



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

Special Permits Checklist

Warrant Signs

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	The letter of intent (LOI) must indicate how the proposed Use conforms to standards related to the transect zone. LOI must be consistent with the plans and include: <ul style="list-style-type: none"> •Reference applicable Miami 21 Code section for request •Property address, folio number, and description of the proposed sign(s) type: Building Identification, major tenant, establishment name, hours of operation, Class A, Class B, Class C, etc. •The number of signs included in application •The Aggregate Area of sign(s) •The height of sign(s) 	Required
Notarized Hold Harmless Agreement (Signed by Owner or Owner's representative)	Document	PZD-2	<i>This section is intentionally left blank</i>	Optional



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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. Add Monument signs survey requirement.	Optional (see note)
Vegetation Survey (Signed and Sealed within one year of application date)	Drawing	V-2	<i>This section is intentionally left blank</i>	Optional
Latest Microfilm records (Renovations and/or additions)	Drawing	A-1	<i>This section is intentionally left blank</i>	Optional
Signed and Sealed Sign renderings, materials, and Architectural Plans that must include site plan, floor plans, elevations, zoning legend, diagrams, site and context photos, details, and materials)	Drawing	A-2	Plans must include at a minimum: <ul style="list-style-type: none"> •The number of signs included in application •The Aggregate Area of sign(s) •The dimension of sign(s) •Elevation drawings •The height of sign(s) •Location of sign at Frontage •Daytime and nighttime renderings •Overlaid on image of completed building or building rendering •Sign material •Shows illumination mechanism when applicable 	Required
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	Required for monument signs	Optional
Complete list of all folio number(s) and property address(es)	Document	PZD-3	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. Some properties have a separate City of Miami	Optional



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			and Miami-Dade County address. Only use the City of Miami address for the application. Search City of Miami folios and addresses through the City online GIS tool .	
Pre-Application Summary Report	Document	PZD-4		Optional
Sign Materials	Drawings	PHO-1	<ul style="list-style-type: none"> • Sign drawings • Shows material of sign • Shows dimensions of sign • Shows illumination mechanism when applicable 	Required
Photos	Document	PHO-2-	Minimum of four (4) 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
Disclosure Affidavit of No Monies Due to the City	Document	PZD-30	Downloadable form from ePlan webpage	Required