



Planning Department 444 SW 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor, Miami FL - 33130

# Special Permits Checklist

## Certificate of Approval

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	Special Notes/Comments	Required/Optional
Certificate of Approval Application (Signed by Owner or Owner Representative)	<i>This section is intentionally left blank</i>	Required
Survey with BBL established by PW (Signed and Sealed within one year of application date)	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
Photographs of the site	JPEG or PDF format only	Required
Signed and Sealed Tree Survey	Prepared by land surveyor or landscape architect. For single family homes and duplexes may be prepared by homeowner	Required
Signed and Sealed Site Plan	Showing location of new construction, paving, or pool installation	Required
Signed and Sealed Tree Removal Plan	Showing trees to be removed and the required tree mitigation for tree removal	Required
Signed and Sealed Tree Relocation Plan	A schedule for root and canopy pruning and method of relocation	Required
Signed and Sealed Tree Protection Plan	A site plan showing the location of protective barriers to be erected during construction	Required
Tree Boundary Survey	Label all existing trees with a legend indicating the name, trunk diameter, and approximate height and spread of each tree, as well as its condition. In addition, specify which trees are to be removed, relocated, or to remain	Required
Report from Certified Arborist	For removal of invasive, dead, diseased, or dangerous trees	Required
Complete list of all folio number(s) and property address(es)	PDF Document (Note: If all folios and property addresses have not been submitted online, please provide supplemental documentation detailing all additional folios and property addresses	Optional