



MASTER PARKING PLAN APPLICATION CHECKLIST

- Application Processing: Applications and payments are only accepted online through [ProjectDox](#)
- Complete Application: Incomplete applications cannot be accepted.
- Application Fee: See the [Fee Schedule](#)
- Proof of Ownership: Warranty Deed or property appraiser's information from www.bcpa.net
- Owner's Authorization Affidavit: If owned by a corporation an authorized agent registered with the State of Florida as listed on www.sunbiz.org must be the person that signs and the record from www.sunbiz.org must be provided. If the person signing is not listed as an authorized signatory, then a corporate resolution showing that person is authorized to sign on behalf of the corporation may be provided.
- Master Parking Plan: A plan meeting all of the requirements of [§40.705\(H\)](#) in pdf format that is a minimum 300 dpi is required. Drawings are required to be prepared by a professional engineer licensed in the State of Florida.

MASTER PARKING PLAN REQUIREMENTS

A plan that is clear and accurate showing the relation to the uses or structures the off-street parking facilities are intended to serve shall contain the following (as applicable):

- Access aisles
- A.D.A designated parking spaces
- Bicycle parking facilities
- Designated off-street parking spaces (numbered)
- Drainage
- Driveways
- Dumpster locations
- Landscape areas
- Lighting
- Loading zones
- Pedestrian access
- Pedestrian drop off and pick-up areas
- Truck turning movements



If applicable to the subject property or properties, the following parking area features shall be included in the Master Parking Plan:

- Accessory structures within the parking area
- Designated spaces for restaurants with curbside or automobile service where customers consume food in vehicles
- Electric vehicle charging stations
- Fire hydrants
- Freestanding signs
- Fuel pumps
- Reserved parking spaces
- Short-term parking (order pick-up, ride share, etc.)
- Valet parking
- Vehicle gates
- Vehicle reservoir areas (queueing)

Detailed parking calculations:

- When minimum requirements for a use are not listed in the Code a justification is required
 - Must be prepared by a traffic engineer licensed by State of Florida or planner certified by the American Institute of Certified Planners
- When shared parking is proposed, all the uses are to be identified and demonstrate the hours of peak demand by each use

Justification considerations:

- Physical constraints of the parking field
- Intensity of the uses on the property
- Use of shared parking
- Availability of and convenient access to transit to the site
- Information from peer-reviewed literature regarding parking generation rates and the reduction of parking demand
- Experience from other sites in the City
- Will not create a parking problem due to customers or employees using on-street parking in the neighborhood
- Traffic problems in the neighborhood will not be materially increased



MASTER PARKING PLAN APPLICATION

Subject Property Address: _____

Subject Folio Number(s): _____

Description of Request:

AUTHORIZED AGENT INFORMATION

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

APPLICANT INFORMATION (IF DIFFERENT THAN THE PROPERTY OWNER)

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone Number: _____

Email Address: _____



OWNER'S AUTHORIZATION AFFIDAVIT

I hereby certify that I am the owner or authorized signatory of the property located at

being the subject property for this Master Parking Plan application, and I hereby grant authorization to
_____ to file an application with the City of Margate for approval of the same.

Print owner's or authorized signatory name

Signature of owner or authorized signatory

Owner/Agent Phone Number: _____

Email Address: _____

Owner/Agent Address: _____

STATE OF FLORIDA COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, _____ (year), by _____ (print name of person making statement).

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification

Type of Identification Produced _____



MASTER PARKING PLAN APPLICATION PROCESS

