

# PRE-APPLICATION REFERRAL



\_\_\_\_\_  
Folio #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Applicant Phone Number

\_\_\_\_\_  
Applicant E-mail Address

\_\_\_\_\_  
Project Street Address

**TO BE COMPLETED BY THE OFFICE OF ZONING:**

- One (1) 24"X36" or larger set of signed and sealed plans
- Survey within one year with Building Baseline established by Public Works

\_\_\_\_\_  
Transect Zone

\_\_\_\_\_  
Type of Permit Requested – Code Section

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Summary of Request

\_\_\_\_\_  
Referral issued by:

\_\_\_\_\_  
Date

# PRE-APPLICATION MEETING REQUIREMENT FORM

Pre-App # \_\_\_\_\_

The items outlined below must be submitted to the Planning Department in their totality for the application to be considered complete and Pre-Application Meeting scheduled.

## REQUIRED DOCUMENTS:

- |   |  |
|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Letter of Intent (summarizing the proposal)  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Zoning Pre-Application referral  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | One (1) set of 24" X 36" and two (2) 11" X 17" signed and sealed plans.<br>Plans shall include: <ul style="list-style-type: none"><li>• Zoning Information (Parking, Loading, FLR, Lot Coverage, Open Space, Bonuses, Parking Reduction, etc.)</li><li>• Site Plan (Including all requirements stated in Section 7.1.3.3 in the Miami 21 Code)</li><li>• Floor Plan(s)</li><li>• Detail 1/8" = 1' Blow-up Elevations of Typical Patterns (Units, Balconies, and Additional Features.</li><li>• Color Elevations (Label All Materials, Colors, Textures, etc.)</li><li>• Ground Perspective (Arcades, Terraces, Entrances, Plaza, etc.)</li></ul> |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Context Plan: <ul style="list-style-type: none"><li>• Aerial Photograph (minimum 3 block adjacency) shall include Zoning Designations, Street Label and Identify Primary and Secondary Frontages</li><li>• Scale Comparison to Adjacent Structures for Height and Architectural Massing</li><li>• Photos of Existing Site Conditions and Neighboring Properties</li></ul>  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | One original survey dated within one year of application, with building baseline established by the Department of Public Works <ul style="list-style-type: none"><li>• Include Existing Tree Survey and Disposition Plan</li></ul>   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Landscape Plan: <ul style="list-style-type: none"><li>• City of Miami Landscape Legend affixed to Plans</li><li>• Proposed Trees, Planting Plan, Landscape Details, Tree Removal and Tree Replacement Calculations.</li><li>• Hardscape Materials (Paving, Fences, Walls, Gates, etc.)</li><li>• Site Lighting and Site Furniture (Benches, Trash Receptacles, Onsite Signage, etc.)</li><li>• Irrigation Plan Compatible with Plan Materials Specified</li></ul>  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Details and Materials <ul style="list-style-type: none"><li>• Detail of Screening Systems, Garage Liners, Special Textures, Architectural Elements, Decorative Cornice or Parapet, etc.)</li><li>• Decorative Building Features, Paint Chip Colors, Lighting, Murals, and Artistic Details.</li><li>• Details of Balconies, Awnings, Railings, Fences, Grating, Louvers, Glazing, etc.)</li></ul>  |

\_\_\_\_\_  
Planning Coordinator

\_\_\_\_\_  
Review Date

**CITY OF MIAMI**  
P L A N N I N G & Z O N I N G D E P A R T M E N T

Ph: 305-416-1400

444 SW 2<sup>nd</sup> Ave 3<sup>rd</sup> Floor Miami, FL 33130

[www.miamigov.com/planning](http://www.miamigov.com/planning)