



Planning Department 444 SW 2nd Avenue, 3rd Floor, Miami FL - 33130

Special Area Plan Checklist

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

Required Documents	Notes
Pre-Application Meeting Form	You will receive a form during your pre-application meeting. Be sure this is signed by you and the planner(s) present, affirming the date you met.
Signed SAP application	This document is generated by the Online Application System (OAS) in ePlan. Print it when you complete your application, sign it, scan and upload it to fulfill this requirement.
Signed Letter of Intent	Letter of Intent (LOI) must include the property address(es). Explain the application. Provide an overview of application materials, including the concept book, regulating plan, and development agreement. What are the goals and objectives achieved by the SAP? Summarize the supporting data provided as backup. Address all neighborhood outreach that has occurred leading up to submission of application. Outline the Application Analysis.
Application Analysis	Include an analysis of the properties within a 1/2-mile radius of the proposed SAP regarding the existing condition of those properties and the current zoning and Future Land Use designations of those properties. The analysis shall include photos of building elevations of both sides of the street, extending 300 feet beyond all boundaries of the site. Include an aerial photo. This analysis shall explain zoning changes and why they are appropriate. These analyses are subject to criteria for rezones, established in Miami 21, 7.1.2.8 (f) and the provisions of Section 3.9 for SAP.
Concept Book (Signed and Sealed)	Concept Book that must include existing and proposed FLUM and Zoning Atlas, floor plans, elevations, zoning legend, general location map, diagrams, site and context photos, details and materials, and landscape plan as applicable. This document provides the overall concept for the master plan of the assemblage.
Regulating Plan	Proposed Regulating Plan shall follow established Miami 21 format. The regulations proposed in this document govern the site, and they are adopted as an appendix to Miami 21. Typical submittals use Miami 21 excerpts as a base document and modify it with strike-throughs and underlines to address site-specific issues.
Development Agreement	Provide the development agreement for review. The proposed development agreement is reviewed throughout the process. Applicants must address how this document is consistent with the Miami Comprehensive Neighborhood Plan (MCNP) and Miami 21 at all public hearings.



Planning Department 444 SW 2nd Avenue, 3rd Floor, Miami FL - 33130

Required Documents (cont'd)	Notes
Survey	The survey must be signed and sealed within six months of the upload. The survey must include the acreage of each individual property. The Planning Department recommends that all surveys include the base building line (BBL) to be affixed by the Public Works Department prior to submission.
Affidavit and disclosure of ownership of all owners and contract purchasers of the property, including recorded warranty deed and tax forms of the most current year.	For corporations and partnerships, include articles of incorporation, certificate of good standing, and authority of the person signing the application. Non-profit organizations shall list members of the Board of Directors for the past year.
Legal Description(s) & Signed and Sealed Sketch/ "Exhibit A"	<p>Legal Descriptions written by a surveyor and mapper shall describe the land boundaries of all proposed amendments to the Zoning Atlas. A separate description must be provided for each proposed new designation. The initial point in the description shall be tied to either a government corner, a recorded corner, or some other well-established survey point.</p> <p>A Survey Sketch shall accompany each Legal Description. All Survey Sketches shall show all information referenced in the description and shall state that the Survey Sketch is not a survey. All Survey Sketches shall be signed and sealed.</p>
Existing Zoning Map	A map of zoning, zoomed to the subject property, depicting the existing zoning designation(s), with a 1/2-mile buffer.
Proposed Zoning Map	A map of zoning, zoomed to the subject property, depicting the proposed zoning designation(s), with a 1/2-mile buffer.
Context Photos	Upload a minimum of two photos of the subject site in JPG format only.
List of All Folio Numbers	For applications with more than one folio number, you must upload a PDF document that includes all the folio numbers and addresses.



Planning Department 444 SW 2nd Avenue, 3rd Floor, Miami FL - 33130

Recommended and Optional Documents	Notes
Neighborhood Outreach Reports	<p>It is encouraged that applicants conduct neighborhood outreach. The Planning, Zoning and Appeals Board (PZAB) and City Commission often want to know what the community thinks about your proposal. Applicants are recommended to contact the Neighborhood Enhancement Team (NET) office, neighborhood associations, and residents and businesses within the 500-foot notification radius. Include sign-in sheets, reports, letters from stakeholders, or any other documents that seem relevant.</p> <p>Outreach may continue during the submittal process.</p>