



# City of Miami • Planning Department

# PRE-APPLICATION

# PROCESS

Telephone No: (305) 416-1400  
Email: [eplanpz@miamigov.com](mailto:eplanpz@miamigov.com)  
444 SW 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor  
Miami, FL 33130

## WHEN IS A PRE-APPLICATION MEETING REQUIRED?

- A pre-application meeting is required for the following applications: Rezoning, Special Area Plan Designation, Comprehensive Plan Amendment (FLUM), Variance, Major Use Special Permit (MUSP), Exception, Special Appearance, Historic Resource Nomination, Temporary Use on Vacant Land, Interim Parking, Special District Permits, Class II Special Permit, Warrant Modification, Minor Modification. We recognize a single project may require numerous entitlements. If this is the case, a single Pre-Application Meeting is appropriate to discuss all potential entitlements.

- 1 Customer submits Pre-Application Meeting request on OAS Portal**  
All meeting requests can be submitted online using this link <https://bit.ly/3cWHbKU>
- 2 Pre-Application Liaison creates project in ePlan**  
Once a customer has made a Pre-Application Meeting request, the City will be immediately notified. The department Pre-Application Liaison will create a Pre-Application record for customers to upload all the documents and/or drawings. All Pre-Application Meetings will have a reference number that follows a standard nomenclature (For Example: PREAPP-21-0001)
- 3 Customer Uploads Documents & Drawings as appropriate into ePlan Portal**  
The City of Miami has a standard naming convention that applicants are required to adhere to when they submit an application. We will not enforce the naming convention for this meeting, but we encourage you to become familiar with it ahead of your application and consider using it with your documents at this time.
- 4 Pre-Application Liaison will do a quick drawings/documents check.**  
Please reference the Pre-Application Meeting Checklist (see page 2) for documents we recommend you add. Pro-Tip: the more information you provide, the better we can assist you in your Pre-Application Meeting.
- 5 Customer Makes Payment Online**  
All invoices can be paid on-line. You will need the Transaction ID from the invoice.  
Link for on line payment <https://bit.ly/2QHXNx4>
- 6 Pre-Application Liaison Schedules Meeting**  
Pre-Application Meetings are facilitated on the **2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month from 2:00pm to 4:00pm**. A customer who wishes to meet with City Staff for a given Pre-Application Meeting will be required to have all documents and drawings submitted, and invoices paid on the Monday two weeks prior to the scheduled meeting.
- 7 City Department Reviews projects and provides comments**  
A Pre-Application process will result in relevant City departments providing initial critical comments that will guide the customer as the project is prepared for submission to the City. All comments provided by City departments are in context to the project presented for the Pre-Application Meeting.  
**IMPORTANT NOTE: Comments provided by departments are not an indication of an approval.**
- 8 City Staff Facilitates Meeting**  
A Pre-Application Meeting will last 30 minutes. All Pre-Application Meetings will be facilitated using Microsoft Teams (MS Teams) until further notice.
- 9 City Staff provides Pre-Application Summary**  
The Pre-Application Summary will be a consolidated report of comments on the project as presented at the Pre-Application Meeting. This summary is intended to guide customers as their projects are prepared for submission to the City.
- 10 Customer Submits Official Application**  
Please remember, your Pre-Application Meeting is valid 3 months from the day of the conference. If your application is submitted after 3 months from your Pre-Application Meeting, you will forfeit the \$250 credit toward your entitlement fees.



# City of Miami • Planning Department

# PRE-APPLICATION

# PROCESS

Telephone No: (305) 416-1400

Email: [eplanpz@miamigov.com](mailto:eplanpz@miamigov.com)

444 SW 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor

Miami, FL 33130

**DIRECTIONS:** Please submit your Pre-Application Meeting request to the online application system, here. When your application is complete, you will receive an invoice for \$500 (\$250 is creditable toward your application if submitted in 90 days of the Pre-Application Meeting). NOTE: This fee is NOT REFUNDABLE. Applications not submitted within 90 days of the Pre-Application Meeting forfeit all fees and must apply for a new Pre-Application Meeting. A signed staff report will be provided to all applicants within 24 hours after the Pre-Application Meeting, and it will be required documentation for the associated application. **Please provide the following:**

## WRITTEN STATEMENT

Provide a description of the proposed project or amendment. Be sure to include the Future Land Use Map (FLUM) and zoning designations, structure, landscaping, parking, and changes to the site, as applicable. Be sure to include the square footage of the area. Identify the type of Special Permit or a

## PREVIOUS APPROVALS

If there have been any approvals for Special Permits under Miami 21 (Warrants, Waivers, Variances, Exceptions) provide this information. Any approvals for rezones, FLUM amendments, or covenants, liens, other encumbrances, provide this information.

## PROPOSED SITE PLAN

Applicants are urged to share as much information as possible—if the proposal involves a site plan or a concept book, providing this at the time of your pre-application meeting increases the value of the meeting. For site plans, we recommend the following considerations:

1. Proposed name of the project.
2. Setbacks, spacing between structures, etc.
3. Configuration and dimensions of all existing and proposed lots, including parks, open space/civic space, and easements.
4. Proposed traffic methodology, as applicable
5. Internal circulation of system, name and location of existing and proposed roadways and roadway easements
6. Location of existing and proposed on-site driveways and off-street parking.
7. Location and width of existing and proposed on-site pedestrian and bicycle facilities on-site. This is essential in the event of projects leveraging TOD benefits.
8. Proposals for Public Benefits.
9. Proposals for voluntary proffers.

## REZONES/SAPS

Consider whether your request is consistent with the comprehensive plan. Prepare data on rezones within a 1/4-mile radius over the past five years. SAPs should have a sense of the general effort to be undertaken: will there be a rezone/development agreement/legislative amendment or only a portion of these?

## REQUIRED

1. Aerial image showing the site. Zoom to a 1-block area surrounding the site.
2. Zoning map of the subject site. Zoom to a 1-block area surrounding the site. Show street names.

## RECOMMENDED

1. Identify specific questions or issues you may have that you would like to discuss during the pre-application meeting. You can share them in the application when you apply.
2. Please share the names of any staff members, regardless of department or division, that you have spoken to about this project/proposal.

## INFORMATION FROM CITY, AS APPLICABLE

1. Brief consultation: ePlan/checklists/naming conventions, etc.
2. Tree removal/permits, etc.
3. Food truck regulations
4. Covenant processing
5. Curing code violations
6. Parking reductions
7. Historic preservation