



**INSTRUCTIONS AND CHECKLIST TO REQUEST AN MDAD AIRPORT ZONING REVIEW AND DETERMINATION**

Step 1: Confirm if a project/property is impacted by Miami-Dade Aviation Department (MDAD) Airport Zoning by accessing the Aviation Planning Division’s webpage by using the following link: [http://www.miami-airport.com/planning\\_forms\\_maps.asp](http://www.miami-airport.com/planning_forms_maps.asp)

Step 2: After confirming that a proposed structure/property is impacted by MDAD’s Airport Zoning, please carefully review the “Airport Zoning Checklist” and “Fee Schedule” posted on the referenced webpage and note the specific data requirements before proceeding.

**PLAN SUBMISSION CHECKLIST (IF APPLICABLE)**

Check box to indicate submission of the following plans in AutoCAD format via email.

Provide an AutoCAD of the Site Plan in the following required format:

- Depict the GPS coordinates for all corners (or footprint) of the proposed building or any part of the building that changes in elevation. If there is a structure on the roof, those coordinate(s) must be depicted as well.
- Label points commencing in the northeast corner progressing in a clockwise manner.
- Reference the GPS coordinates in the following format expressed in degrees, minutes and (to a hundredth of a) second format. Lat: 25° XX’ XX.XX” Long: 80° XX’ XX.XX” in State Plane North American Datum - NAD 83.
- Depict the cross streets (if applicable).

Provide a PDF/AutoCAD of the Elevation Plan in the following required format:

- Site / Ground Elevation (obtain from a survey or surveyor) expressed in feet Mean Sea Level (MSL) in the North American Vertical Datum 1988 (NAVD 88).
- The structure height expressed in feet Above Ground Level (AGL) to include the tallest element on the roof, such as the top of any elevator shafts, architectural features, lighting rods, flag poles, or other appurtenances. Note, any rooftop structure must be depicted on the architectural elevation plan and be included in the dimensioning of the structure elevation drawing expressed in feet AGL.
- The maximum building elevation expressed in feet North American Vertical Datum 1988 (NAVD 88) or expressed in feet Above Mean Sea Level (AMSL).
- Please convert datum from National Geodetic Vertical Datum 1929 (NDVD 29) to NAVD 88 datum. An elevation plan referencing National Geodetic Vertical Datum 1929 (NGVD 29) will be rejected.

Step 3: Submit the completed “Information Sheet for Proposed Structure” and this form and required data below (including PDFs and AutoCAD files of site and elevation plans) directly to Mr. Ammad Riaz, P.E., Chief of Aviation Planning, 305-876-7036 or at [ariaz@miami-airport.com](mailto:ariaz@miami-airport.com). Mr. Riaz is the point of contact and will assign projects to staff. Please do not contact his staff without contacting Mr. Riaz first.

**PAYMENT INSTRUCTIONS**

A check may be included with the submittal of the completed interactive form(s), or alternatively you may contact your assigned aviation planner to arrange a credit card payment through MDAD’s Finance Division. Please do not contact MDAD’s Finance Division directly. **When mailing a payment, please address the envelope to the attention of your assigned planner and include the name of your project on the check memo line.**

**For the United States Postal Service (USPS), our mailing address is:**

Miami-Dade Aviation Department, Aviation Planning Division  
Attention: \_\_\_\_\_  
P.O. Box 025504  
Miami, FL 33102-5504

**For Courier / UPS / Fed-Ex, our physical address is:**

Miami-Dade Aviation Department, Aviation Planning Division  
Attention: \_\_\_\_\_  
4331 NW 22 Street  
Building 3030, Second Floor, Wing C  
Miami, FL 33122

Step 4: Your aviation planner will verify the submittal data and payment and a determination will be issued.



INFORMATION / FEE SHEET

Required data for staff's review. Omitted or erroneous data will delay reviews.

Proposed Development / Land Use

Cell Tower

Bill Board or other Pemanent Structure

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Hearing Application (Required, if County Zoning Hearing Application): \_\_\_\_\_

Folio Numbers (All impacted folio numbers must be included): \_\_\_\_\_

Site Location (Physical Address): \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

Requestor: \_\_\_\_\_

Requestor's Company Name: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_

Email Address (required) \_\_\_\_\_

Telephone Number: \_\_\_\_\_

(Note: Please refer to the "Fee Schedule" posted on MDAD Aviation Planning's webpage)

Description	Code	Fee	Select
Airspace & Land Use Letter of Determination (LOD)	MIAHEI	\$1700	
Land Use Only Letter of Determination	MIALOD	\$700	
Airspace Evaluation (Maximum Allowable Height Letter)	MIAPAE	\$1000	
Development Impact Committee Comments (this fee is only applicable if the DIC application does not otherwise meet the criteria for an airspace/land use letter of Determination)	MIADIC	\$360	
Request for an Extension of Time for an Existing MDAD-Issued LOD, provided that the location and elevation remain the same.	MIANLD	\$360	
Request for revised comments based upon revised plans	MIARWC	\$90	
Cell Towers under 200 feet and where airspace/land-use LOD criteria does not otherwise apply	MIACEL	\$360	
Request for Written Comments	MIAWCC	\$360	



**PROPOSED PERMANENT STRUCTURE AIRSPACE DATA SHEET**

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site Location (Physical Address) if Applicable: \_\_\_\_\_

\_\_\_\_\_

**Horizontal Datum** = GPS Coordinates in State Plane North American Datum 1983 (NAD 83) expressed in degrees, minutes and (to a hundredth of a) second format. All corners of the building (or footprint) must be provided. If there is a structure on the roof, the coordinate(s) must be depicted as well.

**Vertical Datum**

- (1) Site/ Ground Elevation (Elev.) (use survey or surveyor for data) expressed in North American Vertical Datum (NAVD 88) feet Mean Sea Level (MSL).
- (2) The structure height at the referenced GPS coordinates expressed in feet Above Ground Level (AGL).
- (3) The sum of the above two (ground elevation plus structure height) expressed in feet North American Vertical Datum 1988 (NAVD 88) Above Mean Sea Level (AMSL).
- (4) Remember to include the highest point as a separate GPS coordinate below.

**Horizontal Datum**

**Vertical Datum**

GPS Coordinates in State Plan North American Datum 1983 (NAD 83)

Site/ must be submitted in North American Vertical Datum 1988 (NAVD 88)

Point	Latitude	Longitude	Site/ Ground Elev. (Ft. MSL)	+Structure Elev. (Ft. AGL)	=Total Elev. at Referenced GPS Point Ft. NAVD88/ AMSL	Federal Aviation Administration (FAA) Aeronautical Study No. (ASN)	FAA ASN Heights/Elev Above Mean Sea Level (AMSL) Ft.
1.	° ' " "	° ' " "	' + ' = '	'	'	20 -ASO- -OE	'
2.	° ' " "	° ' " "	' + ' = '	'	'	20 -ASO- -OE	'
3.	° ' " "	° ' " "	' + ' = '	'	'	20 -ASO- -OE	'
4.	° ' " "	° ' " "	' + ' = '	'	'	20 -ASO- -OE	'
5.	° ' " "	° ' " "	' + ' = '	'	'	20 -ASO- -OE	'
6.	° ' " "	° ' " "	' + ' = '	'	'	20 -ASO- -OE	'
7.	° ' " "	° ' " "	' + ' = '	'	'	20 -ASO- -OE	'
8.	° ' " "	° ' " "	' + ' = '	'	'	20 -ASO- -OE	'
9.	° ' " "	° ' " "	' + ' = '	'	'	20 -ASO- -OE	'
10.	° ' " "	° ' " "	' + ' = '	'	'	20 -ASO- -OE	'