



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

Special Permits Checklist

Certificate of Transfer

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 Transfer (Signed by Owner or Owner Representative)	<i>This section is intentionally left blank</i>	Required
Copy of Certificate of Eligibility	<i>This section is intentionally left blank</i>	Required
Copy of Approved TDR Qualification Application	<i>This section is intentionally left blank</i>	Required
Completed Digital Draft of Certificate of Transfer (MS Word format)	<i>This section is intentionally left blank</i>	Required
Proof of No Liens/Violations	<i>This section is intentionally left blank</i>	Required
Property Legal Description	For sending sites with no previous Certificates of Transfer on Record	Required
Recorded Deed	For sending sites with no previous Certificates of Transfer on Record	Required
Opinion of Title	For sending sites with no previous Certificates of Transfer on Record	Required
Completed Digital Draft of Restrictive Covenant (MS Word format)	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)	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
Rehabilitation Plans and Performance Bond (if Applicable)	For sending sites with no previous Certificates of Transfer on Record	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