



Office of Zoning 444 SW 2<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor, Miami FL - 33130

# Special Permits Checklist

## Temporary Use Permit (Vacant Land Only)

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 minimum requirements.

Document Type	Notes/Comments	Naming convention	Required/Optional
Documents index	<i>This section is intentionally left blank</i>	PZD-0	Required
Temporary Use of Vacant Land Application	Signed by Owner or Owner's representative. This is the application that is emailed to you once the PZ# is created.	PAP-1	Required
Letter of intent	Signed by Owner or Owner's representative.	PZD-1	Required
Pre-Application Meeting Report	All TUP applications must first complete a reapplication meeting before proceeding with the application. Please follow the link below to apply.  <a href="https://www.miamigov.com/Planning-Zoning-Land-Use/Rezoning/Pre-Application-Process">https://www.miamigov.com/Planning-Zoning-Land-Use/Rezoning/Pre-Application-Process</a>	PZD-2	Required
Detail Operation Plan (must include concept, purpose, goals, vendors, hours of operation, number of employees, permits and licenses, insurance and liability, food trucks safety policies, parking plan, landscape plan, electrical plan, water plan, security, sanitary and kitchen safety plan, trash removal, and restroom)	<i>This section is intentionally left blank</i>	PZD-3	Required
Provide Notarized Property Owner's Permission Affidavit in order to operate on subject site.	<i>This section is intentionally left blank</i>	PZD-4	Required
Leasing Agreement if using substitute property for parking	<i>This section is intentionally left blank</i>	PZD-5	Required
Fire Department questionnaire.	<i>This section is intentionally left blank</i>	PZD-6	Required
DERM Letter	Will be provided in the Pre-application meeting.	PZD-7	Required
Site and Context Photos of existing site conditions	<i>This section is intentionally left blank</i>	PZD-8	Required

Drawing Type	Notes/Comments	Naming convention	Required/Optional
Site Plan (must show location of electricity or silent generators (if any), restrooms or portable toilets, garbage receptacles, fire extinguishers, vendors, parking, fire lane when applicable, provide max. capacity load, zoning legend and other conditions may be required as per Chapter 62, Article XIII of the City Code.	Signed and sealed by a Registered Architect	A-1	Required
Signed and Sealed Survey	Within one year of application date	V-1	Required
Signed and Sealed Vegetation Survey	Within one year of application date	V-2	Required

