



Planning Department 444 SW 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor, Miami FL - 33130

## Special Permits Checklist

### Certificate of Transfer TDR NRD-1

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)	<i>Document</i>	PAP-1	<i>This section is intentionally left blank</i>	Required
Copy of Certificate of Eligibility	<i>Document</i>	PZD-1	<i>This section is intentionally left blank</i>	Required
Completed Digital Draft of Certificate of Transfer (MS Word format)	<i>Document</i>	PZD-3	<i>This section is intentionally left blank</i>	Required
Proof of No Liens/Violations	<i>Document</i>	PZD-4	<i>This section is intentionally left blank</i>	Required
Property Legal Description	Document	PZD-5	For sending sites with no previous Certificates of Transfer on Record	Required
Recorded Deed	Document	PZD-6	For sending and receiving sites with no previous Certificates of Transfer on Record	Required
Opinion of Title	Document	PZD-7	For sending sites with no previous Certificates of Transfer on Record	Required
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



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Document Description	Doc/Drawing	Document Name	Special Notes/Comments	Required/Optional
Complete list of all folio number(s) and property address(es)	Documents	PZD-10	<p><b>For applications with more than one folio number, you must upload a PDF document that includes all the folio numbers and <u>City</u> addresses.</b></p> <p>Some properties have a separate City of Miami and Miami-Dade County address. <b>Only use the City of Miami address for the application.</b></p> <p>Search City of Miami folios and addresses through <u>the <a href="#">City online GIS tool</a></u>.</p>	Optional
Pre-Application Summary Report	Document	PZD—11		Optional
Disclosure Affidavit of No Monies Due to the City	Document	PZD-30	Downloadable from ePlan Form site	Required