



Office of Zoning 444 SW 2<sup>nd</sup> Avenue, 2<sup>nd</sup> Floor, Miami FL - 33130

## Special Permits Checklist

### INTERIM PARKING

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.

**NOTE: A pre-application meeting is required to be conducted to apply for the permit.** Interim Parking Permits require approval from the building department, code compliance, environmental resources, historic preservation (based on location), fire, land development, police, public works, and solid waste. An approved building permit and an issued Temporary Use and Occupancy Permit are required prior to the operation of interim parking.

Document Type	Special Notes/Comments	Naming Convention	Document/ Drawing
Document Index Page	All document(s) uploaded should be listed on the Document Index Page.	PZD-0	Document
Waiver Application (Signed by Owner or Owner's representative)	This section is intentionally left blank	PAP-1	Document
Letter of Intent	A signed and dated document stating the type of interim parking permit and if it is for an event. In addition, it shall state the hours of operation, method of parking (valet, self-park, or combination), and type of security provided.	PZD-1	Document
Drawings Index page	This section is intentionally left blank.	A-0	Document
Survey (Signed and Sealed within one year of application date)	This section is intentionally left blank.	V-1	Drawing
Signed and Sealed Architectural Plans (must include site plan of all proposed improvements applicable to the type of permit such as: number of parking spaces, parking layout, lighting, landscaping, fencing, location of security guard stand, valet stand, signage, payment meters, etc. as applicable)	This section is intentionally left blank.	A-1 A-2 A-3 A-X	Drawing
Pre-application Meeting Report	All Interim Parking applications must first complete a preapplication meeting before proceeding with the application. Please follow the link below to apply. <a href="https://www.miami.gov/Planning-Zoning-Land-Use/Rezoning/Pre-Application-Process">https://www.miami.gov/Planning-Zoning-Land-Use/Rezoning/Pre-Application-Process</a>	PZD-2	Document

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. A unity of title or covenant in lieu is required at time of building permit if the site consist of more than one lot.)	PZD-3	Document
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