

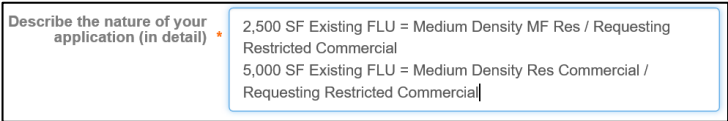


Planning Department 444 SW 2nd Avenue, 3rd Floor, Miami FL - 33130

Comprehensive Plan (FLUM) Amendment Checklist

If you are submitting a request for this application type, the below documents are required to be submitted to meet the Planning Department's minimum requirements. Note, **naming conventions are listed in brackets and strictly enforced.**

DO NOT ALTER THE NAMING CONVENTIONS ON THIS SHEET. If you provide supplemental materials, refer to the *Standard Naming Convention for Drawings* found on miamigov.com.

OAS Action	Special Notes/Comments	Required/Optional
Describe your property in square footages in OAS: existing FLU designation(s) and proposed FLU designation(s) <i>[this directive offered for clarification]</i>	When prompted to "describe the nature of your application (in detail)," in OAS, please respond, by square footage , with the existing designation of all property, and, by square footage , what you are requesting. See the example screenshot here for guidance: 	Required

Document Type	Special Notes/Comments	Required/Optional
ePlan Index [PZD-1]	Strict adherence to the ePlan naming convention is key to success in ePlan. Simplify by making sure you upload the INDEX. Changes to documents will requires updates to this index.	Required
Pre-Application Meeting Form [PZD-2]	You will receive a form during your pre-application meeting. Be sure this is signed by you and at least one of the planner present in the meeting to verify that you attended this meeting. Do not leave the meeting without your copy so you will have it for upload to ePlan. If you do lose yours, contact the Planning Department to discuss (305-416-1400).	Required
Signed Comprehensive Plan amendment application [PAP-1]	This document requires the signature of the owner and applicant. Be mindful to provide the proper signatures because failure to do so will result in failure to pass prescreen. If the property owner is unavailable to sign this document, contact the Chief of Comprehensive Planning to determine if any alternative can be arranged in time to meet the prescreen deadline.	Required
Signed Letter of Intent [PZD-3]	In your Letter of Intent, explain how your application is consistent with the Miami Comprehensive Neighborhood Plan (MCNP). Include a tabular summary of each property, detailing existing FLU designation and proposed FLU designation, square footage, and specifying instances in which you are proposing to only change a part of a parcel.	Required



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

Document Type	Special Notes/Comments	Required/Optional
Application Analysis [PZD-4]	<p>Be sure to identify the existing Future Land Use designation and the proposed Future Land Use designation with an eye toward density, intensity, all applicable levels of service, and socio-demographic dynamics in the study area of a 1/2-mile radius. If this application strains levels of service, you should explain plans to improve levels of service or to provide mitigation. Identify goals, objectives, and policies that support your application, and, importantly, <i>explain how those support your application in a discursive element of your analysis.</i></p> <p>The analysis may be included within the Letter of Intent or it can be a separate document.</p>	Required
Survey [V-1, V-2, V-3, and so on...]	The survey must be signed and sealed within six months of the upload. The survey must include the acreage of each individual lot. The base building line must be affixed by the Department of Resilience and Public Works.	Required
Context Photos [PHO-1, PHO-2]	Upload a minimum of two photos, measuring 8" x 10" of the subject site in JPG format only, and thus, each photo shall be uploaded singly. Label the photos.	Required
Existing Future Land Use Map (FLUM) [PZD-5]	A FLUM, zoomed to the subject property, depicting the existing Future Land Use designation(s), to an extent such that the site is viewable in a context of a city-block on all sides. If the property is bound by water, use a boundary of a reasonable size based on a city block. A convenient way to do this is to use the City's GIS tool, accessible here: http://maps.miamigov.com/miamizoning/ . Be sure the following elements are found on the map: (1) Title (try "Existing FLUM"); (2) Outline or other clear identifier of the subject parcel(s); (3) Existing FLU for the subject parcels must be discernable on the map—use a legend if necessary, or draw the designation(s) directly onto the map.	Required
Proposed FLUM [PZD-6]	A FLUM, zoomed to the subject property, depicting the proposed Future Land Use designation(s), to the same extent as the map in PZD-5. You can use the same map and draw the new information onto it as long as the necessary information is legible. Be sure the following elements are found on the map: (1) Title (try "Proposed FLUM"); (2) Outline or other clear identifier of the subject parcel(s); (3) Proposed FLU designations are displayed in an understandable way on the map—use of a legend is acceptable.	Required
List of All Folio Numbers [PZD-7]	For applications with more than one folio number , you must upload a PDF document that includes all the folio numbers and addresses.	Required for applications with >1 folio number



Document Type	Special Notes/Comments	Required/Optional
Legal Description(s) & Sketch of Proposed New FLUM Designation(s)/ "Exhibit A" ⁱ [PZD-8]	<p>Legal Descriptions written by a surveyor shall describe the boundaries of all proposed changes to the FLUM. A separate description must be provided for each proposed new designation. The initial point in the description shall be tied to either a government corner, a recorded corner, or some other well-established survey point. Label this document "Exhibit A."</p> <p>A Survey Sketch shall accompany each Legal Description. All Survey Sketches shall show all information referenced in the description and shall state that the Survey Sketch is not a survey. All Survey Sketches shall be signed and sealed.</p>	Required
Neighborhood Outreach Reports [PZD-9]	<p>We recommend that you conduct neighborhood outreach. The Planning, Zoning, and Appeals Board (PZAB) and City Commission often want to know what the community thinks about your proposal. Applicants are recommended to contact the Neighborhood Enhancement Team (NET) office, neighborhood associations, and neighbors within the 500-foot notification radius. Include sign-in sheets, reports, letters from stakeholders, or any other documents that seem relevant.</p> <p>Outreach may continue during the submittal process.</p>	Optional
Market Study and Site Analysis [PPD-1]	<p>Pursuant to Policy PA-3.1.2 of the MCNP, properties amending the Future Land Use designation of property on the Miami River shall submit a market study and site analysis. The study will be peer reviewed, at the applicant's expense. Alternatively, the applicant can pursue the no-net-loss policy. Applicants are encouraged to consult the Planning Department 6-8 months prior to Pre-Application to discuss these processes.</p>	This is ONLY required for parcels on Miami River. See Planning Staff for details.
Covenant [PZD-10]	<p>Pursuant to Policy PA-3.1.9 of the MCNP, properties amending the Future Land Use designation of property on the Miami River may be required to submit a covenant. Consult the Planning Department for assistance.</p>	This is ONLY required for parcels on Miami River. See Planning Staff for details.
Concept Book (in cases of SAPs) [A-0, A-1, A-2, A-3...]	<p>For FLUM amendments accompanying Special Area Plans, please upload the Concept Book. Note: A-0 is the naming convention for the index.</p>	Required for SAP Companion Items
Economic Study (in cases of SAPs) [PPD-2]	<p>Special Area Plans are accompanied by analyses of tax revenue, permit revenue, job creation, fiscal impact, etc. Provide this analysis with the FLUM amendment documents.</p>	Required for SAP Companion Items as Applicable.



Document Type	Special Notes/Comments	Required/Optional
Development Agreement (in cases of SAPs) [PPD-3]	Special Area Plans are accompanied by a Development Agreement that impacts concurrency, jobs, phasing of development, provision of infrastructure, and other matters pertaining to the comprehensive plan and matters subject to Sec. 163, FS. Provide this with FLUM amendments accompanying SAPs.	Required for SAP Companion Items.
Regulating Plan (in cases of SAPs) [PZD-11, PZD-12, PZD-13...]	For reference, upload a copy of the regulating plan.	Required for SAP Companion Items as Applicable.
Other, unlisted items See “Standard Naming Convention for Drawings and Documents” on miamigov.com	If you wish to provide other, supplemental materials, refer to the naming convention offered here , or search the term “naming convention” at www.miamigov.com .	Optional
Acknowledgement by Applicant [PZD-HB2]	Downloadable from Hearing Boards webpage.	Required for batch stamp
Lobbyist Registration [PZD-HB3]	Downloadable from Hearing Boards webpage.	Required for batch stamp
Signed and Notarized Affidavit or Authority to Act [PZD-HB4]	Downloadable from Hearing Boards webpage.	Required for batch stamp
Disclosure of Agreement to Support or Withhold Objection [PZD-HB5]	Downloadable from Hearing Boards webpage.	Required for batch stamp
Disclosure of Ownership [PZD-HB6]	Downloadable from Hearing Boards webpage.	Required for batch stamp
Disclosure of all Contract Purchasers [PZD-HB7]	In the event that the Applicant is not the owner of the subject property, the creation of this document is the responsibility of the Applicant.	Required for batch stamp as Applicable
Certificate of Status from Tallahassee [PZD-HB8]	For Florida-incorporated entities, this document is required.	Required for batch stamp as Applicable
Corporate Resolution, or Power of Attorney (POA) [PZD-HB9]	For Applicants submitting on another’s behalf.	Required for batch stamp as Applicable
Corporate Resolution or POA from all Contract Purchasers [PZD-HB10]	Required from all entities with a purchase contract.	Required for batch stamp as Applicable



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

Document Type	Special Notes/Comments	Required/Optional
List of Board of Directors (owners) [PZD-HB11]	Required from all owners with boards of directors.	Required for batch stamp as Applicable
List of Board of Directors (contract purchasers) [PZD-HB12]	Required from all contract purchasers with boards of directors.	Required for batch stamp as Applicable

ⁱ Please note that the Legal Description describes the physical boundaries of the new boundaries to be created in the Future Land Use Map. These often follow lot lines, but not always. To ensure the accuracy of records, all applications must provide a legal description with a survey sketch written by a licensed surveyor in the State of Florida. Criteria for Survey Sketches are established by 5J-17, FAC. To ensure your application is approved in time for the prescreen deadline, be sure your survey sketch is completed by a survey and signed and sealed. If you upload these documents to ePlan, the surveyor must be registered with the City’s ePlan vendors. Be sure to confirm that your surveyor has the proper credential to sign documents digitally or your documents will not be accepted for the Spring 2020 cycle. You can read about digital signatures here, or email eplanpz@miamigov.com for more information.