



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

Special Permits Checklist

Waiver (New Construction/Demolition)

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
Waiver Application (Signed by Owner or Owner's representative)	<i>This section is intentionally left blank</i>	Required
Letter of Intent (Signed by Owner or Owner's representative)	Note: For Demolition Waivers the letter of intent is required to be notarized.	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
Vegetation Survey (Signed and Sealed within one year of application date)	<i>This section is intentionally left blank</i>	Required
Latest Microfilm records (Renovations and/or additions)	<i>This section is intentionally left blank</i>	Optional
Signed and Sealed demolition plans	Note: Required only for demolition waiver	Optional
Signed and Sealed Architectural Plans that must include floor plans, elevations, zoning legend, diagrams, site and context photos, details and materials)	Note: Required only for construction waiver	Required
Landscape Plans (Signed and Sealed)	Note: Required for a new construction waiver request	Optional
Certified Arborist Report including all trees and their specifications indicating all trees to be protected	Note: Required for demolition waiver request	Optional
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