



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

Entitlements Checklist

SAP Designation Pre-Application

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
SAP Pre-Application (Signed by Owner or Owner's 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	The letter of intent (LOI) must indicate how the proposed development conforms to standards of Miami 21. LOI must include: <ul style="list-style-type: none"> •Reference applicable Miami 21 Code section for request. •Property address, folio number, zoning, and description of the property •Proposed code modifications for SAP •How this project will address adjacent neighborhood's needs. •Description of Public Benefits. 	Required
Pre-Application Summary Report	Document	PZD-9		Report
Applicant Analysis of how the SAP complies with criteria in Miami 21	Document	PZD-2	<i>This section is intentionally left blank</i>	Required



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Document Description	Doc/Drawing	Document Name	Special Notes/Comments	Required/Optional
Supplemental reports justifying the SAP	Document	PZD-3	Some applicants provide economic analyses, various reports, etc., to support their applications. You are encouraged to include those reports with your initial pre-application submittal.	Optional
Survey with BBL established by PW (Signed and Sealed within one year of application date)	Drawing	V-1	Should applicant not have BBL designated this should not be a reason for rejection rather the Planning Department should refer to the PW-BBL discipline in ProjectDox.	Required
Signed and Sealed Concept Book.	Drawing	A-2	Must include existing and proposed FLUM and Zoning Atlas, floor plans, elevations, zoning legend, general location map, diagrams, site and context photos, details and materials, landscape plan This shall also include existing and proposed FLUM and Zoning Atlas.	Required
Regulating Plan	Document	PZD-4	<i>This section is intentionally left blank</i>	Required
Development Agreement	Document	PZD-5	<i>This section is intentionally left blank</i>	Required
Recorded Deed (legal description must match survey)	Document	PZD-6	<i>This section is intentionally left blank</i>	Required
Legal Description for the Proposed Zoning Transect(s)	Document	PZD-7	Please be sure that the legal description(s) accurately reflect the geographies of the property you wish to rezone by your SAP, and that the descriptions delineate all the new transect boundaries. Failure to ensure that this information is correct will result in delays to finalizing staff reports and, as a result, delays to receiving a batch stamp.	Required
Complete list of all folio number(s) and property address(es) in PDF	Document	PZD-8	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. Some properties have a separate City of Miami and Miami-Dade County address. Only use the City of Miami address for the application. Search City of Miami folios and addresses through <u>the City online GIS tool</u> .	Required as applicable



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Document Description	Doc/Drawing	Document Name	Special Notes/Comments	Required/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.
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.



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Document Description	Doc/Drawing	Document Name	Special Notes/Comments	Required/Optional
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	PZD-30	Downloadable from Hearing Boards webpage.	Required for public hearing process.

Attachment A: Your LOI now requires a table summary that describes the property for which you propose your SAP. Please format the table based on this template. Note, the second property illustrates how to summarize a proposal to amend the FLUM for a portion of a parcel. For SAPs with zoning changes, be mindful to document all changes to the FLUM and zoning atlas with this table.

#	Folio	City of Miami Address	SQ FT	Existing FLU Designation(s)	Proposed FLU Designation(s)	Existing Zoning	Proposed Zoning
1	0141110150431	1255 SW 13 CT	5,400	Duplex Res	Low Dens. Res. Comm.	T3-O	T4-R
2	0141110150430	1313 SW 13 ST	15,000*	Duplex Res	Low Dens. Res. Comm.	T3-O	T4-R

* This application only seeks to amend 9,000 SF of this parcel.