



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

Special Permits Checklist

Exception

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
Exception Application (Signed by Owner or Owner's Representative)	Document	PAP-1	<i>This section is intentionally left blank</i>	Required
Letter of Intent (Describe Nature of Application) (Signed by Owner or Owner's Representative)	Document	PZD-1	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: <ul style="list-style-type: none"> •Reference applicable Miami 21 Code section for request •Goals and Objective from Miami Comprehensive Neighborhood Plan (MCNP) •Property address, folio number, and description the property •The existing and proposed uses on the property •Proposed square footage of the interior and exterior area and include aggregated square footage 	Required
Notarized Hold Harmless Agreement (Signed by	Document	PZD-2	<i>This section is intentionally left blank</i>	Optional



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Owner or Owner's Representative				
School Concurrency Determination	Document	PZD-6	<p>All projects resulting in 20 or more Net New Units (residential units) are required to be tested for school concurrency Level of Service (LOS). Verification of this testing is the School Concurrency Determination provided directly from Miami-Dade County Public Schools (MDCPS) and emailed directly to the applicant (the City will have MDCPS correspond with applicants via the email provided in OAS). This document must be uploaded and listed in the Index prior to batch stamp.</p> <p>NOTE: (Net New Units) = (Proposed New Units) - (Demolished Units, If Any)</p> <p>Learn more about school concurrency, here: https://www.miamigov.com/Government/Departments-Organizations/Planning/School-Concurrency/Reserve-School-Capacity-through-School-Concurrency</p>	Optional
Signed and Sealed Architectural Plans	Drawing	A-1	Must include floor plans, elevations, zoning legend, diagrams, site and context photos, details and materials)	Required
Signed and Sealed Irrigation Plans	Drawing	IR-1	<i>This section is intentionally left blank</i>	Optional
Vegetation Survey (Signed and sealed within one year of application date)	Drawing	V-2	<i>This section is intentionally left blank</i>	Optional
Signed and Sealed Landscape Plans	Drawing	L-1	<i>This section is intentionally left blank</i>	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</p>	Optional



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			the application.	
			Search City of Miami folios and addresses through the City online GIS tool.	
Pre-Application Summary Report	Document	PZD-4		Required
Voluntary Covenant (word)	Document	PZD-5	Document in word. If the request includes the modification of a Covenant, the recorded covenant must be included	Optional
Min of two photos (within 6 months) of existing site conditions	Document	PHO-1	PDF or JPEG format only, must be keyed to a site plan	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.
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.



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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.