



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

Special Permits Checklist

Class II Permit

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 Description	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
Class II 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 property •Indicate if there is an Alcohol request and the type •Indicate if outdoor dining is proposed as part of this request •The existing and proposed uses on the property •Proposed square footage of the interior and exterior area and include aggregated square footage •Number of both seats and tables including handicap accessible tables for the interior and exterior area (if alcohol or outdoor dining is proposed) •Parking requirements •Proposed hours of operation 	Required
Survey with BBL established by PW (Signed	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



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and Sealed within one year of application date)				
Notarized Hold Harmless Agreement (Signed by Owner or Owner's representative)	Document	PZD-2	<i>This section is intentionally left blank</i>	Optional
Pre-Application Summary Report	Document	PZD-5		Required
School Concurrency Determination	Document	PZD-6	<p>All projects resulting in 20 or more Net New Units (residential units) are required to be tested for school concurrency Level of Service (LOS). Verification of this testing is the School Concurrency Determination provided directly from Miami-Dade County Public Schools (MDCPS) and emailed directly to the applicant (the City will have MDCPS correspond with applicants via the email provided in OAS). This document must be uploaded and listed in the Index prior to batch stamp.</p> <p>NOTE: (Net New Units) = (Proposed New Units) - (Demolished Units, If Any)</p> <p>Learn more about school concurrency, here: https://www.miamigov.com/Government/Departments-Organizations/Planning/School-Concurrency/Reserve-School-Capacity-through-School-Concurrency</p>	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	Drawing	A-2	Must include floor plans, elevations, zoning legend, diagrams, site and context photos, details and materials). Please note: Include side by side approved plans and proposed plans.	Required



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Document Description	Doc/Drawing	Document Name	Special Notes/Comments	Required/Optional
Signed and Sealed Irrigation Plans	Drawing	IR-1	<i>This section is intentionally left blank</i>	Required
Vegetation Survey (Signed and sealed within one year of application date)	Drawing	V-2	<i>This section is intentionally left blank</i>	Required
Signed and Sealed Landscape Plans	Drawing	L-1	<i>This section is intentionally left blank</i>	Required
Min of four photos (within 6 months) of existing site conditions	Document	PHO-1	PDF or JPEG format only, must be keyed to a site plan	Required
Complete list of all folio number(s) and property address(es)	Document	PZD-3	<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
Miami- Dade County's Department of Environmental Resource Management ("DERM") Chapter 24	Document	PZD-4	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.	Required prior to issuance of Final Decision for outdoor uses.
Disclosure Affidavit of No Monies Due to the City	Document	PZD-30	Downloadable from ePlan Form site	Required