



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

Special Permits Checklist

Temporary Use Permit (Vacant Land Only)

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 minimum requirements.

| Document Type | Notes/Comments | Naming convention | Required/Optional |
|--|--|-------------------|-------------------|
| Documents index | <i>This section is intentionally left blank</i> | PZD-0 | Required |
| Temporary Use of Vacant Land Application | Signed by Owner or Owner's representative | PZD-1 | Required |
| Letter of intent | Signed by Owner or Owner's representative | PZD-2 | Required |
| Detail Operation Plan (must include concept, purpose, goals, vendors, hours of operation, number of employees, permits and licenses, insurance and liability, food trucks safety policies, parking plan, landscape plan, electrical plan, water plan, security, sanitary and kitchen safety plan, trash removal, and restroom) | <i>This section is intentionally left blank</i> | PZD-3 | Required |
| Provide Notarized Property Owner's Permission Affidavit in order to operate on subject site. | <i>This section is intentionally left blank</i> | PZD-4 | Required |
| Leasing Agreement if using substitute property for parking | <i>This section is intentionally left blank</i> | PZD-5 | Required |
| Fire Department questionnaire. | <i>This section is intentionally left blank</i> | PZD-6 | Required |
| Site and Context Photos of existing site conditions | <i>This section is intentionally left blank</i> | PZD-7 | 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) | PZD-8 (if needed) | Optional |

| Drawing Type | Notes/Comments | Naming convention | Required/Optional |
|---|--|-------------------|-------------------|
| Drawings index | All drawing(s) uploaded should be listed on the drawing(s) Index Page. | A-0 | Required |
| Site Plan (must show location of electricity or silent generators (if any), restrooms or portable toilets, garbage receptacles, fire extinguishers, vendors, parking, fire lane when applicable, provide max. capacity load, zoning legend and other conditions may be required as per Chapter 62, Article XIII of the City Code. | Signed and sealed by a Registered Architect | A-1 | Required |
| Signed and Sealed Survey | Within one year of application date | V-1 | Required |
| Signed and Sealed Vegetation Survey | Within one year of application date | V-2 | Required |