



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

## Special Permits Checklist

### Historic Resource Nomination

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
Historic Resource Nomination Application (Signed by Owner or Owner Representative)	<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
Photographs (All facades, interior, any contributing elements of the site)	JPEG or PDF format only	Required
Sources of Research	Articles, historic photographs, deed to property, personal letters, contacts, drawings, book references, any other sources that provide proof of the resource's eligibility	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
Eligibility Statement	Attach a statement describing how the resource has significance in the historical, cultural, archeological, paleontological, aesthetic, or architectural heritage of the city, state, or nation and how it possesses integrity of design, setting, materials, workmanship, feeling, and association. Identify the applicable Criteria for Designation and provide an explanation as to why the proposed resource meets each of the applicable Criteria. Please note Criteria Exceptions within Chapter 23 of the City Code and utilize the National Register Bulletin "How to Apply the National Register Criteria for Designation"	Required