



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

Special Permits Checklist

Certificate of Transfer 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 Transfer Application (Signed by Owner or Owner Representative and Owner of Development Density, if other than Property Owner)	Document	PAP-1	<i>This section is intentionally left blank</i>	Required
Sending Site (Historic Resource)				
Letter of Intent	Document	HEP-1	Addressed to the Preservation Officer.	Required
Copy of Certificate of Eligibility	Document	HEP-2	<i>This section is intentionally left blank</i>	Required
Completed draft of Certificate of Transfer	Document	HEP-3	<i>This section is intentionally left blank</i>	Required
Proof of No Liens/Violations	Document	HEP-4	<i>This section is intentionally left blank</i>	Required
Complete list of all folio number(s) and property address(es)	Document	HEP-5	For applications with more than one folio number, you must upload a PDF document that includes all the folio numbers and City addresses.	Required, if applicable
Recorded Deed	Document	HEP-6	<i>This section is intentionally left blank</i>	Required



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Document Description	Doc/Drawing	Document Name	Special Notes/Comments	Required/Optional
Opinion of Title	Document	HEP-7	<i>This section is intentionally left blank</i>	Required
Copies of all eligible building permits or a signed contract	Document	HEP-8	These will list the estimated cost of construction or for work approved by a Certificate of Appropriateness	Required
Copies of all applicable Certificates of Appropriateness	Document	HEP-9	A Special Certificate of Appropriateness is required for non-contributing properties within the MiMo Historic District.	Required
Recorded Declaration of Restrictive Covenants for TDR for Historic Resources	Document	HEP-10	This is required at the time of issuance of the Certificate of Transfer.	Required
Copies of previous Certificates of Transfer	Document	HEP-11	<i>This section is intentionally left blank</i>	Required, if applicable
Purchase Agreement	Document	HEP-12	A copy of the sale contract for the Transfer of Development Rights between the sending and receiving sites	Required
Affidavit	Document	HEP-13	An affidavit pursuant to Sec. 23-6(11)4 of the City Code of Ordinances	Required
Bond or Letter of Credit	Document	HEP-14	Required for active permits.	Required, if applicable
Pre-Application Summary Report	Document	HEP-15	<i>This section is intentionally left blank</i>	Optional
Signed and Sealed within one year of application.	Drawing	V-1	<i>This section is intentionally left blank</i>	
Receiving Site (New Construction)				
Letter of Intent	Document	PZD-1	Addressed to the Zoning Administrator.	Required
Recorded deed(s)	Document	PZD-2	<i>This section is intentionally left blank</i>	Required
Opinion of Title	Document	PZD-3	<i>This section is intentionally left blank</i>	Required
Unity of Title	Document	PZD-4	This is required for sites that contain multiple folios.	Required, if applicable
Complete list of all folio number(s) and property address(es)	Document	PZD-5	For applications with more than one folio number, you must upload a PDF that includes all the folio numbers and City addresses.	Required, if applicable



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Document Description	Doc/Drawing	Document Name	Special Notes/Comments	Required/Optional
Signed and Sealed within one year of application.	Drawing	V-2	<i>This section is intentionally left blank</i>	Required
Pre-Application Summary Report	Document	HEP-19	<i>This section is intentionally left blank</i>	Optional