



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

Checklist

Certificate of Eligibility TDR 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	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)	Document	PAP-1	<i>This section is intentionally left blank</i>	Required
Letter of Intent signed and date by owner or owner representative.	Document	PZD-1	<i>Describe Nature of Application in the letter of intent (LOI) must indicate how the proposed Use confirms to standards to the transect zone and Miami 21 Code.</i>	Required
Complete Digital Draft of Certificate of Eligibility (MS Word Format)	Document	PZD-2	<i>Requires Zoning Administrator Review and Approval (Staff to route to Zoning Administrator)</i>	Required
Unity of Title	Document	PZD-3	<i>This section is intentionally left blank</i>	Required
Legal Description	Document	PZD-4	<i>Search City of Miami folios and addresses: click link: https://gis.miamigov.com/miamizoning/index.html</i>	Required
Complete list of all folio number(s) and property address(es)	Document	PZD-5	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
Recorded Deed	Document	PZD-6	<i>This section is intentionally left blank</i>	Required
WDRC Approval Resolution	Document	PZD-12	WDRC Applications Submission click link to apply: https://form.asana.com/?k=f1EXxPGS5g6ZHvj9m303A&d=140285375905038	Required for Legacy Structures only.



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Survey with BBL established by PW (Signed and Sealed within one year of application date)	Drawing	V-1	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
Signed and Sealed Floor Plans Including Floor Area Calculations	Drawing	A-1	<i>This section is intentionally left blank</i>	Required



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Disclosure Affidavit of No Monies Due to the City	Document	PZD-30	Downloadable from ePlan Form site	Required
Proof of No Liens/Violations	Document	PZD-31	This section is blank intentionally	Required