



Office of Zoning 444 SW 2nd Avenue, 2nd Floor, Miami FL - 33130

Special Permits Checklist

SAP Permit

If you are submitting a request for this application type, the below documents and/or plans are required to be submitted to meet the Office of Zoning minimum requirements.

Document Type	Special Notes/Comments	Required/Optional
SAP Permit Application (Signed by Owner or Owner's Representative)	<i>This section is intentionally left blank</i>	Required
Owner's Authorization Letter/Affidavit		Optional
Letter of Intent - Describe nature of application in accordance with the corresponding SAP and Miami 21 Code Regulations.	<i>This section is intentionally left blank</i>	Required
Survey with BBL established by PW (Signed and Sealed within one year of application date)	Should applicant not have BBL designated this should not be a reason for rejection rather the Zoning Department should refer to the PW-BBL discipline in ProjectDox.	Optional, May be required by Reviewers.
Signed and Sealed Architectural Plans that must include floor plans, elevations, zoning legend, diagrams, site and context photos, details and materials). Please note: Include side by side approved plans and proposed plans.	<i>This section is intentionally left blank</i>	Required
Landscape Plans (Signed and Sealed)	<i>This section is intentionally left blank</i>	Optional, May be required by Reviewers.
Vegetation Survey (Signed and Sealed within one year of application date)	<i>This section is intentionally left blank</i>	Optional, May be required by Reviewers.
Complete list of all folio number(s) and property address(es)	PDF Document (Note: If all folios and property addresses have not been submitted online, please provide supplemental documentation detailing all additional folios and property addresses	Required