



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

Checklist

Certificate of Transfer TDD NRD-1

If you are submitting a request for this application type, the below documents and/or drawings are required to meet the Planning Department's minimum requirements.

Document Description	Doc/Drawing	Document Name	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
Letter of Intent	Document	PZD-1	Describe Nature of Application in the letter of intent (LOI) must indicate how the proposed Use confirms to standards related to the transect zone and Miami 21 Code	Required
Complete list of all folio number(s) and property address(es)	Documents	PZD-5	<p>For applications with more than one folio number, you must upload a PDF document that includes all the folio numbers and City addresses.</p> <p>Some properties have a separate City of Miami and Miami- Dade County address. Only use the City of Miami address for the application.</p> <p>Search City of Miami folios and addresses through the https://gis.miamigov.com/miamizoning/index.html</p>	Optional



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Recorded Deed	Documents	PZD-6	For sending/receiving sites with no previous Certificate of Transfer on Record.	Required
Opinion of Title	Document	PZD-7	For sending/receiving sites with no previous Certificates of Transfer on Record.	Required
Copy of Certificate of Eligibility	<i>Document</i>	PZD-8	<i>This section is intentionally left blank.</i>	Required
Disclosure Affidavit of No Monies Due to the City	Document	PZD-30	Downloadable from ePlan Form site.	Required
Proof of No Liens/Violations	Document	PZD-31	This section is intentionally left blank.	Required

Document Description	Doc/Drawing	Document Name	Special Notes/Comments	Required/Optional
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