



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

Special Permits Checklist

Warrant-General

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	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
Warrant Application (Signed by Owner or Owner's representative)	Document	PAP-1	<i>This section is intentionally left blank</i>	Required
Letter of Intent (Signed by Owner or Owner's representative)	Document	PZD-1	The letter of intent (LOI) must indicate how the proposed Use conforms to standards related to the 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, zoning, and description of the property •Indicate requested Use and operational plan with hours of operation, number of employees, business goals, and other characteristics pertinent to the business. •Indicate the existing and proposed uses on the property •Existing and proposed square footage of the interior and exterior area of structures and include aggregated square footage •Parking requirements 	Required
Notarized Hold Harmless Agreement (Signed by	Document	PZD-2	<i>This section is intentionally left blank</i>	Optional



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Owner or Owner's representative)				
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
Vegetation Survey (Signed and Sealed within one year of application date)	Drawing	V-2	<i>This section is intentionally left blank</i>	Optional
Latest Microfilm records (Renovations and/or additions)	Drawing	A-1	<i>This section is intentionally left blank</i>	Optional
Signed and Sealed Architectural Plans that must include site plan, floor plans, elevations, zoning legend, diagrams, site and context photos, details and materials)	Drawing	A-2	<i>This section is intentionally left blank</i>	Required
Landscape Plans (Signed and Sealed)	Drawing	L-1	<i>This section is intentionally left blank</i>	Optional
Irrigation Plans (Signed and Sealed)	<i>Drawing</i>	<i>IR-1</i>	<i>This section is intentionally left blank</i>	Optional
Complete list of all folio number(s) and property address(es)	Document	PZD-3	<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 of Miami address for the application.</p> <p>Search City of Miami folios and addresses through <u>the City online GIS tool</u>.</p>	Optional



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Document Type	Doc/Drawing	Document Name	Special Notes/Comments	Required/Optional
Pre-Application Summary Report	Document	PZD-4		Optional
School Concurrency Determination	Document	PZD-6	<p>All projects resulting in 20 or more Net New Units (residential units) are required to be tested for school concurrency Level of Service (LOS). Verification of this testing is the School Concurrency Determination provided directly from Miami-Dade County Public Schools (MDCPS) and emailed directly to the applicant (the City will have MDCPS correspond with applicants via the email provided in OAS). This document must be uploaded and listed in the Index prior to batch stamp.</p> <p>NOTE: (Net New Units) = (Proposed New Units) - (Demolished Units, If Any)</p> <p>Learn more about school concurrency, here: https://www.miamigov.com/Government/Departments-Organizations/Planning/School-Concurrency/Reserve-School-Capacity-through-School-Concurrency</p>	Optional
Photos	Document	PHO-1	Minimum of two (2) 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
Disclosure Affidavit of No Monies Due to the City	Document	PZD-30	Downloadable form from ePlan webpage	Required