



Office of Zoning 444 SW 2nd Avenue, 2nd Floor, Miami FL - 33130

Unity of Title/Covenant Checklist

If you are submitting a request for this application type, the below documents and/or plans are required to be submitted to meet the Office of Zoning minimum requirements.

***If you are applying for an affordable housing covenant, the approved affordable housing certificate is required.**

Document Type	Special Notes/Comments	Required/Optional
Signed OAS Application		Required
Authorized Owner Disclosure	<i>Required if the Owner have not signed the OAS Application</i>	Optional
Signed Letter of Intent (Owner or Owner's Representation)	<i>This section is intentionally left blank</i>	Required
Covenant Executed by all Parties (applicable to restricted covenants)		Required
Signed and Sealed Site Plan (applicable to restricted covenants)	<i>This section is intentionally left blank</i>	Optional (if associated with building permit)
Signed and Sealed Survey (applicable to restricted covenants and no more than 12 months old)	*For Covenant In lieu of Unity of Title Exhibit A containing the legal descriptions must also include an original signed/sealed sketch prepared by Florida Licensed Surveyor. The sketch must have adequate scale and must be legible.	Optional (if associated with building permit)
Opinion of Title (applicable to restricted covenants)	Opinion of Title must be from the point of beginning to within ten (10) days of the recording date	Required
Valid authority for signatory	Corporate Resolution and/or valid authority in the Opinion of Title	Required
Joinder	If there are any mortgages on the property, the mortgagees are required to execute a Joinder; not limited to mortgagees	Required (if applicable)
Lien Search from Hearing Boards (applicable to restricted covenants)	<i>This section is intentionally left blank</i>	Required
Proof of Compliance of Code Enforcement (applicable to restricted covenants)	<i>This section is intentionally left blank</i>	Required
Satisfaction of Liens (applicable to restricted covenants)	<i>This section is intentionally left blank</i>	Required
Complete list of all folio number(s) and property address(es)	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