Checklist

Certificate of Transfer 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.

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Doc/Drawing</th>
<th>Document Name</th>
<th>Comments</th>
<th>Required/Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index for Documents</td>
<td>Document</td>
<td>PZD-0</td>
<td>This is a table of contents for the documents you are uploading. It should contain the Document Name and Document Description.</td>
<td>Required</td>
</tr>
<tr>
<td>Index for Drawings</td>
<td>Document</td>
<td>A-0</td>
<td>This is a table of contents for the drawings you are uploading. It should contain the Drawing Name and Drawing Description.</td>
<td>Required</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>Document</td>
<td>PZD-1</td>
<td>Describe Nature of Application in the letter of intent (LOI) must indicate how the proposed Use confirms to standards related to the transect zone and Miami 21 Code</td>
<td>Required</td>
</tr>
</tbody>
</table>
| Complete list of all folio number(s) and property address(es) | Documents   | PZD-5         | **For applications with more than one folio number,** you must upload a PDF document that includes all the folio numbers and City addresses. Some properties have a separate City of Miami and Miami-Dade County address. **Only use the City of Miami address for the application.**

Search City of Miami folios and addresses through the [https://gis.miamigov.com/miamizoning/index.html](https://gis.miamigov.com/miamizoning/index.html) | Optional      |
### Recorded Deed
- **Documents:** PZD-6
- **Description:** For sending/receiving sites with no previous Certificate of Transfer on Record.
- **Type:** Required

### Opinion of Title
- **Document:** PZD-7
- **Description:** For sending/receiving sites with no previous Certificates of Transfer on Record.
- **Type:** Required

### Copy of Certificate of Eligibility
- **Document:** PZD-8
- **Description:** *This section is intentionally left blank.*
- **Type:** Required

### Disclosure Affidavit of No Monies Due to the City
- **Document:** PZD-30
- **Description:** Downloadable from ePlan Form site.
- **Type:** Required

### Proof of No Liens/Violations
- **Document:** PZD-31
- **Description:** *This section is intentionally left blank.*
- **Type:** Required

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<tbody>
<tr>
<td>Survey with BBL established by PW (Signed and Sealed within one year of application date)</td>
<td>Drawing</td>
<td>V-1</td>
<td>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.</td>
<td>Required</td>
</tr>
</tbody>
</table>