



INTERIM PARKING PERMIT APPLICATION AND PROCEDURES

Step 1. Contact the Office of Zoning to discuss the proposed parking to determine if the property is eligible for the program and to determine what documents must be submitted with the application. The application fee of \$1,000.00 is non-refundable.

Step 2. Obtain a lien search from the Department of Finance. Any outstanding liens must be satisfied and proof of compliance must be submitted with the Interim Parking Permit Application.

Obtain a lien search from the Office of Hearing Boards. Any outstanding code enforcement violations or liens must be satisfied and proof of compliance must be submitted with the Interim Parking Permit Application.


Step 3. Complete the Interim Parking Permit Application. **Only the completed and paid applications will be reviewed by the City.** Therefore, to ensure that the application is complete, the following items are required:

- Enter all the information on the applicant portion of the application.
 - Sign and notarize the application and the Indemnification/Hold Harmless Affidavit.
 - Attach two (2) site plans/floor plans 11"x17" mechanically drawn to 1/4" scale with address, property boundaries, existing and proposed structures, parking, landscaping, if applicable, etc. as per Chapter 62, Article XIII of the City Code.
 - Answer the Fire Department questionnaire.
 - Attach the original certified mail receipts and copies of the notification letter that you mailed (a form for the letter is provided in this package). **Note: the Interim Parking Permit requires that the applicant notifies the adjacent property owner(s), the District Commissioner, and all registered associations of the area.**
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Step 4. Submit the Interim Parking Permit application and payment of applicable fee to the Office of Zoning located at 444 SW 2 Avenue, 4th Floor, Corridor "C," Miami, FL 33130-1910.

Departments will not accept applications directly from applicants.

Once the completed Interim Parking Permit application is reviewed by all appropriate

The seal of the City of Miami is a circular emblem. It features a central palm tree with a small building at its base. The words "THE CITY OF MIAMI" are written in an arc at the top, and "INCORPORATED 1896" is written in an arc at the bottom. Two stars are positioned on either side of the palm tree. The entire seal is surrounded by a decorative rope-like border.

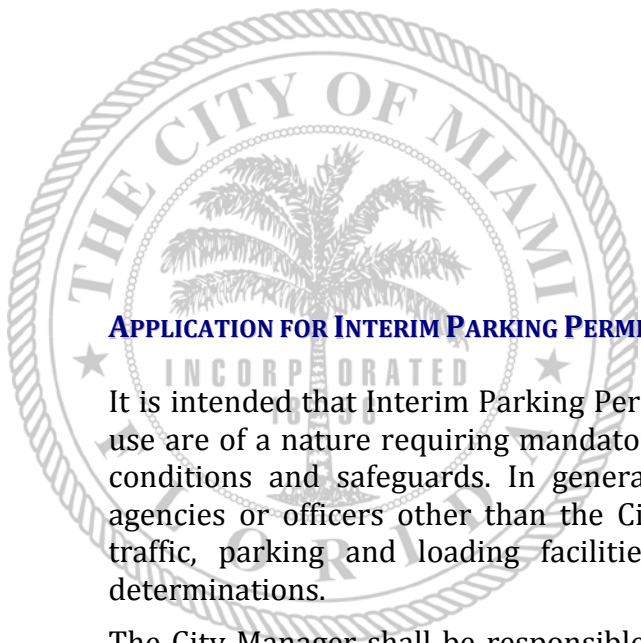
departments, the application is submitted to the Office of Zoning for final approval by the City Manager or his designee. The Office of Zoning will contact you to pick up the permit once a final decision is rendered.

Step 5. Once the permit is approved, you may proceed to obtain a certificate of use, business tax receipt, or building permit, **if applicable**.

REQUIREMENTS FOR ALL PUBLIC WORKS DEPARTMENT REVIEWS

Survey shall be to scale and signed and sealed by a Professional Surveyor and Mapper. Survey is used to verify all existing conditions. It shall depict the followings when they are applicable:

1. North arrow.
2. Scale.
3. Elevation datum (NGVD or City of Miami Datum).
4. Legal description.
5. Lot dimensions.
6. Easements.
7. Dedications.
8. Width of the Right of Way; dimensions from base building line to monument line and center line of street, un-dedicated right of way width.
9. Street names.
10. Spot elevations relative to stationing with exact location denoted by point or cross sign next to elevation numbers (i.e. x 12.34) along centerline of street, lip of gutter, top of curb, and back of sidewalk spaced at 15 – 20ft on center. All elevations shall be based on City of Miami Datum and it shall be indicated as such on the survey.
11. Existing drainage inlet (description, elevation, invert, bottom elevation, pipe size, type, length), curb and gutter (location, radius, point of curvature, point of tangency, arc length, and interior angle), valley gutter.
12. Sidewalk (width), handicap ramp (type; refer to FDOT index 304).
13. Existing edge of pavement/width of pavement, driveway approaches.
14. Existing trees, utility poles.



PERMIT # _____

RECEIPT # _____

APPLICATION FOR INTERIM PARKING PERMIT

It is intended that Interim Parking Permits be required where specified uses or characteristics of use are of a nature requiring mandatory technical determinations or reviews to establish special conditions and safeguards. In general, such determinations and review will normally be by agencies or officers other than the City Manager, and may involve matters such as design for traffic, parking and loading facilities, health and environmental considerations, and legal determinations.

The City Manager shall be responsible for the administration and processing of applications for Interim Parking Permits, and for determinations thereon.

This application and any Interim Parking Permit that may be issued is only valid for one (1) year from the date of issuance. If the Interim Parking Permit application is denied, the applicant must wait twelve (12) months before resubmitting a new application for an Interim Parking Permit.

Applicant Name _____

Phone & Email _____

Address _____

City / State / Zip _____

I (name and address above), the property owner or agent of the subject property, hereby applies to the City Manager of the City of Miami for approval of an Interim Parking Permit under the provisions of Chapter 62, Article XIII of the City Code.

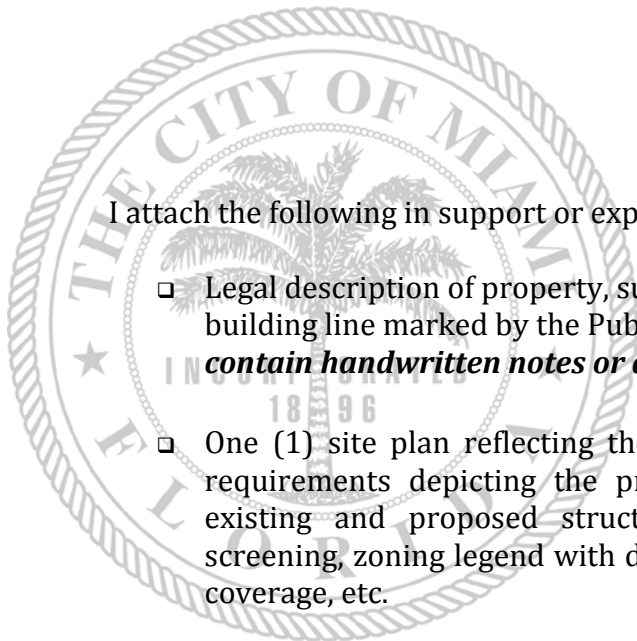
Zoning District: _____

Address of property: _____

Nature of proposed use: _____

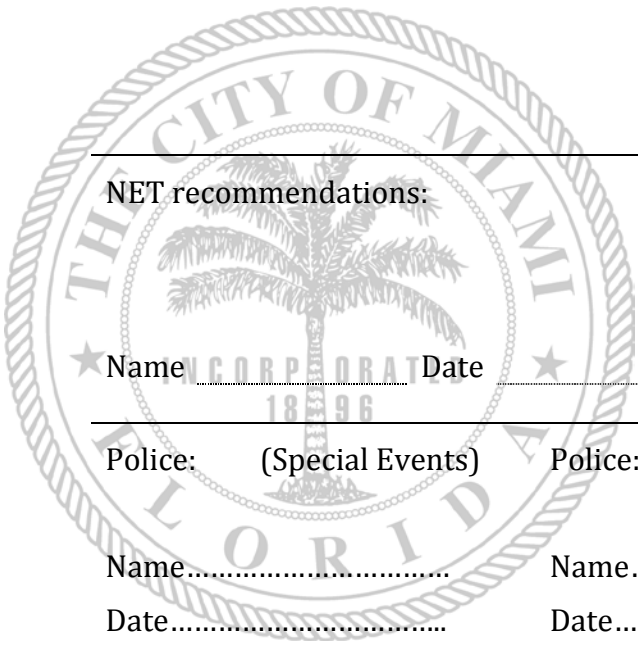
Applicable Sections of Chapter 62: _____

Date and time of use: _____



I attach the following in support or explanation of this application:

- Legal description of property, survey, and/or floor plan. The survey must have the base building line marked by the Public Works Department. ****Survey and Plans must not contain handwritten notes or alterations.***
- One (1) site plan reflecting the final project in full compliance with the Miami21 Code requirements depicting the property boundaries, base building line, layers, setbacks, existing and proposed structures, parking layout, landscaping, landscaping legend, screening, zoning legend with dimensions and computation of lot area, floor area ratio, lot coverage, etc.
- One (1) site plan reflecting the proposed layout for the specific term of this interim parking lot permit depicting the property boundaries, base building line, layers, setbacks, existing and proposed structures, parking layout, landscaping, landscaping legend, screening, zoning legend with dimensions and computation of lot area, floor area ratio, lot coverage, etc
- Fee of \$1,000.00
- Affidavit.
- Notification of adjacent property owners, District Commissioner, and registered associations w/original receipts. (Form for the notification letter will be provided by the Office of Zoning and must be sent via certified mail.)
- Fire Department review questionnaire.
- Distance Survey by a certified surveyor of all parking facilities within a 500 foot radius of the proposed location including the number of parking spaces available.
- Authorization if City property.
- Lien Searches from Department of Finance and Office of Hearing Boards.
- Photographs, other than Polaroid, showing the site, building or area to be altered, including any structure to be demolished. The age of any structure proposed for demolition must be provided.
- Other:_____.



NET recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name Date

Signature

Police: (Special Events)

Police: (Commander)

- Approval
- Approval with Conditions (*see below*)
- Denial

Name.....

Name.....

Date.....

Date.....

Signature.....

Signature.....

Finance recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name Date

Signature

Public Works recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name Date

Signature

Solid Waste recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name Date

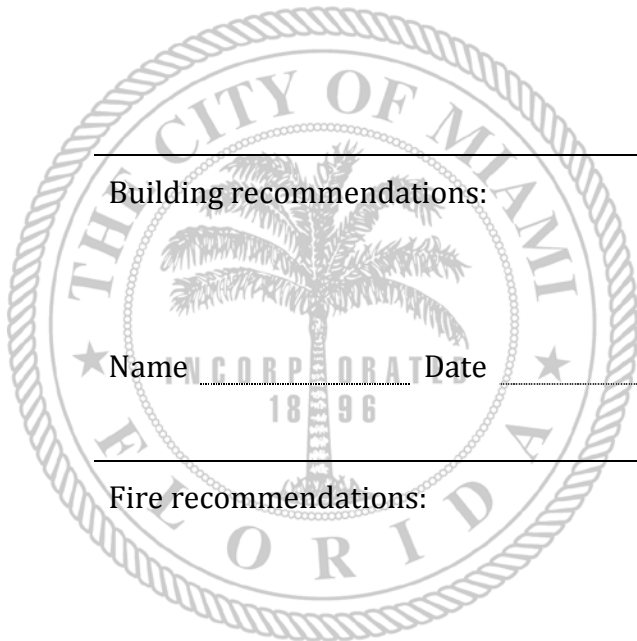
Signature

Code Enforcement recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name Date

Signature



Building recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name _____ Date _____

Signature _____

Fire recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name _____ Date _____ Signature _____

Zoning recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name _____ Date _____ Signature _____

Planning recommendations:

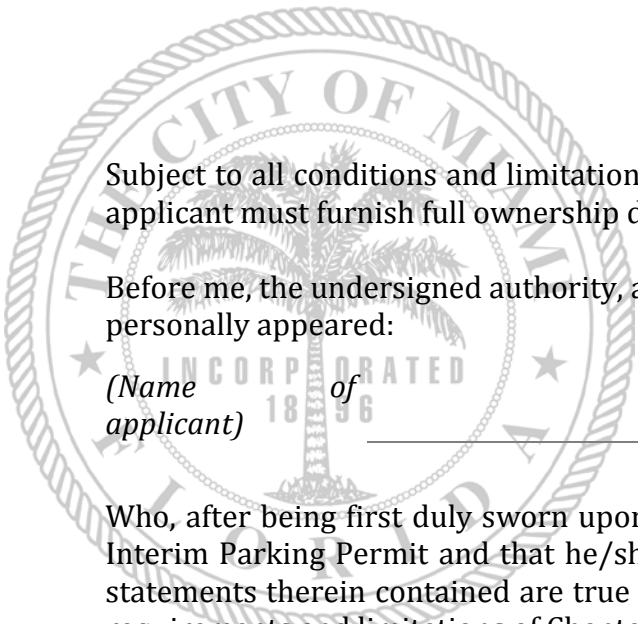
- Approval
- Approval with Conditions (*see below*)
- Denial

Name _____ Date _____ Signature _____

City manager (or designee) findings:

- Approved
- Approved with Conditions (*see below*)
- Denied

Name _____ Date _____ Signature _____



Subject to all conditions and limitations of Chapter 62, Article XIII of the City Code. If appealed, the applicant must furnish full ownership disclosure.

Before me, the undersigned authority, authorized to administer oaths and take acknowledgements personally appeared:

(Name of applicant) _____

Who, after being first duly sworn upon oath deposes and says that he/she is the applicant for this Interim Parking Permit and that he/she has made and read the foregoing application and that the statements therein contained are true and correct and acknowledges that he/she will be subject to requirements and limitations of Chapter 62, Article XIII of the City Code as amended

Signature

Sworn and subscribed to before me this _____ day of _____, 20_____.

Notary Public, State of Florida at large

My Commission Expires



NOTIFICATION LETTER

You are hereby notified that an application will be submitted by the above to the Office of the City Manager of the City of Miami for approval of a Interim Parking Permit under the provisions of Chapter 62, Article XIII of the City Code, for the following purpose:

NOTIFICATION TO:		DATE:	
ADDRESS:			
NAME OF APPLICANT			
STREET ADDRESS			
CITY, STATE, ZIP CODE			
SUBJECT PROPERTY			
DATE / DURATION			
NUMBER OF PARKING SPACES			

This application will be reviewed for approval for an Interim Parking Permit only. Consequently, the City Manager or his designee will have on file all documents, plans, and supporting materials pertaining to this proposal. Should you wish to review this file, it will be made available to you after submittal and upon your request at the City of Miami Office of Zoning, Miami Riverside Center, **444 SW 2nd Avenue, 4th Floor, Miami, FL 33130**. For an appointment, please call at **(305) 416-1486**.

The Office of the City Manager will take into consideration any comments you may have about the proposal; however, such comments will not be binding upon the decision of the City Manager or his designee.

The final decision of the City Manager may be appealed pursuant to provisions set forth in **Chapter 62, Article XIII of the City Code** within fifteen (**15**) days of the date of issuance of the Interim Parking Permit by filing a written appeal and appropriate fee with the Office of Hearing Boards located at **444 SW 2nd Avenue, 3rd Floor, Miami, FL 33130**. For an appointment, please call **(305) 416-2030**.

*The City Code requires that all **abutting property owners** and **registered Neighborhood or Homeowners Associations** be notified of **this Permit** application in an approved notification form as set forth in **Chapter 62 of the City Code**.*

OFFICE OF ZONING SIGNATURE: _____

DATE: _____

**INDEMNIFICATION / HOLD HARMLESS
AFFIDAVIT**

DATE: _____

RE: PROPERTY(S) LOCATED AT:

DATE APPROVED _____

City Manager or Designee

TO: CITY OF MIAMI, FLORIDA
ATTN: ZONING ADMINISTRATOR
444 SW 2 AVENUE
4TH FLOOR
MIAMI, FL 33130

FROM: _____
Legal owner of the above property.

The undersigned hereby affirms that he/she is the legal owner of the above-referenced property. Furthermore, the undersigned hereby acknowledges that he/she has heretofore made application(s) for and received approval from the City of Miami, Florida, for the following:

Temporary Permit # _____ On ___/___/20 by Office of Zoning
(Date approved) (City dept. / City commission)

Temporary Permit # _____ On ___/___/20 by Office of Zoning
(Date approved) (City dept. / City commission)

In connection with the foregoing, the undersigned is hereby requesting the City of Miami, Florida, to issue a building permit(s) for the construction of the following described improvement(s) on the property prior to the expiration of the deadline for the applicable appeal period:

The undersigned understands that in connection with the above-referenced property the applicable appeal period deadline(s) for the above mentioned approval(s) is/are as follows:

___ / ___ / 20 .

In consideration of the City of Miami, Florida agreeing to issue a building permit(s) to the undersigned as herein requested, the undersigned agrees as follows:

**INDEMNIFICATION / HOLD HARMLESS
AFFIDAVIT**

Permit # _____

- (a) Pay all actual or estimated permit costs and other applicable City regulatory fees associated with the improvements requested to be built prior to issuance of any building permits by the City of Miami;
- (b) Acknowledge he/she is proceeding at his/her own risk and hereby agrees to assume all responsibility and to indemnify, defend, and hold harmless the City, its officers, agents, and assigns in connection herewith;
- (c) Immediately cease all construction on the property if an appeal is filed within the above stated appeal period;
- (d) Acknowledge that the City may impose conditions on approval which are required by State, County, or City laws and regulations that are otherwise necessary to insure the public health, safety, and welfare of the citizens of the City of Miami, Florida; and that the City may enforce the terms of this affidavit by its issuance of the building permit(s);
- (e) Acknowledge that the issuance of building permit(s) to the undersigned is not a grant of any vested right whatsoever for use, or completion of construction on the property; and
- (f) Indemnify, defend, and hold harmless the City, its officers, agents, and assigns from any claims, demands, liabilities, losses, causes of action of any nature whatsoever arising out of or in connection with the permit(s) issued or any part thereof, from and against all costs, fees, expenses, liabilities, any orders, judgments, or decrees which may be entered, and from and against all costs for attorneys' fees, expenses and liabilities incurred in the defense of such claim or in the investigation thereof.

Print Owner's Name

Owner's Signature

(STATE OF FLORIDA
COUNTY OF MIAMI-DADE)

The undersigned instrument was acknowledged before me this ____ day of _____, 20 ____ . He/she has personally appeared before me and is known to me or has produced _____ as identification and did (did not) take an oath.

Name:
Notary Public -State of Florida
Commission no:
My commission expires:

The seal of the City of Miami is a circular emblem. It features a central palm tree with a five-pointed star above it. The words "THE CITY OF MIAMI" are written in an arc at the top, and "FLORIDA" is written in an arc at the bottom. The seal is surrounded by a decorative border.

NOTICE INSTRUCTIONS TO APPLICANT

PLEASE FILL OUT THE ATTACHED NOTIFICATION FORM.

ONCE FILLED OUT, THIS FORM MUST BE INITIALED FOR APPROVAL AS TO CONTENT BY A CITY OF MIAMI ZONING STAFF MEMBER. NOTICES THAT ARE MAILED PRIOR TO BEING APPROVED MAY RESULT IN THE CITY REQUIRING THAT THE NOTICES BE RE-SENT.

ONCE APPROVED BY STAFF, THE FORM MUST BE MAILED BY CERTIFIED MAIL TO THE FOLLOWING RECIPIENTS:

- **ALL REGISTERED NEIGHBORHOOD AND HOMEOWNER ASSOCIATIONS WITHIN THE NET DISTRICT OF THE SUBJECT PROPERTY**
- **THE NET OFFICE THAT CORRESPONDS TO THE SUBJECT PROPERTY**
- **THE COMMISSIONER'S OFFICE THAT CORRESPONDS TO THE SUBJECT PROPERTY**
- **THE ABUTTING PROPERTY OWNERS TO THE SUBJECT PROPERTY.**

COPIES OF ALL NOTICES AND THE ORIGINAL POST OFFICE RECEIPTS THAT SHOW ALL SUCH NOTICES WERE SENT MUST BE SUBMITTED TO THE CITY ALONG WITH YOUR PERMIT APPLICATION.

FAILURE TO PROVIDE ADEQUATE NOTICE MAY RESULT IN THE CITY REQUIRING THAT THE NOTICES BE RE-SENT.

PERMIT APPLICATIONS, INCLUDING ALL APPLICATION MATERIALS AND PLANS (IF APPLICABLE) MUST BE FILED WITH THE OFFICE OF ZONING WITHIN 5 WORKING DAYS OF WHEN THE NOTICES ARE MAILED. FAILURE TO FILE WITHIN THE 5 DAY PERIOD WILL RESULT IN NOTICES HAVING TO BE RE-SENT.

The seal of the City of Miami is circular, featuring a palm tree in the center. The words "THE CITY OF MIAMI" are written around the top inner edge, and "INCORPORATED 1896" is at the bottom. A star is on the left side. The seal is faded and serves as a background for the title.

FIRE DEPARTMENT QUESTIONNAIRE

Please answer all of the questions below so that the Fire Department can review the application.

1. How many people will be attending the event?
2. Is the address of the event shown on all the plans?
3. Is the name and dates of the event shown on all plans?
4. Did they provide a site plan and location sketch for this event?
5. Did they provide detailed dimensioned plans for the event?
6. Do the plans clearly identify the number and arrangement of exits?
7. Do the plans show several remote exits for the event?
8. Do the plans clearly identify the exit discharge path from all exits to a public street?
9. Did they provide flame spread certification for any temporary tents?
10. Are dimensions and words on the plans large enough to read?
11. Are the plans at least 1/8" or 1/4" scale?
12. Have they clearly identified any life safety risks (hazardous materials or processes, cooking, generators) on the plans?
13. Have they obtained written permission from the Fire Marshal for serious life safety risks (indoor fireworks, allowing vehicles inside of buildings, allowing festival seating inside a building) prior to plans approval?
14. Have fire inspectors or paramedics been assigned to the event?
15. Have police officers been assigned to the event?
16. Have they obtained written permission from the police to block any public street?
17. Have they obtained written permission from the Fire Marshal for fireworks after 11 PM?
18. Are there any fire sprinklers on the property?
19. Are there any fire alarms on the property?
20. Does the property have panic hardware?