



## 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](http://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](http://www.sunbiz.org) must be the person that signs and the record from [www.sunbiz.org](http://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

