



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

Entitlements Checklist

Development Agreement 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	Drawings	A-0	If provided, this is a table of contents for the drawings or diagrams you are uploading. It should contain the Drawing/Diagrams Name and Drawing Description that are cross referenced or Exhibits in the Development Agreement.	Required
Application (Signed by Owner or Owner's Representative)	Document	PAP-1	This document is generated by the Online Application System (“OAS”) in ePlan. Print it when you complete your application, sign it, scan, and upload it to fulfill this requirement.	Required
Signed Letter of Intent	Document	PZD-1	The letter of intent (LOI) must address how the Development Agreement meets the intent and complies with all applicable regulations* LOI analysis must include: <ul style="list-style-type: none"> • Reference applicable Local, State, and Federal Regulations including Miami Code section for the request. * • Property address, folio number, zoning, and description of the property • Proposed Code modifications for Special Area Plan (SAP) (if applicable) • How this project will be in context with the immediate neighborhood • Description of Public Benefits 	Required



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Document Description	Doc/Drawing	Document Name	Special Notes/Comments	Required/Optional
			<ul style="list-style-type: none"> History of any previous amendments and entitlements <p>Finally, this must address if this is a standalone Development Agreement or if this is related to a Special Area Plan (SAP)</p> <p>* Including, but not limited to Public Benefits, Local Hiring, Living Wage, Signage, Environmental Resources, Street Beautification, Preservation of Historic Buildings, Park Improvements, and Mitigation of Adverse Impacts must indicate how the proposal conforms to the standards of all applicable regulations Miami 21 Code, Miami Comprehensive Neighborhood Plan, State Statute, and City Code.</p>	
Pre-Application Summary Report	Document	PZD-2	<i>This section intentionally blank</i>	Required
Annual Report	Document	PZD-10	Copies of previous annual reports (for SAPs) must be submitted as part of this review	Required, as applicable
Development Agreement	Document	PZD-4	<i>This section is intentionally left blank</i>	Required
Legal Description for the Proposed Zoning Transect(s)	Document	PZD-5	Please be sure that the legal description(s) accurately reflect(s) the geographies of the property you wish to rezone by your SAP, and that the descriptions delineate all the new transect boundaries. Failure to ensure that this information is correct will result in delays in finalizing staff reports and, as a result, delays in receiving a batch stamp.	Required
Complete list of all folio number(s) and property address(es) in PDF	Document	PZD-6	<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> <p>Search City of Miami folios and addresses through the City online GIS tool.</p>	Required, as applicable



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Document Description	Doc/Drawing	Document Name	Special Notes/Comments	Required/Optional
Legal Description	Document	HB-1	Exhibit "A" Legal description and sketch for all subject property(ies) rem	Required for public hearing process.
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	Corporate Resolution, or Power of Attorney, from all owners or Board of Directors providing authority to submit the application on behalf of the organization, if you are representing an organization	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.



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Document Description	Doc/Drawing	Document Name	Special Notes/Comments	Required/Optional
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	HB-13	Downloadable from Hearing Boards webpage	Required for public hearing process, as applicable.
Confirmation Letter from City Regarding Use of Restricted Funds	Document	HB-14	For Vacation and Street Closures Only	Required for public hearing process, as applicable.
Signed, attestation	Document	HB-15	Signed and attested by person who prepared list of adjacent property owners within 500 feet	Required for public hearing process, as applicable.
Complete list of all property owners	Document	HB-16	In an Excel format, not older than 6 months	Required for public hearing process, as applicable.
Proof of no open code violation(s) and no open invoices on the subject property(ies)	Document	HB-17	The report is valid up to 30 days from the report's processing date. Additional reports will be required if the reports have expired prior to the noticing of a public hearing date.	Required for public hearing process, as applicable.
Proof of Full Payment of Invoice	Document	HB-18	You will receive an invoice from Hearing Boards Staff per the fee schedule. You must make payment pursuant to Code before application is scheduled for hearing	Required for public hearing process, as applicable.
<p>Attachment A: When your Development Agreement accompanies an SAP, your LOI requires a table summary that describes the property for which the companion SAP seeks to change zoning Transects and regulations, in addition to any potential Comprehensive Plan Amendments. 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. For SAPs with zoning changes, be mindful to document all changes to the FLUM and zoning atlas with this table.</p>				



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Document Description		Doc/Drawing	Document Name	Special Notes/Comments				Required/Optional
#	Folio		City of Miami Address	SQ FT	Existing FLU Designation(s)	Proposed FLU Designation(s)	Existing Zoning	Proposed Zoning
1	0141110150431		1255 SW 13 CT	5,400	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.								