



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

Special Permits Checklist

Vacation Closure

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 Type	Special Notes/Comments	Required/Optional
Vacation & Closure Application (Signed by Owner or Owner Representative)	<i>This section is intentionally left blank</i>	Required
Signed Letter of Intent (Describe Nature of Application)	<i>This section is intentionally left blank</i>	Required
Tentative Plat	<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.	Required
Recorded Deed (legal description must match survey)	<i>This section is intentionally left blank</i>	Optional
Sketch and Legal Description	Detail the portion of the area to be affected/closed	Required
Legal Description Title in Packet: Exhibit "A"	<i>This section is intentionally left blank</i>	Required
Min of two photos (within 6 months)	Polaroid are not acceptable. PDF or JPEG format only	Required
Voluntary Covenant (Word)	<i>This section is intentionally left blank</i>	Required
Letter from Public Works	<i>This section is intentionally left blank</i>	Required
Opinion of Title	<i>This section is intentionally left blank</i>	Required
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)	Optional