



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

Checklist

Certificate of Eligibility TDD NRD-1

If you are submitting a request for this application type, the below documents and/or drawings are required to meet the Planning Department's minimum requirements.

Document Description	Doc/Drawing	Document Name	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
Certificate of Eligibility Application Form	Document	PAP-1	Application shall be signed by Owner or Owner Representative	Required
Letter of Intent	Document	PZD-1	Letter of Intent shall be signed and dated by owner or owner representative. Document shall describe the nature of the application.	Required
Complete Digital Draft of Certificate of Eligibility (MS Word Format)	Document	PZD-2	City Staff will route the draft Certificate to the Zoning Administrator for review and approval. Draft should remain as a MS Word Format to allow for edits by City Staff.	Required
Unity of Title	Document	PZD-3	If applicable	Optional
Legal Description of Property	Document	PZD-4	For assistance, search for City of Miami folios and addresses: click link: https://gis.miamigov.com/miamizoning/index.html	Required
Complete list of all folio number(s) and property address(es)	Document	PZD-5	For assistance, search for City of Miami folio number(s) and address(es): click link: https://gis.miamigov.com/miamizoning/index.html	Required
Recorded Deed	Document	PZD-6	This section is intentionally left blank	Required
Wynwood Design Review Committee (WDRC) Resolution	Document	PZD-12	If the WDRC has already confirmed the Legacy Structure eligibility, please attach the associated Resolution. If approval is still pending for the Legacy Structure, the referral to the WDRC will be handled by City Staff as part of the application process	Relevant and required only for approved Legacy Structures



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and no further action is required at this time.



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Disclosure Affidavit of No Monies Due to the City	Drawing	PZD-30	Downloadable from ePlan Form site	Required
Signed and Sealed Floor Plans Including Floor Area Calculations	Document	A-1	This section is intentionally left bland	Required