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

Special Permits Checklist

Administrative Site Plan Review Application (ASPR)

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.

This is an optional permit that may be sought for any use or structure that is eligible to proceed by right as provided in section 7.1.2.10 of Miami 21 Code.

Document Type	Special Notes/Comments	Required/Optional
ASPR Application (Signed by Owner or Owner's representative)	*This section is intentionally left blank*	Required
Letter of intent (Signed by Owner or Owner's representative)	*This section is intentionally left blank*	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
Signed and Sealed Architectural Plans that must include site plans, floor plans, elevations, zoning legend, diagrams, site and context photos, details and materials)	*This section is intentionally left blank*	Required
Landscape Plans (Signed and Sealed)	*This section is intentionally left blank*	Required
Notarized Hold Harmless Agreement	*This section is intentionally left blank*	Optional
Vegetation Survey (Signed and Sealed within one year of application date)	*This section is intentionally left blank*	Optional
Latest Microfilm records (Renovations and/or additions)	*This section is intentionally left blank*	Optional
Irrigation Plans (Signed and Sealed)	*This section is intentionally left blank*	Optional
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 detailing all additional folios and property addresses)	Optional