



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

Special Permits Checklist

Certificate of Approval

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 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 |
| Certificate of Approval Application (Signed by Owner or Owner Representative) | Document | PAP-1 | <i>This section is intentionally left blank</i> | Required |
| Survey with BBL established by PW (Signed and Sealed within one year of application date) | Drawing | V-1 | 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 |
| Photographs of the site | Document | PHO-1 | JPEG or PDF format only | Required |
| Signed and Sealed Tree Survey | Drawing | V-2 | Prepared by land surveyor or landscape architect. For single family homes and duplexes may be prepared by homeowner | Required |
| Signed and Sealed Site Plan | Drawing | A-1 | Showing location of new construction, paving, or pool installation | Required |
| Signed and Sealed Tree Removal Plan | Document | PZD-1 | Showing trees to be removed and the required tree mitigation for tree removal | Required |
| Signed and Sealed Tree Relocation Plan | Document | PZD-2 | A schedule for root and canopy pruning and method of relocation | Required |
| Pre-Application Summary Report | Document | PZD-3 | | Optional |



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| Signed and Sealed Tree Protection Plan | Drawing | L-1 | A site plan showing the location of protective barriers to be erected during construction | Required |
| Tree Boundary Survey | Drawing | L-2 | Label all existing trees with a legend indicating the name, trunk diameter, and approximate height and spread of each tree, as well as its condition. In addition, specify which trees are to be removed, relocated, or to remain | Required |
| Acknowledgement by Applicant | Document | HB-2 | Downloadable from Hearing Boards webpage. | Required for public hearing process. |
| Lobbyist Registration | Document | HB-3 | Downloadable from Hearing Boards webpage. | Required, if applicable, for public hearing process. |
| Signed and Notarized Affidavit of Authority to Act | Document | HB-4 | Downloadable from Hearing Boards webpage. | Required for public hearing process. |
| Disclosure of Agreement to Support or Withhold Objection | Document | HB-5 | Downloadable from Hearing Boards webpage. | Required for public hearing process. |
| Disclosure of Ownership | Document | HB-6 | Downloadable from Hearing Boards webpage. | Required for public hearing process. |
| Disclosure of all Contract Purchasers | Document | HB-7 | In the event the Property is under a sales contract, then this document needs to be completed for all the contract Purchasers. | Required for public hearing process, as applicable. |
| Certificate of Status from Tallahassee | Document | HB-8 | Certificate of Good Standing from the State of Florida | Required for public hearing process. |
| Corporate Resolution or Power of Attorney ("POA") | Document | HB-9 | Applicants who are submitting on the Owner's behalf | Required for public hearing process. |
| Corporate Resolution or Power of Attorney ("POA") from all Contract Purchasers | Document | HB-10 | In the event the Property is under a sales contract, then this document needs to be completed by all the contract Purchasers. | Required for public hearing process, as applicable. |
| Non-profits only: List of Board of Directors | Document | HB-11 | List of Board of Directors for the Owner | Required for public hearing process, as applicable. |



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|--|-------------|---------------|---|---|
| Non-profits, only: List of Board of Directors, for all Contract Purchasers | Document | HB-12 | List of Board of Directors for all contract Purchasers. | Required for public hearing process, as applicable. |
| Disclosure Affidavit of No Monies Due to the City | Document | PZD-30 | Downloadable from Hearing Boards webpage. | Required for public hearing process. |