

CITY OF MIAMI
DEPARTMENT OF RESILIENCE AND PUBLIC WORKS
DEVELOPMENT AND ROADWAY PLANS SECTION
APPLICATION

**POSTPONEMENT OF IMPROVEMENTS PURSUANT TO
SECTION 55-12(2).f. CITY OF MIAMI CODE
PLEASE TYPE OR PRINT**

DATE _____

1. Name of Owner or Owners _____
(If Corp. - Name of Corp. as shown on Deed)
2. Address of Property _____
3. Email address: _____

4. **The Owner shall make the request for “Postponement of Improvements” by sending a letter to:**
DIRECTOR
City of Miami Department of Resilience and Public Works
444 SW 2 Avenue, 8th Floor
Miami, FL 33130

The letter shall state: (1) the owner’s reasons why they want to postpone the construction of improvements, and (2) ask the City to accept a Covenant To Run With The Land under which the Owner guarantees to construct the improvements at owner’s expense when and if the Director of the Department of Resilience and Public Works so orders. In addition, provide the following documents:

COPIES ONLY

If Owner is a private individual:

- A. Provide Warranty Deed. +Photo of front of property and neighborhood
- B. Provide latest property tax notice WITH LEGAL DESCRIPTION
- C. Copy of current approved Tentative Plat.
- D. Copy of Approved Subdivision Improvement Plans (when required).

If Owner is a Corporation, or LLC, in addition to A, B, C and D above:

- E. E Provide “good standings” document from State.
- F. Provide corporate documentation of authority to execute documents, or written consent of owners.

If Owner is a Partnership or Trust, provide A, B, C, D and E above as well as:

- G. Provide Partnership or Trust documentation of authority to execute documents/written consent from owner.

5. The complete application package must be submitted by email to Arelys Guzman to aguzman@miamigov.com.

* Application fee is \$495.00, recording fees depend on the number of pages. Your fees will be determined and invoiced to you when you receive your prepared covenant via email.

6. **The approval, preparation and execution of the covenant must be accomplished prior to the issuance of the required permit (s).**

APPROVED/DISAPPROVED:

Director, Department of Resilience and
Public Works

* This fee subject to revision without notice.