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

Special Permits Checklist

Certificate of Transfer – Affordable Payout Option (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	Optional
Certificate of Transfer Application (Signed by Owner or Owner Representative)	*Document*	*PAP-1*	*This section is intentionally left blank*	Required
Completed Digital Draft of Certificate of Transfer (MS Word format)	*Document*	*PZD-1*	*This section is intentionally left blank*	Required
Proof of No Liens/Violations	*Document*	*PZD-2*	*This section is intentionally left blank*	Required
Affordable Housing Payout Invoice and Payment Receipt	*Document*	*PZD-3*	*Payout Invoice and Payment Receipt to the Wynwood Public Benefit Trust Fund*	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-5	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