



Planning Department 444 SW 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor, Miami FL - 33130

# Special Permits Checklist

## Special District Permit (SDP)

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
SDP Application (Signed by Owner or Owner's Representative)	Document	PAP-1	<i>This section is intentionally left blank</i>	Required
<b>Letter of Intent (LOI)</b> <b>Please note:</b> A SDP for increases in Density, Intensity and Height are not permitted.	Document	PZD-1	Describe Nature of Application in accordance with Section 3(c) of Appendix D of the Miami 21 Code. (Signed by Owner or Owner's Representative) Be sure to outline indicate what changes are being proposed. Ensure to provide a narrative of the zoning history of the site, reference all associated entitlements.	Required
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	Required



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			to the PW-BBL discipline in ProjectDox.	
Signed and Sealed <b>Architectural Plans</b> that must include floor plans, elevations, zoning legend, diagrams, site and context photos, details and materials). <b>Please note:</b> Include side by side approved plans and proposed plans.	Drawing	A-1	Development Projects located within Miami World Center "MWC" are subject to Section 4 of Appendix D which provide for a flexible allocation of development Capacity. As part of the Zoning Data Sheet include the existing, proposed and remaining development capacity for "MWC".	Required
Signed and Sealed Irrigation Plans	Drawing	IR-1	<i>Required if the modification impacts the previously approved irrigation plan.</i>	Optional
Vegetation Survey (Signed and sealed within one year of application date)	Drawing	V-2	<i>Required if the modification impacts the previously approved vegetation survey</i>	Optional
Signed and Sealed Landscape Plans	Drawing	L-1	<i>Required if the modification impacts the previously approved landscape plan.</i>	Optional
Photos	Document	PHO-1	Minimum of four (4) current color photographs (jpeg or PDF) of proposed outdoor dining area, building façade, and sidewalk area adjacent to proposed dining. Photographs must be keyed to the site plan and no older than 6 months.	Required
Complete list of all folio number(s) and property address(es)	Document	PZD-3	<b>For applications with more than one folio number</b> , you must upload a PDF document that includes all the folio numbers and <u>City</u> addresses.	Optional



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			<p>Some properties have a separate City of Miami and Miami-Dade County address. <b>Only use the City of Miami address for the application.</b></p> <p>Search City of Miami folios and addresses through <a href="#">the City online GIS tool.</a></p>	
Disclosure Affidavit of No Monies Due to the City	Document	PZD-30	Downloadable from ePlan Form site	Required