



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

Special Permits Checklist

Warrant Alcohol Beverages

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 Type	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
Warrant Application (Signed by Owner or Owner's representative)	Document	PAP-1	<i>This section is intentionally left blank</i>	Required
Letter of Intent (Signed by Owner or Owner's representative)	Document	PZD-1	<p>The letter of intent (LOI) must indicate how the Use conforms to standards related to proposed use and transect zone. LOI must be consistent with the plans and include:</p> <ul style="list-style-type: none"> •Reference applicable Miami 21 Code section for request •Property address, folio number, and description of the outdoor dining within the property •Indicate the type Alcohol request •Indicate if outdoor dining is proposed as part of this request •The existing and proposed uses on the property •Proposed square footage of the interior and exterior area and include aggregated square footage •Number of both seats and tables including handicap accessible tables for the interior and exterior area •Parking requirements 	Required



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			<ul style="list-style-type: none"> Proposed Hours of operation 	
Notarized Hold Harmless Agreement (Signed by Owner or Owner's representative)	Document	PZD-2	<i>This section is intentionally left blank</i>	Optional
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
Vegetation Survey (Signed and Sealed within one year of application date)	Drawing	V-2	Required if your site plans to have alcohol service indoor and outdoor.	Optional
Latest Microfilm records (Renovations and/or additions)	Drawing	A-1	<i>This section is intentionally left blank</i>	Optional
Signed and Sealed Architectural Plans that must include site plan, floor plans, elevations, zoning legend, diagrams, site and context photos, details, and materials)	Drawing	A-2	Minimum required Information <ul style="list-style-type: none"> Business(s) name and address. Include demarcated Building Base Line (BBL) and/or boundary line by a license surveyor or by the Department of Resilience and Public Works. Clearly delineate the property lines and business lines must be shown. (Include survey plat). Existing façade and immediately adjacent businesses. Zoning Tabulation Table (include square footage of interior and exterior area) Seating tabulation chart should include the following information: number of indoor seats/ regular tables/ handicap accessible tables; number of outdoor seats/regular tables/ handicap accessible tables Concept of maximum proposed seating. Plan must show dimensioned aisleways, numbered seats, tables, and ADA seats. 	Required



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			<ul style="list-style-type: none"> •Dimension overall width of the sidewalk (building face to curb edge). •Show ingress/egress corridor with dimensions (width). •Location of barriers/stanchion rope (barriers must be straight and not meander around sidewalk elements). •Sidewalk elements and distance measures to edge of dining area, (sidewalk elements include, but are not limited to, tree wells, lamp posts, fire hydrants, signs, parking meters, light poles, trash receptacles and any other streetscape element)—a straight and continuous minimum five feet of sidewalk is required to be maintained at all times. •Show the location of service elements, such as trash dumpsters, utility meters, loading docks, backflow preventers, siamese connections and electrical, plumbing, mechanical and communications equipment away from a street front. All service elements shall be situated and screened from view to the street and adjacent properties. 	
Landscape Plans (Signed and Sealed)	Drawing	L-1	<i>This section is intentionally left blank</i>	Optional
Irrigation Plans (Signed and Sealed)	Drawing	IR-1	This section is intentionally left blank	Optional
Complete list of all folio number(s) and property address(es)	Document	PZD-3	<p>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.</p> <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>	Optional



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			Search City of Miami folios and addresses through the City online GIS tool .	
Pre-Application Summary Report	Document	PZD-4		Optional
Photos	Document	PHO-1	Minimum of two (2) current color photographs of proposed outdoor dining area, building façade, and sidewalk area adjacent to proposed dining. Photographs must be keyed to the site plan.	Required
Outdoor Furniture Specifications	Document	PHO-2	Photos and dimensions of proposed outdoor furniture, including tables, chairs, planters; etc	Required if outdoor areas are included as part of this request
Copy of the Certificate of Use	Document	PZD-5	Copy of the Certificate of Use (for adding alcohol to an existing use)	Required
Operational Plan (see Miami Code of Ordinances Chapter 4; Section 4-7 for full detail)	Document	PZD-6	(1) Operational plan with hours of operation, number of employees, menu items, business goals, and other characteristics pertinent to the business. (2) Parking. Describes where and how the parking is to be provided and utilized, e.g., valet, self-park, shared parking, after-hour metered spaces, and the way the parking is to be managed. (3) For capacities over 300 persons, an indoor/outdoor crowd control plan that addresses how large groups of people waiting to enter and, on the premises, will be controlled. (4) A security plan for the establishment and any parking facility. (5) For capacities over 300 persons, a traffic circulation analysis and plan that details the impact	Required



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			<p>of projected traffic on the immediate neighborhood and how this impact is to be mitigated.</p> <p>(6) A sanitation plan which addresses on-site facilities as well as off-premises issues resulting from the operation of the alcohol service establishment.</p> <p>(7) A plan depicting proximity of the proposed alcohol service establishment to districts residential.</p> <p>(8) If within 200 feet of any residential use, a noise attenuation plan that addresses how noise will be controlled shall be required.</p>	
Alcohol Reservation Letter	Document	PZD-7	Alcohol Reservation letter must be accompanied by a distance survey from a licensed and certified surveyor which addresses all distancing requirements from the proposed location	Required
Disclosure Affidavit of No Monies Due to the City	Document	PZD-30	Downloadable form from ePlan webpage	Required