



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

Rezone Checklist

Rezone Pre-Application Submittal Requirements

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
Rezone Application (Signed by Owner or Owner Representative)	Document	PAP-1	This document is generated by the Online Application System (“OAS”) in ePlan. Print it when you complete your application, sign it, scan and upload it to fulfill this requirement.	Required
Signed Letter of Intent)	Document	PZD-1	<p>The letter of intent (LOI) must explain the nature of the Rezone request and how it is consistent with Comprehensive Plan, Miami 21 Code, other city regulations, and changing conditions.</p> <p>The LOI must include the property address(es) and the legal description of the site as an attachment. Provide a tabular summary of each property detailing the existing and proposed Zoning Transect, square footage of each property, and specify instances in which only a portion of a parcel is proposed to change (create or maintain a split zoned parcel).</p>	Required
Applicant Analysis (In accordance with Miami 21, 7.1.2.8, c.2(g))	Document	PZD-2	<p>All requests to amend the Zoning Atlas must include an analysis of the properties within a 1/2-mile radius of the subject property regarding the existing condition of those properties and the current zoning and Future Land Use designations of those properties.</p> <p>The analysis shall include photos of building elevations of both sides of the street, extending 300 feet beyond all boundaries of the</p>	Required



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			<p>site. Key these photos to a plan or map. Include an aerial photo. This analysis shall explain why the zoning change is appropriate and why the existing zoning is inappropriate. Address the criteria for zoning changes as listed in Miami 21, Section 7.1.2.8.f.</p> <p>This analysis is required as a separate document for all applications.</p>	
Pre-Application Summary Report	Document	PZD-3	The Pre-Application form that with information from the pre-application meeting with staff. This form that is signed digitally or by hand by staff that participated in the meeting.	Required
Complete list of all folio number(s) and property address(es) in PDF	Document	PZD-4	<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 the application.</p> <p>Search City of Miami folios and addresses through the City online GIS tool.</p>	Required only for applications with more than one folio number
Existing Zoning Map	Document	PZD-5	<p>A Zoning Map, zoomed to the subject property, depicting the existing Zoning 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 at https://gis.miamigov.com/miamizoning/</p> <p>Be sure the following elements are found on the map: (1) Title (try "Existing Zoning"); (2) Outline or other clear identify of the subject parcel(s); (3) Existing Zoning for the subject parcels must be discernable on the map—use a legend if necessary, or draw the designation(s) directly onto the map.</p>	Required



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			<p>You may request the Geo-Planning Team to create this map for you through GIS for separate fee (allow 3 weeks for completion). Make your request online at: https://us.openforms.com/Form/82d136ad-837b-4210-a7d8-7e4d013b8135</p>	
Proposed Zoning Map	Document	PZD-6	<p>A Zoning Map, zoomed to the subject property, depicting the proposed Zoning designation(s), buffer depicting the proposed Zoning designation(s), to the same extent as the map in PZD-5.</p> <p>You may use the same map and draw the new information onto it if the necessary information is legible. Be sure the following elements are found on the map: (1) Title (try “Proposed Zoning”); (2) Outline or other clear identifier of the subject parcel(s); (3) Proposed Zoning designations are displayed in an understandable way on the map—use of a legend is acceptable.</p> <p>You may request the Geo-Planning Team to create this map for you through GIS for separate fee (allow up to 3 weeks for completion). Make your request online at: https://us.openforms.com/Form/82d136ad-837b-4210-a7d8-7e4d013b8135</p>	Required
Legal Description and Survey Sketch Title in Packet: Exhibit "A"	Document	PZD-7	<p>Legal Descriptions written by a surveyor shall describe the boundaries of all proposed changes to the Zoning Atlas. A separate description must be provided for each proposed new zoning 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 must accompany each Legal Description. All</p>	Required



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			<p>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> <p>Survey sketches must include the area for each proposed new zoning designation.</p> <p>Pro-tip: View this instructional video about legal descriptions and survey sketches for helpful information.</p>	
Recorded Deed (Legal Description must match survey)	Document	PZD-8	This document is required for Planning Staff to complete analysis, prior to batch stamp. Submit this document at your earliest convenience if it is not available at the time of submission.	Required
Survey within one year of application date (signed and sealed)	Drawing	V-1	This section is intentionally blank	Required
Neighborhood Outreach	Document	PZD-9	<p>It is highly recommended to conduct outreach for the proposed Rezone. It is suggested that the applicant contact the Neighborhood Service Center Division, homeowner/neighborhood associations, and neighbors within the 500-foot notification radius to alert them of the proposed Rezone request.</p> <p>If outreach is held, please submit sign-in sheets, notes, findings, and resolutions from outreach as part of the submittal package.</p> <p>Additionally, if the application is modified you may want to provide additional outreach.</p>	Optional
Voluntary Covenant (Word)	Document	PZD-10	If you plan to proffer a voluntary covenant, provide this at your earliest convenience. Average review of covenants is two months. Delayed submission of covenants and changes to covenants will cause delays to the finalization of staff reports and final batch stamp. NOTE: All proffers of covenants are voluntary and at the	Required only for applicants who voluntarily proffer a covenant



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			sole discretion of applicants. Staff retains the right to review and comment on the proffer(s).	
Affidavit and disclosure of ownership of all owners and contract purchasers of the property, including recorded warranty deed and tax forms of the most current year.	Document	BLD-1	<p>These documents are required for Planning Staff to complete analysis, prior to batch stamp, in instances where applicable. Submit these documents at your earliest convenience if they are not available at the time of submission.</p> <p>For corporations and partnerships, include articles of incorporation, certificate of good standing, and authority of the person signing the application. Non-profit organizations shall list members of the Board of Directors for the past year.</p>	Optional
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.



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Corporate Resolution or Power of Attorney ("POA")	Document	HB-9	Applicants who are submitting on the Owner's behalf	Required for public hearing process.
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	HB-13	Downloadable from Hearing Boards webpage.	Required for public hearing process.