



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

Special Permits Checklist

Warrant Outdoor Dining

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	<p>The letter of intent (LOI) must indicate how the Use conforms to standards related to proposed use and transect zone. LOI must be consistent with the plans and include:</p> <ul style="list-style-type: none"> •Reference applicable Miami 21 Code section for request •Property address, folio number, and description of the outdoor dining within the property •If alcohol or an alcohol service establishment part of outdoor dining request, indicate the type •The existing and proposed uses on the property •Proposed square footage of the interior and exterior area and include aggregated square footage 	Required



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			<ul style="list-style-type: none"> •Number of both seats and tables including handicap accessible tables for the interior and exterior area •Parking requirements •Proposed Hours of operation 	
Notarized Hold Harmless Agreement (Signed by Owner or Owner's representative)	Document	PZD-1	<i>This section is intentionally left blank</i>	Optional
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	Minimum required Information <ul style="list-style-type: none"> •<i>Business(s) name and address.</i> •<i>Include demarcated Building Base Line (BBL) and/or boundary line by a license surveyor or by the Department of Resilience and Public Works.</i> •<i>Clearly delineate the property lines and business lines must be shown. (Include survey plat).</i> •<i>Existing façade and immediately adjacent businesses.</i> •<i>Zoning Tabulation Table (include square footage of interior and exterior area)</i> •<i>Seating tabulation chart should include the following information: number of indoor seats/ regular tables/ handicap accessible tables;</i> 	Required



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			<p><i>number of outdoor seats/regular tables/ handicap accessible tables</i></p> <ul style="list-style-type: none"> <i>•Concept of maximum proposed seating. Plan must show dimensioned aisleways, numbered seats, tables, and ADA seats.</i> <i>•Dimension overall width of the sidewalk (building face to curb edge).</i> <i>•Show ingress/egress corridor with dimensions (width).</i> <i>•Location of barriers/stanchion rope (barriers must be straight and not meander around sidewalk elements).</i> <i>•Sidewalk elements and distance measures to edge of dining area, (sidewalk elements include, but are not limited to, tree wells, lamp posts, fire hydrants, signs, parking meters, light poles, trash receptacles and any other streetscape element)—a straight and continuous minimum five feet of sidewalk is required to be maintained at all times.</i> <i>•Show the location of service elements, such as trash dumpsters, utility meters, loading docks, backflow preventers, siamese connections and electrical, plumbing, mechanical and communications equipment away from a street front.</i> <p><i>All service elements shall be situated and screened from view to the street and adjacent properties.</i></p>	
Landscape Plans (Signed and Sealed)	Drawing	L-1	<i>This section is intentionally left blank</i>	Optional
Irrigation Plans (Signed and Sealed)	Drawing	IR-1	<i>This section is intentionally left blank</i>	Optional



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Complete list of all folio number(s) and property address(es)	Document	PZD-2	<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
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
Outdoor Furniture Specifications	Document	PHO-2	Photos and dimensions of proposed outdoor furniture, including tables, chairs, planters; ectara	Required
Miami- Dade County's Department of Environmental Resource Management ("DERM") Chapter 24	Document	PZD-3	<p>Provide proof of submittal of plans for review by Miami- Dade County's Department of Environmental Resource Management ("DERM") as part of the review process.</p> <p>The Warrant submittal will not be rejected if DERM submittal information is not provided; however, confirmation of submittal to DERM must be provided prior to issuance of a Final Decision.</p>	Required prior to issuance of Final Decision
Copy of the Certificate of Use	Document	PZD-4	<p>Copy of the Certificate of Use</p> <p>(for adding outdoor dining to an existing use)</p>	Required



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Pre-Application Summary Report	Document	PZD-5		Optional
Disclosure Affidavit of No Monies Due to the City	Document	PZD-30	Downloadable form from ePlan webpage	Required