



Planning Department 444 SW 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor, Miami FL - 33130

## Special Permits Checklist

### Special Certificate of Appropriateness

If you are submitting a request for this application type, the below documents and/or plans are required to be submitted to meet the Planning Department's minimum requirements.

Document Type	Special Notes/Comments	Required/Optional
Special Certificate of Appropriateness (Signed by Owner or Owner's Representative)	<i>This section is intentionally left blank</i>	Required
Signed Letter of Intent (Describe Nature of Application)	<i>This section is intentionally left blank</i>	Required
Proof of No Liens/Violations	<i>This section is intentionally left blank</i>	Required
Survey with BBL established by PW (Signed and Sealed within one year of application date)	Should applicant not have BBL designated this should not be a reason for rejection rather the Zoning Department should refer to the PW-BBL discipline in ProjectDox.	Required
Context Map	For exterior restoration/alteration and new construction	Required
Site Plan	For exterior restoration/alteration and new construction	Required
Signed and Sealed Set of Architectural Plans, Floor Plans, and Elevations	11" x 17" showing existing and proposed work	Required
Landscape Plan	For exterior restoration/alteration and new construction	Required
Materials Page	<i>This section is intentionally left blank</i>	Required
Paint sample with manufactures color name and code (if applicable)	<i>This section is intentionally left blank</i>	Required
Renderings	Suggested for large new additions. Required for new construction	Required
Applicable Secretary of the Interior's Standards	<i>This section is intentionally left blank</i>	Required
Photos of all Facades of the Property and Applicable Details	PDF or JPEG format only	Required
Power of Attorney or Proof of Lobbyist Registration (if applicable)	Power of Attorney if representative is not receiving compensation, Lobbyist Registration if representative is receiving compensation	Required
Any other relevant information that will support your application	<i>This section is intentionally left blank</i>	Required
Complete list of all folio number(s) and property address(es)	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