



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

Special Area Plan (SAP) 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.

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.	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 the planner(s) present, affirming the date you met.	Required
Signed SAP application [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 [PZD-3]	Letter of Intent (LOI) must include the property address(es). Explain the application. Provide an overview of application materials, including the concept book, regulating plan, and development agreement. What are the goals and objectives achieved by the SAP? Summarize the supporting data provided as backup. Address all neighborhood outreach that has occurred leading up to submission of application. Outline the Application Analysis.	Required
Application Analysis (Per Miami 21, Section 7.1.2.8, c.) [PZD-4]	Include an analysis of the properties within a 1/2-mile radius of the proposed SAP 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 zoning changes and why they are appropriate. These analyses are subject to criteria for rezones, established in Miami 21, 7.1.2.8 (f) and the provisions of Section 3.9 for SAP.	Required
Concept Book (Signed and Sealed) (Per Miami 21, Section 3.9.1) [A-1, A-2, A-3...][L-1, L-2, L-3...]	Concept Book that must include existing and proposed FLUM and Zoning Atlas with dimensions, floor plans, elevations [A-1], zoning legend, general location map, diagrams, site and context photos, details and materials, and landscape plan [L-1] as applicable. This document provides the overall concept for the master plan of the assemblage.	Required



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Regulating Plan (Per Miami 21, Section 3.9.1) [PZD-11, PZD-12, PZD-13...]	Proposed SAP regulatory guidelines shall follow established Miami 21 format. Typical submittals use Miami 21 excerpts as a base document and modify it with strike-throughs and underlines to address site-specific issues.	Required
Development Agreement (Per Miami 21, Section 3.9.1) [PZD-14]	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
Economic Study [PPD-2]	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.	Required

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Survey (Per Miami 21, Section 7.1.2.8, c.) [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 property. The Planning Department recommends that all surveys include the base building line (BBL) to be affixed by the Public Works Department prior to submission.	Required
Affidavit and disclosure of ownership of all owners and contract purchasers of the property, including recorded warranty deed and tax forms of	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.	Required



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<p>the most current year. [PZD-5]</p>		
<p>Legal Description(s) & Signed and Sealed Sketch/ "Exhibit A" (Per Miami 21, Section 7.1.2.8, c.) [PZD-6]</p>	<p>Legal Descriptions written by a surveyor and mapper shall describe the land boundaries of all proposed amendments to the Zoning Atlas. 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.</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>	<p>Required</p>
<p>List of All Folio Numbers [PZD-7]</p>	<p>For applications with more than one folio number, you must upload a PDF document that includes all the folio numbers and addresses.</p>	<p>Required</p>



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Neighborhood Outreach Reports [PZD-10]	<p>It is encouraged that applicants 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 residents and businesses 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
Acknowledgement by Applicant [PZD-HB2]	Downloadable from Hearing Boards webpage.	Required
Lobbyist Registration [PZD-HB3]	Downloadable from Hearing Boards webpage.	Required
Signed and Notarized Affidavit or Authority to Act [PZD-HB4]	Downloadable from Hearing Boards webpage.	Required
Disclosure of Agreement to Support or Withhold Objection [PZD-HB5]	Downloadable from Hearing Boards webpage.	Required
Disclosure of Ownership [PZD-HB6]	Downloadable from Hearing Boards webpage.	Required
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 as Applicable
Certificate of Status from Tallahassee	For Florida-incorporated entities, this document is required.	Required as Applicable



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[PZD-HB8]		
Corporate Resolution, or Power of Attorney (POA) [PZD-HB9]	For Applicants submitting on another's behalf.	Required as Applicable
Corporate Resolution or POA from all Contract Purchasers [PZD-HB10]	Required from all entities with a purchase contract.	Required as Applicable
List of Board of Directors (owners) [PZD-HB11]	Required from all owners with boards of directors.	Required as Applicable
List of Board of Directors (contract purchasers) [PZD-HB12]	Required from all contract purchasers with boards of directors.	Required as Applicable