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

Special Permits Checklist
SAP 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 Office of Zoning minimum requirements.

Document Description	Document/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
SAP Permit Application (Signed by Owner or Owner's representative)	Document	PAP-1	*This section is intentionally left blank*	Required
Letter of Intent (Signed by Owner or Owner's representative)	Document	PZD-1	The letter of intent (LOI) must indicate how the Use or Development conforms to standards related to Regulating Plan. LOI must be consistent with the plans and include: •Reference applicable SAP Regulating Plan section for request •Property address, folio number, and description the property •The existing and proposed uses/development on the property •Proposed square footage of the interior and exterior area and include aggregated square footage	Required

Document Description	Document/Drawing	Document Name	Special Notes/Comments	Required/Optional
Notarized Hold Harmless Agreement (Signed by Owner or Owner's representative)	Document	PZD-2	*This section is intentionally left blank*	Optional
School Concurrency Determination	Document	PZD-6	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. NOTE: (Net New Units) = (Proposed New Units) - (Demolished Units, If Any) Learn more about school concurrency, here: https://www.miamigov.com/Government/Departments-Organizations/Planning/School-Concurrency/Reserve-School-Capacity-through-School-Concurrency	Optional
Survey with BBL established by PW (Signed and Sealed within one year of application date)	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
Vegetation Survey (Signed and Sealed	Drawing	V-2	*This section is intentionally left blank*	Required

Document Description	Document/Drawing	Document Name	Special Notes/Comments	Required/Optional
within one year of application date)				
Signed and Sealed demolition plans	Drawing	D-1	Note: Required for only demolition waiver	Optional
Signed and Sealed Architectural Plans that must include floor plans, elevations, zoning legend, diagrams, site and context photos, details and materials)	Drawing	A-2	Note: Required for demolition waivers	Optional
Landscape Plans (Signed and Sealed)	Drawing	L-1	Note: Only required for a new construction waiver	Optional
Letter from Arborist stating existing trees to be protected	Document	PZD-3	Note: Required for demolition waiver request	Optional
Complete list of all folio number(s) and property address(es)	Document	PZD-4	**For applications with more than one folio number**, you must upload a PDF document that includes all the folio numbers and City addresses. Some properties have a separate City of Miami and Miami-Dade County address. **Only use the City of Miami address for the application.** Search City of Miami folios and addresses through the City online GIS tool.	Optional
Disclosure Affidavit of No Monies Due to the City	Document	PZD-30	Downloadable form from ePlan webpage	Required

Document Description	Document/Drawing	Document Name	Special Notes/Comments	Required/Optional
Pre-Application Summary Report	Document	PZD-2	This report is required if the applicant participated in a pre-application summary report for the project being submitted	Optional