



Planning Department 444 SW 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor, Miami FL - 33130

# Special Permits Checklist

## Certificate of Appropriateness

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	Special Notes/Comments	Required/Optional
Certificate Appropriateness (Signed by Owner or Owner Representative)	<i>This section is intentionally left blank</i>	Required
Signed Letter of Intent (Describe Nature of Application)	<i>This section is intentionally left blank</i>	Required
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
Photos of all Facades of the Property and Applicable Details	In color, no smaller than 4" x 6"	Required
Historic Photo	If available	Required
Paint sample with manufactures color name and code (if applicable)	<i>This section is intentionally left blank</i>	Required
Floor Plans and Elevations	For window and door replacement, no larger than 11' x 17' showing existing and proposed work	Required
Detail Drawings Showing Existing and Proposed Dimensions	For window and door replacement	Required
Window and Door Schedule Specifying all Openings to be Replaced	Specify materials, size, type, operation, color, finish	Required
Number Key Photos, Floor Plans, Elevations to Correspond with Window/Door Schedule	<i>This section is intentionally left blank</i>	Required
Dimensioned and Scaled Profile Section of New Windows	<i>This section is intentionally left blank</i>	Required
Roof Plan and Slope of Roof	For roof replacement, drawn to scale, no larger than 11" x 17"	Required
Material Specification	For roof replacement	Required
Manufacturer's Brochure and/or Catalogue Photo of Proposed Replacements	For windows, doors, roof replacement, fences, walls, gates	Required
Site Plan Showing Placement of New Features and Existing Features	For pools, paving, landscaping, decks, fences, walls, gates, hedges	Required
Tree Survey	If removing trees or landscaping	Required
Elevations and Details of Proposed Fencing, Wall, Gate, or Hedge	No larger than 11" x 17"	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)	Optional