



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

Special Permits Checklist

Class II Permit

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
Class II Application (Signed by Owner or Owner's Representative)	<i>This section is intentionally left blank</i>	Required
Letter of Intent (Signed by Owner or Owner's 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
Notarized Hold Harmless Agreement (Signed by Owner or Owner's representative)	<i>This section is intentionally left blank</i>	Optional
Latest Microfilm records (Renovations and/or additions)		
Signed and Sealed Architectural Plans that must include floor plans, elevations, zoning legend, diagrams, site and context photos, details and materials). Please note: Include side by side approved plans and proposed plans.	<i>This section is intentionally left blank</i>	Required
Signed and Sealed Irrigation Plans	<i>This section is intentionally left blank</i>	Required
Vegetation Survey (Signed and sealed within one year of application date)	<i>This section is intentionally left blank</i>	Required
Signed and Sealed Landscape Plans	<i>This section is intentionally left blank</i>	Required
Complete list of all folio number(s) and property address(es)	<i>This section is intentionally left blank</i>	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