



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

## Special Permits Checklist

### Variance

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
Variance Application (Signed by Owner or Owner's 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
Notarized Hold Harmless Agreement (Signed by Owner or Owner's Representative)	<i>This section is intentionally left blank</i>	Optional
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
Latest Microfilm Records (For all renovations and/or additions)	Note: Required for all renovations and/or additions)	Optional
Signed and Sealed Architectural Plans that must include floor plans, elevations, zoning legend, diagrams, site and context photos, details and materials)	<i>This section is intentionally left blank</i>	Required
Signed and Sealed Landscape Plans	<i>This section is intentionally left blank</i>	Required
Signed and Sealed Irrigation Plans	<i>This section is intentionally left blank</i>	Required
Signed and Sealed Vegetation Survey (within one year of application date)	<i>This section is intentionally left blank</i>	Required
Recorded Deed (Legal Description must match survey)	<i>This section is intentionally left blank</i>	Optional
Min of two photos (within 6 months) of existing site conditions	PDF or JPEG format only	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