



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

Special Permits Checklist

Certificate of Eligibility for the Transfer of Development Rights for Historic Resources

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 Description	Doc/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
Certificate of Eligibility Application (Signed by Owner or Owner Representative and Owner of Development Rights if other than Property Owner)	Document	PAP-1	<i>This section is intentionally left blank</i>	Required
Letter of Intent	Document	HEP-1	Addressed to the Preservation Officer	Required
Recorded Deed	Document	HEP-2	This section is intentionally left blank	Required
Unity of Title	Document	HEP-3	This is only applicable for individually designated sites comprised of multiple folios.	Required
Proof of No Liens/Violations	Document	HEP-4	Request a Lien or Violation through the City of Miami website .	Required
Complete list of all folio number(s) and property address(es)	Document	HEP-5	<p>For applications with more than one folio number, you must upload a PDF document that includes all the folio numbers and <u>City</u> addresses.</p> <p>Some properties have a separate City of Miami and Miami-Dade County address. Only use the City of Miami address for the application.</p> <p>Search City of Miami folios and addresses through <u>the City online GIS tool</u>.</p>	Required



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Pre-Application Summary Report	Document	HEP-6	Pre-Application Meetings are not required, but recommended.	Optional
Signed and Sealed survey within one year of application date. The survey is to include folio number(s), transect zone(s), and gross and net lot area(s).	Drawing	V-1	Public Works will mark-up the survey with the BBL as part of the review process.	Required
Signed and Sealed Floor Plans, by an architect licensed in the State of Florida, Including Floor Area Calculations	Drawing	A-1	<i>This section is intentionally left blank</i>	Required