



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

Special Permits Checklist

Certificate of Eligibility

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 Type	Special Notes/Comments	Required/Optional
Certificate of Eligibility (Signed by Owner or Owner Representative)	<i>This section is intentionally left blank</i>	Required
Property Legal Description	<i>This section is intentionally left blank</i>	Required
Recorded Deed	<i>This section is intentionally left blank</i>	Required
Unity of Title	If applicable	Required
Proof of No Liens/Violations	<i>This section is intentionally left blank</i>	Required
Survey with BBL established by PW (Signed and Sealed within one year of application date)	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
Signed and Sealed Floor Plans Including Floor Area Calculations	<i>This section is intentionally left blank</i>	Required
Complete list of all folio number(s) and property address(es)	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