



CITY OF MIAMI  
**PLANNING DEPARTMENT, HEARING BOARDS SECTION**  
444 SW 2<sup>nd</sup> Avenue, 7<sup>th</sup> Floor ♦ Miami, Florida 33130 ♦ Telephone 305-416-2030  
[www.miamigov.com/hearingboards](http://www.miamigov.com/hearingboards)

## FILE SEARCH REQUEST

***\$40.00 per Address or Folio Number***

***Information will be provided approximately four (4) to seven (7) business days after receipt of completed request and payment.***

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone(s) \_\_\_\_\_

Email \_\_\_\_\_

Address(es) to be searched \_\_\_\_\_

\_\_\_\_\_

I would like to request a search of the above address(es) for:

- Public hearings.
- Open code violations and liens.

**NOTICE: THIS OFFICE ONLY MAINTAINS RECORDS WITH RESPECT TO ZONING-RELATED MATTERS: VARIANCES; EXCEPTIONS; SPECIAL EXCEPTIONS; CHANGES OF ZONING & REZONINGS {NOT INCLUDING CITY-INITIATED APPLICATIONS}; COMPREHENSIVE PLAN CHANGES; STREET CLOSURES; AND APPEALS PURSUANT TO THE ZONING ORDINANCE, AS AMENDED. THIS SEARCH DOES NOT INCLUDE COVENANTS, ENCUMBRANCES, OTHER LIENS, RESTRICTIONS OR THE LIKE, RECORDED IN THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA.**

In an effort to enhance our process, effective February 7, please note the following:

1. Prior to submitting the search, please verify the address or folio number is within the municipal boundaries of the City of Miami. Please go to the link below for confirmation  
<http://www.miamigov.com/GISWebPortal/pages/default.asp>.
2. No credits or refunds will be granted for a submitted search.
3. The \$40.00 charge is per address or per folio number. If additional addresses or folio numbers are tied to the one on the request, an additional payment of \$40.00 for each additional address or folio number will be charged. The request will be pending until such payment is made.
4. Please address and send all searches to the contact information provided in the reverse of this form, attention: Anel Rodriguez, Administrative Assistant II. All searches must clearly indicate the type of request and must be properly completed by the requesting party.
5. Only walk-in or mailed requests with payment will be accepted.
6. Searches will continue to be conducted on a first-come, first-serve basis.
7. After a search is complete, the response will be emailed. If the findings are requested to be mailed, please provide a self-addressed stamped envelope.
8. If providing our findings to property owners or another interested party, please make sure to include all attachments with the response letter.