



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

Change of Zoning (Rezone) 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 Zone designation(s) and proposed Zone 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: <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Describe the nature of your application (in detail) *</p> <p>2,500 SF Existing Zoning = T4-L / Requesting T5-O 5,000 SF Existing Zoning = T5-R / Requesting T5-Q</p> </div>	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. <u>Do not leave the meeting without your copy,</u> you must upload it into ePlan. If you lose your document contact the Planning Department to discuss (305-416-1400).	Required
Signed Rezone 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 Land Development to determine if an alternative may be arranged to comply with the prescreen deadline.	Required



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

Document Type	Special Notes/ Comments	Required/Optional
Signed Letter of Intent [PZD-3]	Your Letter of Intent (LOI) must include the property address(es) and the legal description of the site as an attachment. Explain the nature of the Rezone request and how it consistent with Comprehensive Plan, Miami 21 Code, other city regulations, and changing conditions. Include a tabular summary of each property, detailing existing Zoning designation and proposed Zoning designation, square footage, and specific instances where only change a portion of a parcel.	Required
Application Analysis [PZD-4]	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. The analysis shall include photos of building elevations of both sides of the street, extending 300 feet beyond all boundaries of the site. Include an aerial photo. This analysis shall explain why the zoning change is appropriate and why the existing zoning is inappropriate. Be mindful to address criteria for zoning changes as addressed in Miami 21, Section 7.1.2.8.f. The analysis may be included within the Letter of Intent or it can be a separate document.	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 to complete the pre-screen review process.	Required
Context Photos [PHO-1, PHO-2, and so forth...]	Upload a minimum of two photos, measuring 8" x 10" of the subject site in JPG format only, each photo shall be uploaded individually. More photos are encouraged to show neighborhood context, special features of the site, etcetera. Label all photos to indicate what is being viewed by the reader, include street names, and a north arrow.	Required



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

Document Type	Special Notes/Comments	Required/Optional
Existing Zoning Map [PZD-5]	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 here: http://maps.miamigov.com/miamizoning/ 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.	Required
Proposed Zoning Map [PZD-6]	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. 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	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
Legal Description(s) & Sketch of Proposed New Zoning Designation(s)/ "Exhibit A" [PZD-8]	Legal Descriptions written by a surveyor shall describe the boundaries of all proposed changes to the Zoning . 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." 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.	Required



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

Document Type	Special Notes/Comments	Required/Optional
Neighborhood Outreach Reports [PZD-9]	<p>The Planning Department recommends that you conduct neighborhood outreach. The Planning, Zoning, and Appeals Board (PZAB) and City Commission 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. As proof of outreach upload sign-in sheets, reports, letters from stakeholders, or any other documents that seem relevant.</p> <p>Outreach may continue during the submittal process.</p>	Highly Recommended -Currently Optional
Covenant [PZD-10]	<p>Covenants proffered by applicants require review by departments outside of Planning. Submission of a covenant after the initial submittal typically adds eight-weeks of review time prior to batch stamp.</p> <p>If you are covenanting to a site plan, this requires a “Dry Run” application through the Office of Zoning. This DRY Run typically adds twelve weeks of time to the Rezone process.</p>	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



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

Document Type	Special Notes/Comments	Required/Optional
Disclosure of all Contract Purchasers [PZD-HB7]	If 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	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
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 Zoning Atlas. 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.