



PREPARING PROPERTY OWNER INFORMATION IN EXCEL FORMAT

The property owner information you obtain from the **City of Miami Zoning Interactive Tool "GIS"** will need to be provided in an Excel document. City of Miami Planning Department's Hearing Boards staff will use your information to make sure USPS mail notices are sent to everyone on the list you provide. Please make sure to format the property owner information as indicated below.

- **Columns:** Use only the seven (7) columns shown.
 - 1) Owner Name
 - 2) Mailing Address
 - 3) City
 - 4) State
 - 5) Zip Code
 - 6) Country
 - 7) Folio Number

Owner's Name	Mailing Street Address	City	State	Zip Code	Country	Folio Number
Jane Doe	123 SW 4 Street	Miami	Florida	33133	USA	123456789
John Doe	456 NE 7 th Street, Unit A	Miami	Florida	33133	USA	234567890

- **Rows:** Each individual row will be for one property owner with a unique folio number.

Important Note for Rows: For condominiums or co-ops, only the condominium association needs to be provided with a mail notice. Individual unit owners should not be included in the list.

Helpful GIS Icons

This icon will help you search for the property owner information within 500 feet:



This icon will help produce an Excel sheet, which you will need to format as requested above:

