



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

Special Permits Checklist

Special Appearance

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
Special Appearance Application (Signed by Owner or Owner Representative)	Document	PAP-1	<i>This section is intentionally left blank</i>	Required
Signed Letter of Intent (Describe Nature of Application)	Document	PZD-1	The letter of intent (LOI) must indicate how the Use conforms to standards related to proposed use and transect zone. LOI must be consistent with the plans and include: <ul style="list-style-type: none"> •Reference applicable Miami 21 Code section for request •Property address, folio number, and description the property •The existing and proposed uses on the property 	Required



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			<ul style="list-style-type: none"> Proposed square footage of the interior and exterior area and include aggregated square footage 	
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 Zoning Department should refer to the PW-BBL discipline in ProjectDox.	Required
Signed and Sealed Site Plans	Drawing	A-1	<i>This section is intentionally left blank</i>	Required
Signed and Sealed Elevation Plan and Renderings	Drawing	A-2	<i>This section is intentionally left blank</i>	Required
Recorded Deed (legal description must match survey)	Document	PZD-2	<i>This section is intentionally left blank</i>	Required
Legal Description Title in Packet: Exhibit "A"	Document	PZD-3	<i>This section is intentionally left blank</i>	Required
Min of two photos (within 6 Months)	Document	PHO-1	PDF or JPEG format only, keyed to the site plan	Required
Voluntary Covenant (Word)	Document	PZD-4	<i>This section is intentionally left blank</i>	Required
Complete list of all folio number(s) and property address(es)	Document	PZD-5	<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</p>	Optional



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			<p>of Miami address for the application.</p> <p>Search City of Miami folios and addresses through the City online GIS tool.</p>	
Pre-Application Summary Report	Document	PZD-6		Required
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.



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Document Description	Doc/Drawing	Document Name	Special Notes/Comments	Required/Optional
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	PZD-30	See Permitting Forms & Documents service page	Required for public hearing process.