



CITY OF MIAMI
PLANNING DEPARTMENT
PRESERVATION SECTION

STANDARD CERTIFICATE TO DIG (CTD)
GROUND-DISTURBING ACTIVITY

ADDRESS OF PROPERTY / NAME OF ARCHEOLOGICAL ZONE

OWNER'S NAME

OWNER'S DAYTIME PHONE NUMBER

OWNER'S ADDRESS, CITY, STATE, ZIP CODE

OWNER'S E-MAIL

APPLICANT/AUTHORIZED REPRESENTATIVE (NAME & TITLE)

APPLICANT'S DAYTIME PHONE NUMBER

APPLICANT'S ADDRESS, CITY, STATE, ZIP CODE

APPLICANT'S E-MAIL

APPLICANT'S RELATIONSHIP TO OWNER

**BELOW CHECK GROUND DISTURBING ACTIVITIES ON PROPERTY
(ATTACH SKETCHES OR ILLUSTRATIONS ON ADDITIONAL PAGES)**

- | | |
|---|--|
| <input type="checkbox"/> NEW CONSTRUCTION / ADDITIONS | <input type="checkbox"/> INSTALLATION OF FENCE AND/OR WALL |
| <input type="checkbox"/> UTILITY TRENCH(ES) | <input type="checkbox"/> SEPTIC TANK |
| <input type="checkbox"/> TREE REMOVAL | <input type="checkbox"/> CONSTRUCTION OF NEW POOL |
| <input type="checkbox"/> LANDSCAPING OR DRIVEWAY | <input type="checkbox"/> OTHER _____ |

ATTACHMENTS SUBMITTED WITH APPLICATION (MORE SUBMITTAL INFORMATION ON REVERSE PAGE)

- | | |
|---|---|
| <input type="checkbox"/> SURVEY OF PROPERTY | <input type="checkbox"/> LETTER OF AGREEMENT/INTENT FROM AN |
| <input type="checkbox"/> SITE PLAN OF PROPOSED PROJECT | ARCHEOLOGIST DETAILING SERVICES |
| <input type="checkbox"/> PHOTOGRAPHS OF WHERE ACTIVITY OCCURS | <input type="checkbox"/> OTHER _____ |

OWNER ATTESTATION: I CERTIFY THAT ALL INFORMATION PROVIDED IN THIS SUBMITTAL IS CORRECT.

SIGNATURE OF PROPERTY OWNER

DATE

SIGNATURE OF APPLICANT (IF OTHER THAN PROPERTY OWNER)

DATE

FOR STAFF USE ONLY:

APPLICATION # _____ DATE RECEIVED _____ STAFF INITIALS _____

APPROVED

DENIED

APPROVED WITH CONDITIONS

1. _____

2. _____

3. _____

STANDARD CERTIFICATE TO DIG (CTD)

SUBMITTAL REQUIREMENTS

PROCEDURE FOR GROUND DISTURBING ACTIVITY IN ARCHEOLOGICAL ZONES, SITES, OR CONSERVATION AREAS:

NO CERTIFICATE TO DIG SHALL BE ISSUED FOR NEW CONSTRUCTION, 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.

REQUIREMENTS FOR STANDARD CTDs: (One complete set of the following checked items)

- PLANS:** NO LARGER THAN 11" X 17" PREFERRED WHEN THIS SIZE YIELDS SUFFICIENT DETAIL. PLANS MUST PROVIDE LEGENDS AND LABEL ALL INFORMATION.
- PHOTOGRAPHS: MUST BE PRINTED AT 4" 6" OR 2 PHOTOGRAPHS PRINTED ON 8.5" X 11"**
- ARCHEOLOGICAL SHOVEL TEST ASSESSMENT**
MUST INCLUDE THE FOLLOWING INFORMATION:
 - PHOTOGRAPH OF THE AREA TO BE IMPACTED
 - SITE PLAN SHOWING WHERE SHOVEL TESTS WERE PERFORMED
 - DESCRIPTION OF SHOVEL TEST
 - DESCRIPTION OF SITE CHARACTERISTICS
 - ARCHEOLOGIST'S CONCLUSIONS
- ARCHEOLOGICAL MONITORING REPORT DOCUMENTING NO CULTURAL REMAINS:**
MUST INCLUDE THE FOLLOWING INFORMATION:
 1. ADDRESS/LOCATION OF THE MONITORING
 2. A MAP FIGURE DEPICTING THE LOCATION OF THE MONITORING
 3. WHAT THE MONITORING WAS FOR (TYPE OF PROJECT)
 4. A BRIEF DESCRIPTION OF THE GROUND DISTURBING ACTIVITIES
 5. SAMPLE PHOTOS OF GROUND DISTURBING ACTIVITIES
 6. RESULTS; DISCUSS ANY RECOVERED OR OBSERVED CULTURAL MATERIALS OR FEATURES
 7. RECOMMENDATIONS FOR FUTURE MONITORING

QUESTIONS? PLEASE CONTACT :

- ALEXANDER ADAMS, PRESERVATION OFFICER AT (305) 416-1445 OR AADAMS@MIAMIGOV.COM
- MEGAN MCLAUGHLIN, PRESERVATION PLANNER AT (305) 416-1453 OR MMCLAUGHLIN@MIAMIGOV.COM
- OR VISIT OUR WEBSITE: HISTORICPRESERVATIONMIAMI.COM

FOR STAFF USE ONLY

THE PROPERTY IS LOCATED WITHIN A:

- LOW PROBABILITY ZONE
- MEDIUM PROBABILITY ZONE
- HIGH PROBABILITY ZONE

ADDITIONAL DOCUMENTS REQUIRED

- C.R.A.S. REPORT
 - ARCHEOLOGICAL MANAGEMENT PLAN
 - OTHER CONDITIONS SPECIFIED BELOW:
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