

**HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD**  
**APPLICATION FOR**  
**CERTIFICATE TO DIG**  
**CITY OF MIAMI**  
**PLANNING AND ZONING DEPARTMENT**  
**PRESERVATION OFFICE**  
 444 SW 2nd AVENUE  
 MIAMI, FLORIDA 33130

FOR STAFF USE ONLY

APPLICATION # \_\_\_\_\_

- HIGH PROBABILITY
- MODERATE PROBABILITY
- LOW PROBABILITY
- LETTER FROM ARCHEOLOGIST
- SHOVEL TEST REPORT

ARCHEOLOGIST: \_\_\_\_\_

DATE OF LETTER: \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

- APPROVED
  - W. CONDITIONS
  - DENIED
- STAFF INITIALS \_\_\_\_\_

CONDITIONS:

- On Site Monitoring IS required
- Monitoring is NOT required

Submit monthly reports to the City of Miami during any archeological testing and monitoring activities to document the results of any finds

Submit a final report to the City of Miami within 30 days of completion of the archeological investigations and monitoring

Shovel test submitted showing negative test results

COMMENTS:

PROCESS # BD

PROPERTY ADDRESS \_\_\_\_\_

ARCHEOLOGICAL ZONE (IF APPLICABLE) \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

OWNER'S ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_

OWNER'S DAYTIME PHONE NUMBER \_\_\_\_\_ OWNER'S E-MAIL \_\_\_\_\_

APPLICANT/AUTHORIZED REPRESENTATIVE (NAME & TITLE) \_\_\_\_\_

APPLICANT'S ADDRESS, CITY, STATE, ZIP CODE \_\_\_\_\_

APPLICANT'S DAYTIME PHONE NUMBER \_\_\_\_\_ APPLICANT'S E-MAIL \_\_\_\_\_

**APPLICATION TYPE** (Choose as many as applicable)

- NEW CONSTRUCTION
- DEMOLITION
- TREE REMOVAL
- FENCE/WALL INSTALLATION
- OTHER \_\_\_\_\_
- RE-PAVING
- LANDSCAPING
- SWIMMING POOL
- UTILITY TRENCHES

**OWNER ATTESTATION:**

It is warranted in good faith that the statements above and on attached page(s) are true and correct. I understand that I have received approval ONLY for the work specified herein and that NO changes may be made to the approved drawings/plans or CTD application without the Preservation Office approval. I understand that a CTD is a prerequisite to obtaining a building permit and NO work may begin until a building permit is obtained.

SIGNATURE OF PROPERTY OWNER (REQUIRED) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF APPLICANT (IF OTHER THAN PROPERTY OWNER) \_\_\_\_\_ DATE \_\_\_\_\_

*NOTE: A COMPLETE CHECKLIST AND INSTRUCTIONS FOR REQUIRED ATTACHMENTS ARE ON REVERSE SIDE.  
 NO APPLICATION WILL BE CONSIDERED UNTIL ALL SUPPORTING MATERIALS ARE RECEIVED.*

**NO CERTIFICATE TO DIG SHALL BE ISSUED FOR NEW CONSTRUCTION, DEMOLITION, EXCAVATION, TREE REMOVAL, OR ANY OTHER GROUND DISTURBING ACTIVITY UNTIL THE CITY'S STAFF HAS REVIEWED THE APPLICATION, EVALUATED THE SCOPE, AND DETERMINED WHETHER OR NOT THE MATTER SHOULD BE BROUGHT BEFORE THE HISTORIC AND ENVIRONMENTAL PRESERVATION BOARD (HEPB) FOR THEIR REVIEW.**

**REQUIRED ATTACHMENTS FOR ALL PROJECTS:** (Provide (1) hard copy of all requested materials to be retained by the Preservation Office)

- COMPLETED AND SIGNED CERTIFICATE TO DIG APPLICATION FORM
- LETTER OF AGREEMENT WITH ARCHEOLOGIST DETAILING SERVICES
- SHOVEL TEST REPORT
- 11" x 17" PROPERTY SURVEY, PREPARED BY A REGISTERED LAND SURVEYOR FROM WITHIN THE LAST YEAR
- \$75 CHECK MADE PAYABLE TO THE CITY OF MIAMI
- OTHER \_\_\_\_\_

**Following the completion of archeological investigations and monitoring, a final report must be submitted to the City of Miami within 30 days.**

Any archeological site or feature(s) uncovered during any initial construction or ground disturbing activities will be fully documented by the consultant archeologist; and provide written notice to the City within 48 hours of the discovery of a significant archeological find or human remains; and If human remains are uncovered, the provisions of Florida Statute 872.05 (Offenses Concerning Dead Bodies and Graves) will apply; and Recovered materials will be donated to the Historical Museum of Southern Florida.

*A Certificate to Dig expires 12 months from the date of issuance, unless the authorized work is commenced within this time period. The Preservation Officer may grant an extension of time up to 12 months upon written request by the applicant.*

**FOR QUESTIONS PLEASE CONTACT THE PRESERVATION OFFICE:**

Wendy Sczechowicz at 305.416.2034 or [wsczechowicz@miamigov.com](mailto:wsczechowicz@miamigov.com)

OR VISIT OUR WEBSITE AT [WWW.HISTORICPRESERVATIONMIAMI.COM](http://WWW.HISTORICPRESERVATIONMIAMI.COM)

**COMPLETED APPLICATIONS AND MATERIALS TO BE SUBMITTED IN PERSON AT 444 SW 2ND AVENUE, 3rd FLOOR**