

OBJECTIVE:

The new Certificate of Use is a consumer-protection legislation by making prospective owners aware of building or zoning deficiencies. The purpose is to document and disclose to the public/buyer, that the property to be acquired complies with all applicable building codes and zoning codes.

RESPONSIBILITY:

The holder of a property acquired through a certificate of title in accordance with Chapter 45, Florida Statutes (Foreclosures and Judgments), (i.e. lending institutions and mortgagees).

PROCESS:

The new CU process includes preparation of a disclosure of findings report (see attached report), which identifies building or zoning codes violations for each property and contains a good faith estimate of the cost to remedy any deficiencies.

This report must be completed by an architect or professional engineer licensed and registered in the State of Florida, and submitted to the Planning and Zoning department for revision as follow:

1. Completed disclosure of findings report will be submitted to the City of Doral planning & Zoning Department at 8401 NW 53RD TERRACE, 2ND FLOOR, along with the initial filing fee of \$250.00 surcharge.
2. Department of Planning and Zoning staff will review the report and determine acceptance or denial (neither of which is contingent upon resolution of reported violations). Staff will report potential violations to the appropriate agencies and/or departments.
3. If the disclosure of findings report is rejected and must be re-submitted, an additional \$50.00 surcharge fee will be charged.
4. If the disclosure of findings report is accepted, the holder of the Certificate of Title will file the accepted report with the Miami Dade County Clerk of the Courts.
5. The recorded document will then be submitted to Department of Planning & Zoning Department (along with the remaining filing fee amount of \$50.00) in order to obtain the final Certificate of Use

VIOLATIONS FOUND:

After the disclosure and findings report has been reviewed by staff, violations noted by the design professional will be referred to the appropriate department, Building or Code Compliance. Planning and Zoning Department staff will notate on the disclosure report that a referral has been made prior to the document being recorded. The report's acceptance is independent from the outcome of the found violations.