a week in accordance with Zoning Code Section 3-302, for posting of the property. If at a later time the estimated cost of the project is determined to be above the \$75,000 cost, the property will then be posted, and a fee increase will be charged at that time. It is the applicant's responsibility to update the cost of the project if any changes occur.

Plans submitted to this office are required to be picked up at the Board of Architects counter, 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 fourteen (14) days will be discarded. Applications for Board of Architects review require the presence of the applicant and/or architect/engineer at the Board of Architects meeting unless otherwise notified.

The information provided herein must be true and correct, and the application must be submitted with all of the documents necessary for review by the appropriate Board and the Development Services Department. Failure to provide the information necessary for review by the appropriate Board may cause the application to be deferred without review. The Historical Resources Department's approval and letter of historical significance is required prior to the issuance of a demolition permit.

A Building Site Determination is required on all preliminary submittals for a new residence and duplex building proposed on vacant lots from the Zoning Division. A Building Site Determination is not required if documentation is provided indicating a building or structure previously existed on the building site. Request for a Building Site Determination letter may be found online at [www.coralgables.com](http://www.coralgables.com) under Development Services - Planning & Zoning - Applications and Forms.

Required Approvals, where applicable	Required Inspections, where applicable	
1. Board of Architects	1. Architect/Engineer – Soil Conditions Letter (Pile Logs if piling used)	16. Insulation
2. Building	2. Setback	17. Window Bucks
3. Concurrency	3. Foundation – Soil Letter Required (Grade beam if piling used)	18. Window Anchors
4. Electrical	4. Termite Treatment Certificate	19. Screws for Gypsum Board
5. FEMA	5. Slabs	20. Wire Lath (if required)
6. Fire (if commercial)	6. Tie Columns / Columns	21. Driveway Setback
7. Historical (if historic)	7. Elevation Certificate (if in SFHA)	22. Driveway Subgrade
8. Mechanical	8. Poured Cells /Tie Beams / Roof Ties Beams	23. Driveway Base
9. Plumbing	9. Walls	24. Driveway Concrete Perimeter
10. Public Works	10. Steel Connections	25. Final – Public Works
11. Structural	11. Roof Trusses / Conventional Roof Framing	26. Final – Sub-permits
12. Zoning	12. Roof Sheathing	27. Final – Fire (Commercial only)
13. State Health and Rehabilitative Services (if on septic)	13. Roof Insulation	28. Final – Historical (if historic)
14. County Environmental Resources Management	14. Rough Inspection for Sub-permits	29. Final – Zoning
15. County Impact Fee	15. Framing / Framing Accessibility (Commercial only)	30. Final – Structural
		31. Final – Survey
		32. Final – Elevation Certificate



## Board of Architects Review Application

### SUBMITTAL REQUIREMENTS FOR:

#### **PRELIMINARY APPROVAL**

- One (1) set of drawings which include at a minimum, site plan (with existing & new trees identified), floor plan and elevation drawings. Partial drawings will not be accepted in connection with any plans submitted for a Building Permit. 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, pages numbers, and type of construction. This set is required to accompany any subsequent submittals to the Board of Architects for approval.
  - A current signed and sealed survey of the property, which is less than five (5) years old, accurately reflecting the existing conditions of the property, including: all improvements, site elevations, square footage, structures, sidewalks, crown of road, and **existing trees with three inch or greater caliper trunks within the property and adjacent right-of-way** or a statement by the land surveyor that there are no trees on the property. Properties abutting a waterway, lake, canal, or bay must show mangroves, or there are no trees on the property. An older survey may be accepted with a signed affidavit attesting there have not been any material changes made to the property.
  - A tree disposition plan, which includes a tree protection plan for all specimen trees on the site and in the public right of way (City of Coral Gables Commission Resolution #2014-200)
  - 4" x 6" colored photographs (NO black & white photos) of the building site, any existing structures, and the neighboring structures which show the character of the surrounding neighborhood.
  - Written statement explaining the architectural style of the proposed building or alteration.
  - 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.
  - Board of Architects fee(s). Posting, resubmittal, and late fees may apply where applicable. All fees must be paid by 12:00 midnight, three (3) days prior to the meeting date (ie. Monday before the Thursday) to secure placement for the meeting's docket (agenda).
- \*\* Depending on the scope of the work, the following may be required. Contact the Board of Architects for the determination for the requirements prior to submittal. \*\* [boardofarchitects@coralgables.com](mailto:boardofarchitects@coralgables.com)**
- Neighborhood architecture contextual design study with drawings and photographs demonstrating compatibility with/ and character of the surrounding area.
  - Nine (9) copies of reduced (11"x17" size) drawings of the proposed design. Large projects may be required to submit plans two (2) weeks prior to the Board of Architects review.
  - A disc containing all the application information, including all drawings in a pdf format.
  - Demolition of existing structures requires a letter of historical significance by the Historical Resources Department.
  - Historical Resources Department approval is required for historical properties prior to Board of Architects review.
  - If you are governed under Homeowners or Condominium Association Covenants, you must receive those approvals prior to submittal. If you are governed under Homeowners or Condominium Association Covenants, you must receive those approvals prior to submittal. *For example: Cocoplum II, Deering Bay, Gables Estates, Gables Estates 2, Journey's End, Snapper Creek and Tahiti Beach.*
  - Preliminary approval (stamped on the plans) from the Department of Environmental Resources Management must be obtained when there are mangroves on a property, prior to the submittal to the Board of Architects.
  - A Building Site Determination letter is required for a new residence/duplex building proposed on vacant lots, where no building/structure existed before on the site.

### SUBMITTAL REQUIREMENTS FOR:

#### **CORAL GABLES MEDITERRANEAN STYLE DESIGN STANDARDS BONUS APPROVAL**

- Set of drawings that were approved as "Preliminary" by the Board of Architects.
- One (1) set of drawings, requesting Coral Gables Mediterranean Style Design Bonus approval. Note: floor plans and elevation drawings must include a table, referencing items that are in compliance with the Mediterranean Style Design Bonus criteria.
- Board of Architects re-submittal fee, if submitted separate from Preliminary/Final



## Board of Architects Review Application

### SUBMITTAL REQUIREMENTS FOR:

#### **FINAL APPROVAL**

- The set of preliminary architectural drawings which have been approved by the Board of Architects, when such approval was necessary. (typical for new construction & significant additions/alterations)
  - Two (2) sets of final working drawings which include complete architectural, foundation, a site, grading, and landscaping plan, and other disciplines where applicable (ie. mechanical, electrical, plumbing, and structural). Partial elevation drawings, 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 registered architect. (Structural, mechanical, electrical, and plumbing plans are also required for Final Approval.) **For additional document requirements, see pages 6-12.**
  - 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, page numbers, and type of construction.
  - A current signed and sealed survey of the property, which is less than five (5) years old, accurately reflecting the existing conditions of the property, including: all improvements, site elevations, square footage, structures, sidewalks, crown of road, and existing trees with three inch or greater caliper trunks within the property and adjacent right-of-way or a statement by the land surveyor that there are no trees on the property. Properties abutting a waterway, lake, canal, or bay must show mangroves, or there are no trees on the property. An older survey may be accepted with a signed affidavit attesting there have not been any material changes made to the property.
  - A tree disposition plan, which includes a tree protection plan for all specimen trees on the site and in the public right of way (City of Coral Gables Commission Resolution #2014-200)
  - 4" x 6" colored photographs (NO black & white photos). Submittals must include the front of the building and the affected area(s). Additional photos of the building site, any existing structures, and the neighboring structures which show the character of the surrounding neighborhood may be required.
  - 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.
  - Board of Architects fee(s). Posting, resubmittal, and late fees may apply where applicable. All fees must be paid by 12:00 midnight, three (3) days prior to the meeting date (ie. Monday before the Thursday) to secure placement for the meeting's docket (agenda).
- \*\* Depending on the scope of the work, the following may be required. Contact the Board of Architects for the determination for the requirements prior to submittal. \*\* [boardofarchitects@coralgables.com](mailto:boardofarchitects@coralgables.com)**
- Neighborhood architecture contextual design study with drawings and photographs demonstrating compatibility with/ and character of the surrounding area.
  - Nine (9) copies of reduced (11"x17" size) drawings of the proposed design. Large projects may be required to submit plans two (2) weeks prior to the Board of Architects review.
  - A disc containing all the application information, including all drawings in a pdf format.
  - Demolition of existing structures requires a letter of historical significance by the Historical Resources Department.
  - Historical Resources Department approval is required for historical properties prior to Board of Architects review.
  - If you are governed under Homeowners or Condominium Association Covenants, you must receive those approvals prior to submittal. If you are governed under Homeowners or Condominium Association Covenants, you must receive those approvals prior to submittal. *For example: Cocoplum II, Deering Bay, Gables Estates, Gables Estates 2, Journey's End, Snapper Creek and Tahiti Beach.*
  - Preliminary approval (stamped on the plans) from the Department of Environmental Resources Management must be obtained when there are mangroves on a property, prior to the submittal to the Board of Architects.



# Board of Architects Review Application

## Additional Requirements Checklist

### Antennas

- Two (2) complete sets of the site plan and detail drawings, including building elevation drawings showing the location and size of the antenna and whether it is visible from public view. (a survey cannot serve as the site plan).
- Two (2) copies of installation details
- Survey (see submittal requirements on pages 4 and 5)
- 4" x 6" colored photographs (NO black & white photos)
- Electrical sub-permit

Required Approvals, where applicable	Required Inspections, where applicable
1. Board of Architects	1. Setback
2. City Commission (if telecommunication tower)	2. Slabs
3. Electrical	3. Roof Penetration
4. Fire (if commercial)	4. Final – Historical (if historic)
5. Historical (if historic)	5. Final – Public Works
6. Planning	6. Final – Structural
7. Structural	7. Final – Zoning
8. Zoning	

### Awnings/Canopies – New/Re-cover

- Two (2) complete sets of elevation drawings (1/4" = 1' scale) for each side of the building upon which the awning/canopy will be visible.
- Two (2) complete sets of the site plan (full size) showing the location and setback of awnings/canopies (a survey cannot serve as the site plan).
- Two (2) sets of the pipe framing diagram and engineering calculations (if new)
- Photographs must show where the awning or canopy will be located and mounted; 4" x 6" colored photographs (NO black & white photos)
- Survey (see submittal requirements on pages 4 and 5)
- Sample of material and color of the awning/canopy
- If the awning/canopy is encroaching in to the public right-of-way, a restrictive covenant will be required.
- If the awning/canopy is to be re-covered, a copy of the previously approved permit showing style and color will be required (copy may be obtained from Records Division).
- Include in application the number of awnings or canopies installed or re-covered.

Required Approvals, where applicable	Required Inspections, where applicable
1. Board of Architects	1. Final – Historical (if historic)
2. Building (if new)	2. Final – Public Works (if commercial)
3. Historical (if historic)	3. Final – Structural (if new)
4. Public Works (if commercial)	4. Final – Zoning
5. Structural (if new, commercial)	5. Fire (if commercial)
6. Zoning	
7. Fire (if commercial)	

### Decks (Pool/Slab/Wooden)

- Two (2) sets of (full size) site plans and (full size) floor plans (1/4" = 1' scale) accurately showing the proposed work (a survey cannot serve as the site plan).
- Indicate the disposition of existing trees (see pages 4 and 5)
- Provide two (2) copies of the installation drawings and details for the deck including calculations by an architect or engineer.
- Survey (see submittal requirements on pages 4 and 5)
- 4" x 6" colored photographs (NO black & white photos)
- Electric sub-permit, may be required.

Required Approvals, where applicable	Required Inspections, where applicable
1. Board of Architects	1. Architect/Engineer – Soil Conditions Letter
2. Building	2. Setback
3. Electrical	3. Foundation
4. Historical (if historic)	4. Pool Deck / Slab
5. Plumbing	5. Final – Historical (if historic)
6. Public Works	6. Final – Public Works
7. Structural	7. Final – Structural
8. Zoning	8. Final – Zoning
9. Health and Rehabilitative Services (if on septic)	



# Board of Architects Review Application

**Demolition/removal of exterior features, landscaping, or accessory/auxiliary structures, without replacement construction**

- Two (2) sets of (full size) site plans and (full size) floor plans (1/4" = 1' scale) accurately showing the proposed work (a survey cannot serve as the site plan).
- Survey (see submittal requirements on pages 4 and 5)
- 4" x 6" colored photographs (NO black & white photos)
- Additional information may be required dependant on the scope of work.

Required Approvals, where applicable		Required Inspections, where applicable
1. Board of Architects	6. Public Works	1. Final – Historical (if historic)
2. Building	7. Structural	2. Final – Public Works
3. Electrical (may be required)	8. Zoning	3. Final – Survey
4. Plumbing (may be required)		4. Final – Zoning
5. Historical (if historic)		

**Docks/Moorings/Wharves**

- Completed signed and notarized Public Works Department Permit Application
- Five (5) sets of plans that include the site plan showing the location of the proposed dock/mooring/wharve and existing mangroves. Plans must show dimensions across waterway and must have preliminary approval from Miami-Dade County Department of Environmental Resources Management.
- Four (4) copies of the certified engineering drawings with details of the proposed method of attachment
- Electrical and plumbing sub-permits may be required.
- 4" x 6" colored photographs (NO black & white photos)
- Survey (see submittal requirements on pages 4 and 5)
- If located within Cocoplum Section II, a copy of their dock plan

Required Approvals, where applicable		Required Inspections, where applicable
1. Board of Architects	4. Public Works	1. Final – Historical (if historic)
2. Building	5. Structural	2. Final – Public Works
3. Historical (if historic)	6. Zoning	3. Final – Zoning

**Doors/Skylights/Windows**

- Two (2) sets of drawings including full floor plan, elevation drawings (1/8" = 1' scale), and details (3/4" = 1' scale). Provide quantity of doors/skylights/windows, color of frames and glass and/or mullions. (a survey cannot serve as the site plan).
- Two (2) legible copies of the Product Control Approval from the State of Florida or Miami-Dade County. All letters of approval must be 8.5" x 11". All drawings included in the product approval must be an exact duplication of the original approval in its **11"x17"** size and format. Include detail drawing with information on fasteners, mullions and glazing, span capacities, applicable mounting details, etc. Indicate door/skylight/window/mullion sizes and type of glass, components and fasteners required.
- Two (2) copies of the site specific wind load calculations signed and sealed by an architect or engineer for the openings where the doors/skylights/windows are to be installed.
- For commercial or multi-unit residential projects, two (2) copies of building plans, elevation drawings, design pressure, sections and details specific to the project that correspond to the Product Control Approval by an architect or engineer.
- Two (2) copies of condominium letter authorization, if applicable.
- 4" x 6" colored photographs (NO black & white photos)

**\*NOTE:** If ironwork or railings were permitted as part of a master permit, and have changed in design, submit as shop drawings.

Required Approvals, where applicable		Required Inspections, where applicable
1. Board of Architects		1. Windows/Door Anchors, Buck
2. Building		2. Final – Historical (if historic)
3. Historical (if historic)		3. Final – Structural
4. Zoning		4. Final – Structural – Shutters
5. Structural (if commercial)		5. Final – Structural – Windows
		6. Final – Zoning



# Board of Architects Review Application

## Driveways/Pavers/Tiling/Walkways – New, Change of Material or Shape

- Sample of proposed material (i.e. pavers, tiles, etc.)
- Two (2) complete sets of plans (minimum 1/8" = 1' scale) and cross sections showing construction details or specification appropriate to the type of driveway/pavers/tiles/walkways. Asphalt driveway plans can be 1" = 20' scale with details in 3/4" = 1' scale. (a survey cannot serve as the site plan).
- Survey (see submittal requirements on pages 4 and 5)
- Two (2) copies of the site plan showing the location of the septic tank/drain-field or sewer line
- Indicate the disposition of existing trees (see pages 4 and 5)
- Show proposed color, material and pattern. Provide manufacturer's specifications, as applicable.
- Provide a minimum setback of eighteen (18) inches from driveway edge to side property line.
- Indicate compliance with visibility triangle (Zoning Code Sec. 5-1406) on the site plan.
- Provide cross section(s) showing the driveways/paver/tile/walkway construction details or specifications as appropriate to the type of proposed driveways/pavers/tiles/walkways.
- Show coordination of driveway, driveway approach, and existing trees on right-of-way.
- Properties on more than one (1) lot are required to submit a Unity of Title.
- 4" x 6" colored photographs (NO black & white photos)

Required Approvals, where applicable	Required Inspections, where applicable
1. Board of Architects	1. Driveway Setback
2. Building	2. Sub-grade
3. Historical (if historic)	3. Storm-water, Erosion & Sedimentation Control - Building
4. Plumbing	4. Final – Historical (if historic)
5. Public Works	5. Final – Public Works
6. Zoning	6. Final – Zoning
7. Health and Rehabilitative Service	

## Exterior (CBS) Wall

- Two (2) complete sets of plans, including site plans, elevation drawings (1/4" = 1' scale), details and calculations by engineer/architect accurately showing the proposed work. Include linear footage and height of wall. (a survey cannot serve as the site plan).
- Two (2) copies of the installation drawings and details for the wall
- Electrical sub-permit may be required.
- Properties on more than one (1) lot are required to submit a Unity of Title.
- 4" x 6" colored photographs (NO black & white photos)
- Survey (see submittal requirements on pages 4 and 5)

Required Approvals, where applicable	Required Inspections, where applicable	
1. Board of Architects	1. Architect/Engineer – Soil Conditions Letter	6. Columns Miscellaneous
2. Building	2. Wall Grouting Inspection Letter	7. Caps
3. Electrical (may be required)	3. Setback	8. Final – Historical (if historic)
4. Historical (if historic)	4. Foundation	9. Final – Structural
5. Structural	5. Poured Cells	10. Final – Public Works
6. Zoning		11. Final – Zoning

## Fence (Aluminum/Concrete Block/Non Chain Link)

- Two (2) complete sets of plans including site plans, elevation drawings (1/8" = 1' scale), details (3/8" = 1' scale) and location of the fences, gates, pillars, etc. Elevation drawings should also include building elevations in the background indicating all finishes. (a survey cannot serve as the site plan).
- Construction documents and calculations including footings, foundations, etc.
- Application must provide site elevations including the established grade and actual grade.
- Electrical sub-permit may be required.
- Properties on more than one (1) lot are required to submit a Unity of Title.
- 4" x 6" colored photographs (NO black & white photos)
- Survey (see submittal requirements on pages 4 and 5)

Required Approvals, where applicable	Required Inspections, where applicable
1. Board of Architects	1. Architect/Engineer – Soil Conditions Letter
2. Building	2. Wall Grouting Inspection Letter (Concrete Block)
3. Historical (if historic)	3. Final – Historical (if historic)
4. Structural	4. Final – Zoning
5. Zoning	



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**Generators/LP tank**

- Two (2) sets of (full size) site plans drawn at appropriate scale accurately showing the proposed location of the electrical panel, generator and fuel tank. Include building elevation drawings showing heights of equipment and relationship to building and distances from window/door openings. (a survey cannot serve as the site plan).
- Two (2) copies of installation drawings and details for the generator and slab/lp tank
- Manufacturer specifications and/or brochures for generator or tanks indicating all applicable dimensions
- Electrical, mechanical and plumbing sub-permits may be required.
- 4" x 6" colored photographs (NO black & white photos)
- Survey (see submittal requirements on pages 4 and 5)

Required Approvals, where applicable		Required Inspections, where applicable
1. Board of Architects	8. Mechanical	1. Excavation Survey
2. Building	9. Plumbing	2. Setbacks for Slab Location
3. County Env't. Resources Management	10. Structural (unless pre-fabricated slab outside of pile foundation area shown in Zoning Code Appendix B)	3. Electrical rough miscellaneous
4. Electrical	11. Zoning	4. Final – Electrical
5. Public Works		5. Final – Zoning
6. Fire (if commercial)		6. Final – Fire (if commercial)
7. Historical (if historic)		7. Final – Historical (if historic)
		8. Additional inspections may be required based on slab design

**Landscaping**

- Two (2) sets of (full size) landscaping plans, including plant list detailing the types of plants and/or trees, their size at planting, amount of plants and/or trees, and/or square footage of planting areas. Indicate the disposition of existing trees (see pages 4 and 5)
- Electrical and plumbing sub-permits may be required.
- 4" x 6" colored photographs (NO black & white photos)
- Survey (see submittal requirements on pages 4 and 5)

Required Approvals, where applicable		Required Inspections, where applicable
1. Board of Architects		1. Stormwater, Erosion and Sedimentation Control - Building
2. Building		2. Final – Historical (if historic)
3. Concurrency (if commercial property)		3. Final – Public Works
4. Electrical		4. Final – Structural
5. Historical (if historic)		5. Final – Zoning/Signed, Sealed Landscape Completion Form
6. Plumbing		
7. Public Works		
8. Zoning		

**Outdoor Seating (Open-Air Dining, as Accessory to a Restaurant)**

- Two (2) sets of (full size) plans with scaled dimensions of both outdoor and indoor seating (indicate the total number of tables and chairs).
- Two (2) sets of (full size) site plans, elevation drawings and floor plans (1/4" = 1' scale).
- Manufacturer specifications of the proposed furniture including color photographs or illustrations
- 4" x 6" colored photographs (NO black & white photos)
- Survey (see submittal requirements on pages 4 and 5)

Required Approvals, where applicable		Required Inspections, where applicable
1. Board of Architects	5. Plumbing	1. Final – Fire
2. Concurrency	6. Public Works	2. Final – Historical (if historic)
3. Fire	7. Zoning	3. Final – Public Works
4. Historical (if historic)	8. County Env't. Resources Management	4. Final – Zoning

**Painting (Commercial or Residential)**

- Completed signed and notarized Building Permit Application
- Applications must include the manufacturer's reference code (e.g. Benjamin Moore, Sherwin Williams, etc.), color description and color number.
- Photographs of entire building and applicable details; 4" x 6" colored photographs (NO black & white photos)
- Full elevation drawings indicating specific color selections (may be required)
- Sample paint color card of selected colors may be required. For larger projects, an actual sample application on the building may be required (survey not required).

Required Approvals, where applicable		Required Inspections, where applicable
1. Board of Architects		1. Final – Historical (if historic)
		2. Final – Zoning



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## Poles (Basketball/Flag/Light)

- Two (2) complete sets of site plans, details and calculations by an architect or engineer. (a survey cannot serve as the site plan).
- Electric sub-permit may be required.
- 4" x 6" colored photographs (NO black & white photos)
- Survey (see submittal requirements on pages 4 and 5)

Required Approvals, where applicable	Required Inspections, where applicable
1. Board of Architects	1. Architect/Engineer – Soil Conditions Letter
2. Building	2. Foundation
3. Electrical (for light pole)	3. Setback
4. Historical (if historic)	4. Final – Historical (if historic)
5. Structural (for Light Poles)	5. Final – Public Works
6. Zoning	6. Final – Structural
	7. Final – Zoning

## Railings/Ironwork

- Two (2) sets of (full size) site plans and elevation drawings (1/4" = 1' scale) including calculations, installation drawings and details for railings (linear footage, height, color and type of railing). (a survey cannot serve as the site plan).
- 4" x 6" colored photographs (NO black & white photos)
- Survey (see submittal requirements on pages 4 and 5)

**\*NOTE:** If ironwork or railings were permitted as part of a master permit, and have changed in design, submit as shop drawings.

Required Approvals, where applicable	Required Inspections, where applicable
1. Board of Architects	1. Final – Historical (if historic)
2. Building	2. Final – Structural
3. Concurrence	3. Final – Zoning
4. Historical (if historic)	
5. Structural	
6. Zoning	

## Roofs (New or Re-roof)

- Building Permit Application completed with property owner and contractor information as well as the value of work. This application must be signed by the owner and the contractor, as well as signed and notarized prior to submittal.
- Photographs must show existing roof tile; proposed area of work, and the entire front of the structure. 4" x 6" colored photographs (NO black & white photos)
- Sample of roof tile or material to be installed (sample must be picked up upon approval at the Board of Architects counter prior to submittal of application to the Building Division for permit processing).
- Two (2) copies of Notice of Acceptance (NOA)/Product Approval from the State of Florida or Miami-Dade County
- Two (2) copies of the Roof Appendix (available in the Florida Building Code)
- Two (2) copies of the Roof Plan indicating slopes
- Concrete specifications for lightweight concrete, if applicable
- For new roofs or additions, the original (signed and sealed) Coral Gables permit set (Site Set) of construction plans must be provided with submittal (no exceptions).
- Applications for commercial roofs shall indicate insulation and location of roof drains.

Required Approvals, where applicable	Required Inspections, where applicable
1. Board of Architects	1. Lightweight Concrete Installation
2. Building	2. Mopping
3. Electrical (if commercial)	3. Uplift Test
4. Mechanical (if commercial)	4. Tiles or Shingles Placing
5. Plumbing (if commercial)	5. Tin Caps
6. Historical (if historic)	6. Final – Historical (if historic)
7. County Environmental Resources Management (if commercial)	7. Final – Public Works
	8. Final – Roof

## Screen Enclosures

- Two (2) complete sets of plans referencing applicable Notice of Acceptance (NOA)/Product Approval (including site plan, elevation drawings (1/4" = 1' scale), specifications, details and calculations). (a survey cannot serve as the site plan).
- Indicate the disposition of existing trees (see pages 4 and 5)
- 4" x 6" colored photographs (NO black & white photos)
- Survey (see submittal requirements on pages 4 and 5)

Required Approvals, where applicable	Required Inspections, where applicable
1. Board of Architects	1. Setback
2. Building Official	2. Foundation
3. Historical (if historic)	3. Framing
4. Structural	4. Final – Historical (if historic)
5. Zoning	5. Final – Structural
	6. Final – Zoning



# Board of Architects Review Application

## Shutters/Louvers/Security Bars/Metal Doors

- Two (2) sets of (full size) floor plans and (full size) elevation drawings (1/4" = 1' scale), include the number and type of shutters proposed.
- Two (2) copies of Notice of Acceptance (NOA)/Product Approval from the State of Florida or Miami-Dade County. All letters of approval must be 8.5" x 11". All detail drawings included in the product approval must be 11" x 17" with information on fasteners, mullions and glazing, span capacities, applicable mounting details, etc. Indicate components and fasteners to be used.
- Two (2) sets of the site specific wind load calculations signed and sealed by an architect or engineer.
- Two (2) copies of the condominium authorization letter and the Shutter Product Approval Authorization Form, if applicable.
- For commercial and multi-unit residential projects, floor plans indicating location of components with table listing specific type, size, design wind pressure and pressure rating.
- If shutters were indicated as part of a master permit, submit as shop drawings.
- Electric sub-permit may be required.
- 4" x 6" colored photographs (NO black & white photos)

Required Approvals, where applicable		Required Inspections, where applicable
1. Board of Architects	4. Historical (if historic)	1. Final – Historical (if historic)
2. Building	5. Zoning	2. Final – Structural
3. Electrical	6. Structural (if commercial)	3. Final – Zoning

## Signs

- Two (2) complete sets of plans including the following: complete building elevation drawings with signs (1/2" = 1' scale); site plan showing location of signs; detail drawings including anchor patterns, all parts and fasteners, color, dimensions, and style of letters. Include mounting details and electrical drawings, if applicable. Provide drawings and calculations for signs on buildings over three (3) stories in height, for freestanding signs, blade signs, etc. by an engineer. **Include all existing signage.** (a survey cannot serve as the site plan).
- Completed signed and notarized Building Permit Application may be required.
- Restrictive Covenant (for Public Right of Way installations) may be required.
- One (1) set of 4" x 6" colored photographs (NO black & white photos). Submitted photos must show the entire building and the location of the proposed signage.
- Two (2) copies of photos with the sign superimposed
- Survey; if the sign is not painted directly on the building (see submittal requirements on pages 4 and 5)
- Electric sub-permit may be required.

Required Approvals, where applicable		Required Inspections, where applicable
1. Board of Architects	5. Historical (if historic)	1. Final Historical (if historic)
2. Concurrence	6. Public Works	2. Final – Public Works
3. Structural	7. Structural	3. Final – Zoning
4. Electrical, if applicable	8. Zoning	4. Final – Structural

## Solar Panels/Solar Water Heaters/Photo Voltaic Power Collectors

- Two (2) complete sets of plans including site plan and building elevation drawings (1/4" = 1' scale) showing the proposed work.
- Installation drawings, calculations and details of the collectors (project specific) indicating pipe and conduit diagrams
- 4" x 6" colored photographs (NO black & white photos)
- Electric sub-permit may be required.

Required Approvals, where applicable		Required Inspections, where applicable
1. Board of Architects	5. Public Works	1. Final Historical (if historic)
2. Structural	6. Structural	2. Final – Public Works
3. Electrical, if applicable	7. Zoning	3. Final – Zoning
4. Historical (if historic)		



# Board of Architects Review Application

**Swimming Pools/Spas/Fountains/Ponds**

- Two (2) sets of (full size) site plans (1/4" = 1' scale), pool/spa plan, and appropriate structural, plumbing, and electrical plans with specifications signed and sealed by an engineer showing the location of the sewer connection or septic tank. (a survey cannot serve as the site plan). Indicate the disposition of existing trees (see pages 4 and 5)
- In accordance with Zoning Code Section 5-108 subsections (E) and (F), the swimming pool must be constructed with approved safety barriers. Indicate location of the protective enclosure, self-locking and self-latching gate(s), and the pool equipment with enclosure.
- Applicant must provide approved Master Permit set (proposed pool plan must be similar to plan approved in the Master Permit set).
- Completed Protective Enclosure Form
- 4" x 6" colored photographs (NO black & white photos)
- Survey (see submittal requirements on pages 4 and 5)

Required Approvals, where applicable	Required Inspections, where applicable
1. Board of Architects	1. Architect/Engineer – Soil Conditions Letter
2. Building	2. Signed, Sealed Excavation/ Steel Survey
3. Concurrency (if commercial)	3. Foundation
4. Electrical	4. Stormwater, Erosion and Sedimentation Control - Building
5. Historical (if historic)	5. Pool Deck/Slab
6. Mechanical	6. Pool Grade Beam
7. Plumbing	7. Pool Steel and Main Drain
8. Public Works	8. Final – Historical (if historic)
9. Structural	9. Final – Public Works
10. Zoning	10. Cont. (Pool/Spa/Fountain/Pond)
11. Health & Rehabilitative Services (if commercial)	11. Final – Structural
	12. Final – Zoning

# **BOARD OF ARCHITECTS**

## **RULES OF PROCEDURE**



### **THE BOARD**

The Board of Architects (the “Board”) is a decision-making and recommending board comprised of at least seven (7) members. All members are appointed by the City Manager and subject to the City of Coral Gables’ (the “City”) City Commission approval. Each member of the Board is a registered architect or landscape architect with at least ten (10) years’ experience and numerous design and construction projects within the City. (*See* Sec. 2-302, City of Coral Gables Code.)

### **REVIEW OF PLAN(S) BY PANEL**

Any case brought before the Board will be heard by three (3) member panel (the “Panel”) of the Board. A quorum of the full Board is not necessary to convene a Panel and a Panel of two (2) is permissible if there are insufficient members present to convene a Panel of three (3). Any decision of the Panel must be by both members for a two (2) member panel or majority of a three (3) member Panel. In the case of a tie vote for a two (2) member panel, a third member shall participate to hear the case and break the tie. If a third member is not available, the matter will be continued to the next meeting. The Panel, when reviewing the submitted plan(s), can approve, continue, continue with comments, or reject the plan(s). An approval is a prerequisite for the issuance of a permit. A continuance, which may be accompanied by comments from the Panel, will allow the Applicant to revise the plan(s) based on the comments and suggestions made by the Panel. The revised plan(s) may be presented at a subsequent meeting and the Applicant may request that said plan(s) be reviewed by the same Panel that conducted the initial review. Said request will be accommodated if the same Board members are present and available. If the Panel rejects the Plans, the Applicant may resubmit the Application along with materially different plans, as decided by City Staff, and with prescribed application fee(s).

Although the Board of Architects meeting convened for Panel members is open to the public, it is not a public hearing. The member serving as the Chair of the Panel has the discretion whether to allow public comments. If public comments are made, they should be limited to three minutes per presenter.

### **QUASI-JUDICIAL REVIEW BY ENTIRE BOARD**

The Applicant may request that the full Board review the Panel's decision. Said review, which shall be a quasi-judicial hearing, held at the following Board meeting, must be requested no later than noon on the Monday following the Panel's decision. The quasi-judicial hearing is a *de novo* hearing, which means that the matter is heard anew; the same as if it had not been heard before and as if no decision had been previously made. The quasi-judicial hearing is a public hearing. A majority of the Board shall constitute a quorum and the affirmative vote of a majority of the Board members present shall be necessary for any action.

In addition to the Applicant, an Aggrieved Party also may seek a review of the Panel's decision at a quasi-judicial hearing. An Aggrieved Party is defined as any property owner residing or owning a place of business within a one thousand (1,000) foot radius of the subject property or a property owner with a "special injury." An Aggrieved Party must also seek a review by no later than noon on the Monday following the Panel's decision by filing a written request, addressed to the board, with the Board's staff.

A full verbatim transcript of the quasi-judicial proceedings shall be the responsibility of the party filing the appeal. Quasi-judicial hearings are public hearings and shall be held in accordance with the City of Coral Gables Zoning Code at Sec. 3-304.

### **APPEAL TO THE CITY COMMISSION**

After the decision of the entire Board, the Applicant or Aggrieved Party may seek an appeal before the City Commission. The party requesting the appeal must file a written Notice of Appeal, with the City Clerk, within ten (10) days of the Board's decision. The appeal shall then be heard by the City Commission at its next meeting, if the Notice of Appeal was provided at least ten (10) days before the meeting. If the next meeting is less than ten (10) days from the filing of the Notice of Appeal, the City Commission will hear the case at the following meeting. Applicable appeal fees shall apply (i.e. court reporting, transcript costs). (*See* Sec. 3-606, City of Coral Gables Zoning Code.)

### **LOBBYIST REGISTRATION FOR QUASI-JUDICIAL HEARING OR CITY COMMISSION**

Any person, who acts as a lobbyist pursuant to the City of Coral Gables Ordinance No. 2006-11, must register with the City Clerk prior to engaging in lobbying activities or presentations before City Staff, Boards, Committees and/or the City Commission. A copy of the ordinance is available in the Office of the City Clerk. Failure to register and provide proof of registration shall prohibit your ability to present to the Board or the City Commission.

Lobbyist is defined as "an individual, corporation, partnership, or other legal entity employed or retained, whether paid or not, by a principal who seeks to encourage the approval, disapproval, adoption, repeal, passage, defeat, or modifications of

- (a) any ordinance, resolution, action or decision of any City Commissioner;
- (b) any action, decision, recommendation of the city manager, any city board or committee,

- including but not limited to Quasi-Judicial, Advisory Board, Trust, Authority, or Council;  
or
- (c) any action, decision or recommendation of city personnel during the time period of the entire decision-making process on the action, decision or recommendation which foreseeably will be heard or reviewed by the City Commission, or a city board or committee, including but not limited to Quasi- Judicial, Advisory Board, Trust, Authority, or Council.”

#### **MEMBER OF BOARD OF ARCHITECTS PRESENTING BEFORE THE BOARD**

On occasion, a Board member, in the capacity of an architect serving a private client, will present an application before the Board. In that case, Section 2-11.1(m)(2) of the Code of Miami-Dade County and Section 2-232(b) of the Coral Gables Code make specific provisions that allow a Board member to make private representation to an architectural review board on which the Board member serves. Also, Florida Statutes Section 112.3113(7)(b) makes provision for the Board member to practice his or her profession when the Zoning Code requires such Board member to be a licensed architect.

When this occurs, the Board member shall disqualify him/herself from speaking as a Board member and cannot vote on the specific application, but may represent the case before the Panel or Board as the Applicant’s representative. In this case, the Panel or Board is expected to treat the Applicant no differently than it would any other Applicant.