

# PREPARING LIST OF PROPERTY OWNERS WITHIN 500 FEET

You will **only** be responsible for providing the documents as instructed below in order to meet the filing criteria. You will **not** need to obtain signatures from any of your neighbors before, during, or after the public hearing process.

Below is the format required for preparing the ownership list of real estate properties within 500 feet of the subject property. This information must reflect the most current records on file in the Miami-Dade County Tax Assessor’s Office. A new list will be requested by Hearing Boards if it is determined the property owner information list is older than six (6) months.

Should you wish, you may obtain this information from a real estate consultant found in the yellow pages of your phone book or from the City of Miami Planning Departments GIS found at the following location: <https://maps.miamigov.com/miamizoning/index.htm>

1. COVER LETTER – You may use the format shown on the following page. The letter is to be signed by the person who prepared the list.
2. MAP – A map of the property showing the radius—from the outside boundary of the site—indicating all properties within a 500-foot radius.
3. OWNERSHIP LIST IN EXCEL FORMAT – The list needs to be formatted with property owner information, including one individual from any condominium association within the notification area, as illustrated below with the required information:
  - One column for each of the following: A) Owners’ name(s); B) Mailing address; C) City; D) State; E) Zip Code; F) Country; G) Folio Number; H) Folio Number; I) Legal Description
  - One property owner per row.
  - All text in Arial 11 font.

	A	B	C	D	E	F	G	H	I
1	<b>OWNER'S NAME(S)</b>	<b>MAILING STREET ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>COUNTRY</b>	<b>FOLIO NUMBER</b>	<b>FOLIO NUMBER</b>	<b>LEGAL DESCRIPTION</b>
2	Jane Doe	123 SW 4th Street	Miami	Florida	33133	USA	1234567890	1234567890	A.L. KNOWLTON'S MAP OF MIAMI (B-41)
3	John Doe	456 NE 7th Street, Unit A	Miami	Florida	33133	USA	2345678901	2345678901	D.H. FLAGLERS MAP OF MIAMI (A-40)
4									

**NOTE: PRINTED MAILING LABELS**

Printed mailing labels may be requested by Hearing Boards staff. This may occur should the formatting of the information in the Excel sheet not be correct. In these instances, three (3) sets showing *only* the name and mailing address of all property owner(s) listed in the ownership list, as follows:

<u><i>Mailing Label:</i></u>	<u><i>Example:</i></u>
Owner’s Name(s)	JANE SMITH
Mailing Address	123 SW 4 <sup>th</sup> Street
City, State Zip Code	Miami, Florida 33156

In these instances, and for Special Area Plans (“SAPs”) only, six (6) sets showing *only* the name and mailing address of all property owner(s) listed in the ownership list, as in the example above.

Some printing tips: Use one label per name. Please avoid duplication of labels where the same owner name with the same property address appears more than once. The best labels to use for this are ones that measure 1” x 2 5/8” each, and fit 30 labels per sheet.

If you have any questions, Hearing Boards staff is available to assist you. Please call us at 305.416.2030.