



PLANNING AND ZONING DEPARTMENT, HEARING BOARDS SECTION
444 SW 2nd Avenue, 7th Floor ♦ Miami, Florida 33130 ♦ Telephone 305-416-2030

FILE SEARCH REQUEST

\$75.00 per Address or Folio Number

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

Date _____

Address(es) / Folio(s): _____

-
- Open Code Enforcement Violations and Liens
 Planning and Zoning Public Hearings

Name _____

Email _____

Telephone(s) _____

Property Address _____

City, State, Zip Code _____

♦ *For status inquiries, please email Vanessa Trujillo at Vtrujillo@miamigov.com* ♦

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. ***FURTHERMORE, AN ADDITIONAL LIEN SEARCH FROM THE FINANCE DEPARTMENT SHOULD BE CONDUCTED FOR INFORMATION ON CERTIFIED LIENS AND OUTSTANDING AMOUNTS.***

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 \$75.00 charge is per address or per folio number. If additional addresses or folio numbers are tied to the one listed on the request, an additional payment of \$75.00 for each additional address or folio number will be charged. The request will be on hold until such payment is made.
4. Please address and send all requests to the contact information provided. All requests must be legible, must clearly indicate the type of search to be conducted 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.