



Office of Zoning 444 SW 2nd Avenue, 2nd Floor, Miami FL - 33130

Special Permits Checklist

Unity of Title/Covenants/Agreements

If you are submitting a request for this application type, the below documents and/or plans are required to be submitted to meet the Office of Zoning minimum requirements.

Document Description	Doc/Drawing	Document Name	Special Notes/Comments	Required/Optional
Index for Documents	Document	PZD-0	This is a table of contents for the documents you are uploading. It should contain the Document Name and Document Description	Required
Index for Drawings	Document	A-0	This is a table of contents for the drawings you are uploading. It should contain the Drawing Name and Drawing Description	Required
Signed Letter of Intent (Owner or Owner's Representation)	Document	PZD-1	<i>This section is intentionally left blank</i>	Required
Covenant Executed by all Parties (applicable to restricted covenants)	Document	PZD-2	A copy may be submitted using the City's Electronic Plans Review System (ProjectDox). The Original Document should be mailed or presented to the Office of Zoning located at 444 SW 2 nd Avenue, 2 nd Floor, Miami, FL 33130	Required
Signed and Sealed Site Plan (applicable to restricted covenants)	Drawing	A-1	<i>This section is intentionally left blank</i>	Optional
Signed and Sealed Survey (applicable to restricted covenants)	Drawing	V-1	A signed and sealed sketch and legal description needs to accompany the unity of title or covenant in lieu of unity of title as the Exhibit A of the document. (No more than a year old)	Required
Opinion of Title (applicable to restricted covenants)	Document	PZD-3	A copy may be submitted using the City's Electronic Plans Review System (ProjectDox). The Original Document should be mailed or presented to the Office of Zoning located at 444 SW 2 nd Avenue, 2 nd Floor, Miami, FL 33130	Required



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Lien Search from Hearing Boards (applicable to restricted covenants)	Document	PZD-4	<i>This section is intentionally left blank</i>	Required
Proof of Compliance of Code Enforcement (applicable to restricted covenants)	Document	PZD-5	<i>This section is intentionally left blank</i>	Required
Satisfaction of Liens (applicable to restricted covenants)	Document	PZD-6	<i>This section is intentionally left blank</i>	Required
Complete list of all folio number(s) and property address(es)	Document	PZD-7	PDF Document (Note: If all folios and property addresses have not been submitted online, please provide supplemental documentation detailing all additional folios and property addresses)	Optional