



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

Special Permits Checklist

Comprehensive Plan Amendment Pre-Application

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
Comprehensive Plan Pre-Application (Signed by Owner or Owner Representative)	Document	PAP-1	<i>This section is intentionally left blank</i>	Required
Signed Letter of Intent	Document	PZD-1	In your Letter of Intent, explain how your application is consistent with the Miami Comprehensive Neighborhood Plan (MCNP). Include a tabular summary of each property, detailing the existing Future Land Use (FLU) designation and proposed FLU designation, square footage of each property, and specifying instances in which you are proposing to only change a part of a parcel (create or uphold a “split designation”). Please see Attachment A to this checklist for preferred formatting.	Required
Application Analysis against the Miami Comprehensive Neighborhood Plan	Document	PZD-2	Be sure to identify the existing Future Land Use (FLU) designation and the proposed FLU designation with an eye toward density, intensity, and use. Consider all applicable levels of service and socio-demographic dynamics in the	



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			<p>study area of a ½-mile radius. If this application strains levels of service, you should explain plans to improve levels of service or provide mitigation. Remember, that in considering a change to the FLUM will analyze a test on levels of service at maximum capacity based on the principles of adequate public facilities/concurrency.</p> <p>Identify goals, objectives, policies in the Miami Comprehensive Neighborhood Plan (MCNP) that apply specifically to your request as staff analysis will prioritize these for the City criteria for review. <i>Explain how these goals, objectives and policies support your application in a discursive element in your analysis.</i></p> <p>Include original photos of the site and surrounding context that have been taken within 6 weeks of the submittal of this application into ePlan. Key these photos to a plan, if applicable. This detail can assist staff in understanding the urban form of the site itself and the surrounding area. Staff’s review of the policies in the comprehensive plan and zoning ordinance relative to the site and surrounding areas is assisted by this submission. Please ensure that the photos have high resolution and are easily viewed.</p> <p>NOTE: previous requirements for “Context Photos” for comp plan amendments has been eliminated in favor of this requirement.</p>	
Pre-Application Summary Report	Document	PZD-3	The Planning Department has a form with information from the Pre-Application Meeting that is signed by staff who participated in the meeting. The form can be signed digitally or by hand.	Required.
Complete list of all folio number(s) and property address(es)	Document	PZD-4	For applications with more than one folio number , you must upload a PDF document that includes all the folio numbers and <u>City</u> addresses.	Required only for applications with more than one folio number



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			<p>Some properties have a separate City of Miami and Miami-Dade County address. Only use the City of Miami address for the application.</p> <p>Search City of Miami folios and addresses through the City online GIS tool.</p>	
Existing Future Land Use Map	Document	PZD-5	<p>A FLUM, zoomed to the subject property, depicting the existing FLU designation(s), to an extent such that the site is viewable in a context of a city-block on all sides. If the property is bound by water, use a boundary of a reasonable size based on a city block. A convenient way to do this is to use the CodeHub Map tool. Be sure the following elements are found on the map: (1) Title; (2) Outline of the subject parcels; (3) Existing FLU for the subject parcels must be discernable on the map.</p> <p>Consider consulting with the Planning Department’s GeoPlanning Team to create this map for you. Allow up to 3 weeks for completion. May your request here: https://us.openforms.com/Form/82d136ad-837b-4210-a7d8-7e4d013b8135</p>	
Proposed Future Land Use Map	Document	PZD-6	<p>A FLUM, zoomed to the subject property, depicting the proposed FLU designation(s), to an extent such that the site is viewable in a context of a city-block on all sides. If the property is bound by water, use a boundary of a reasonable size based on a city block. A convenient way to do this is to use the CodeHub Map tool. Be sure the following elements are found on the map: (1) Title; (2) Outline of the subject parcels; (3) Existing FLU for the subject parcels must be discernable on the map.</p> <p>Consider consulting with the Planning Department’s GeoPlanning Team to create this map for you. Allow up to 3 weeks for completion. May your request here:</p>	



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			https://us.openforms.com/Form/82d136ad-837b-4210-a7d8-7e4d013b8135	
Legal Description and Survey Sketch Title in Packet: Exhibit "A"	Document	PZD-7	<p>Legal Description(s) written by a surveyor shall describe the boundaries of all proposed changes to the Future Land Use Map. A separate description must be provided for each proposed new designation.</p> <p>A Survey Sketch shall accompany each Legal Description. All Survey Sketches shall show all information referenced in the description and shall state the Survey Sketch is not a survey. All Survey Sketches shall be signed and sealed.</p> <p>Each Survey Sketch must include the area for each proposed new designation on the FLUM.</p> <p>PRO TIP: View this instructional video about Legal Descriptions and Survey Sketches for helpful information.</p>	Required
Recorded Deed (Legal Description must match survey)	Document	PZD-8	<i>This section is intentionally left blank</i>	Optional
Survey (Signed and Sealed)	Drawing	V-1	<i>This section is intentionally left blank</i>	Required
Neighborhood Outreach Reports	Document	PZD-9	<i>This section is intentionally left blank</i>	Optional
Covenant	Document	PZD-10	<p>Pursuant to Policy PA-3.1.9 of the MCNP, properties amending the FLU designation of property on the Miami River may be required to submit a covenant. Consult the Planning Department for assistance.</p> <p>NOTE: Covenants are required to be uploaded via ePlan as of Fall 2020.</p>	Required for specific parcels on the Miami River . Contact Planning Staff for more information.
Market Study and Site Analysis	Document	PPD-1	Pursuant to Policy PA-3.1.2 of the MCNP, properties amending the FLU designation of property on the Miami River shall submit a market study and site analysis. The study will be peer reviewed, at the applicants pursuant to Chapter	Required for specific parcels on the Miami River , subject to Appendix PA-1 of the MCNP. Contact Planning Staff for more information.



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			62 of the City Code. Alternatively, the applicant can pursue the no-net-loss policy. Applicants are urged to consult the Planning Department 6-8 months prior to Pre-Application to discuss these processes to gain a full understanding of the requirements and options available to them.	
Concept Book	Document	A-1, A-2...	For FLUM amendments that are companion items to SAPs or SAP amendments.	Required for SAP and SAP Amendment Companion Items
Economic Study	Document	PPD-2	Special Area Plans accompanied by analyses of tax revenue, permit revenue, job creation, fiscal impact, or any other kind of economic or fiscal data and analysis must be included with the companion FLUM amendment.	Required for SAP and SAP Amendment Companion Items
Development Agreement	Document	PPD-3	Special Area Plans are accompanied by a Development Agreement that impacts concurrency, jobs, phasing of development, provision of infrastructure, and other matters pertaining to the comprehensive plan and matters subject to 163, FS.	Required for SAP and SAP Amendment Companion Items
Regulating Plan	Document	PZD-11	<i>This section is intentionally left blank</i>	Required for SAP and SAP Amendment Companion Items
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.	Document	BLD-1	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.	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.



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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.
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.



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Attachment A: Your LOI now requires a table summary that describes the property for which you propose to amend the FLUM. Please format the table based on this template. Note, the second property illustrates how to summarize a proposal to amend the FLUM for a portion of a parcel.

#	Folio	City of Miami Address	SQ FT	Existing FLU Designation	Proposed FLU Designation	Existing Zoning	Proposed Zoning
1	0141110150413	1255 SW 13 CT	5400	Duplex Res	Low Dens. Res. Comm.	T3-O	T4-R
2	0141110150430	1313 SW 13 ST	15,000*	Duplex Res	Low Dens. Res. Comm.	T3-O	T4-R
*This application only seeks to amend 9,000 SF of this parcel.							