



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

Special Permits Checklist

Zoning Preliminary Review Application

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.

This is a preliminary review of your proposed plans to determine compliance with Miami 21 regulations in effect at the time of review and does not constitute Zoning approval for a building permit.

Document Type	Special Notes/Comments	Required/Optional
Preliminary Zoning Review 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)	<i>This section is intentionally left blank</i>	Required
Notarized Hold Harmless Agreement	<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 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
Landscape Plans (Signed and Sealed)	<i>This section is intentionally left blank</i>	Required
Irrigation Plans (Signed and Sealed)	<i>This section is intentionally left blank</i>	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