



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

Transfer of Development Rights for Historic Resources Certificate of Eligibility Checklist

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 minimum requirements.

Document Type	Special Notes/Comments	Required/Optional
Signed OAS Application	<i>This section is intentionally left blank</i>	Required
Authorized Owner Disclosure	<i>Required if the Owner have not signed the OAS Application</i>	Optional
Signed Letter of Intent (Owner or Owner's Representation)	<i>Include calculations for FLR eligbile for transfer</i>	Required
Signed and Sealed Survey (no more than 12 months old)	Must include legal description(s), folio no(s), transect zone(s). gross lot area, and net lot area	Required
As built floor plans signed and sealed by a registered architect (no more than 12 months old)	<i>This section is intentionally left blank</i>	
Warranty Deed	<i>This section is intentionally left blank</i>	Required
Code and Lien Search	<i>This section is intentionally left blacnk</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	Required