



Application for Remote Off-Street Parking

City of Coral Gables

Development Services Department

Phone# 305.460.5235

Type of Application

- ☐ Application for Remote Off-Street Parking.
- ☐ Remedial Plan Application for Remote Off-Street Parking.
- ☐ Annual Renewal Application for Remote Off-Street Parking.

Application Requirements

(See Zoning Code Section 5-1408.B.)

The undersigned applicant(s)/owner(s) request review to use remote off-street parking to meet the off-street parking requirements of the Zoning Code for an expansion or change in use of an existing project. Please check the following boxes to indicate agreement with and understanding of the main requirements for remote off-street parking.

- ☐ The project requiring remote parking (referred to as “the Project”) is located in the Central Business District (CBD).
 - ☐ If not, City Commission waiver is required.
- ☐ The proposed remote off-street parking facility (referred to as “the Remote Parking Facility”) is located in the CBD.
 - ☐ If not, City Commission waiver is required to be located outside CBD, but must be in City limits.
- ☐ The Remote Parking Facility is located within 1,000 feet of the Project applying for remote parking, as measured by airline distance (property line to property line).
 - ☐ If not, City Commission waiver is required.
- ☐ The Remote Parking Facility must not be located in a single-family zoning district.
- ☐ The Remote Parking Facility can only be made in association with an expansion or change of use for an existing project for up to one hundred (100%) percent of the required off-street parking. (Proposed new structures are not allowed remote parking and must provide required parking on-site.)
- ☐ Remedial plan, if applicable, in accordance with Zoning Code Section 5-1408.B.8 shall be accompanied by the same application fee.
- ☐ Application fee of \$1,000.00.

Required Documentation

- ☐ Justification as to how the layout of the Project cannot reasonably be altered to provide the required off-street parking on-site.
- ☐ Survey showing location, traffic flow and current physical layout of the Remote Parking Facility.
- ☐ Documentation in a manner acceptable to the City certifying that the Remote Parking Facility is either owned (if the applicant owns the structure containing the use requiring remote parking) or leased (if the applicant leases the structure containing the use requiring remote parking) by the applicant for a term of at least one (1) year.
- ☐ Copy of approved plans for the Remote Parking Facility.
- ☐ Covenant in recordable form acceptable to the City, in form and substance consistent with Sec. 5-1408.B.7.
- ☐ Documentation that surplus parking spaces exist in the Remote Parking Facility assuming 100% occupancy. (See Page 5 for “Remote Off-Street Parking Analysis Worksheet” for reference.)

Application for Remote Off-Street Parking

Information on Request for Remote Off-Street Parking (See Page 5 for worksheet)

☐ Change of use requested: Previous use: _____ Sq. Ft. _____

Proposed use: _____ Parking Spaces Required: _____

☐ Expansion of use requested: Existing Sq. Ft.: _____ Parking Spaces Required: _____

Expanded Sq. Ft.: _____ Parking Spaces Required: _____

Amount of Remote Off-Street Parking spaces requested: _____ available: _____

Remote Parking Facility Zoning District: _____

Project Information

Project address: _____

Project name: _____

Legal description: Lot(s) _____

Block(s) _____ Section(s) _____

Folio No. _____ Permit No. _____

Property owner(s): _____

Property owner(s) mailing address: _____

Telephone: Business _____ Fax _____ Email: _____ @ _____

Applicant(s): _____

Applicant(s) mailing address: _____

Telephone: Business _____ Fax _____ Email: _____ @ _____

Remote Parking Facility Information

Property address: _____

Legal description: Lot(s) _____

Block(s) _____ Section(s) _____

Folio No. _____ Permit No. _____

Property owner(s): _____

Property owner(s) mailing address: _____

Telephone: Business _____ Fax _____ Email: _____ @ _____

Application for Remote Off-Street Parking

Applicant(s)/Owner(s) Affirmation and Consent

(I) (We) affirm and certify to all of the following:

1. In the case of a lease arrangement for the Remote Parking Facility, that:
 - a. (I)(we) authorize the City's right to access and inspect the Remote Parking Facility during the operating time of the Project;
 - b. (I)(we) shall notify the City no less than 90 days in advance of lease termination; and
 - c. the lease will be recorded in the public records on Miami-Dade County against the Project and the property housing the Remote Parking Facility.
2. (I)(We) will report any unplanned changes to this application within five (5) business days of change occurrence, and submit a remedial plan within ten (10) business days of change occurrence.
3. (I)(We) will submit annual documentation and affidavits confirming the facts supporting this application, including when entering into a new lease or renewing a lease, as part of the annual renewal of the Certificate of Use for the Project.
4. (I)(We) acknowledge that any material failure to meet the requirement of Section 3-1408.B. that is not remedied in accordance with the Zoning Code will immediately subject the project to the original and full parking requirements of the Zoning Code.
5. (I)(We) affirm that no leases, approved plans, or other commitments exist or will be entered into for the life of the Remote Parking Facility approval, if the spaces are owned, or the life of the lease if the spaces are leased, that would interfere with the proposed use of the Remote Parking Facility for remote parking purposes.
6. This request complies with all provisions and regulations of the Zoning Code (particularly Sec. 5-408.B.), Comprehensive Land Use Plan and Code of Ordinances of the City of Coral Gables unless identified and approved as a part of this application request or other previously approved applications. Applicant understands that any violation of these provisions renders the application invalid and could result in code enforcement proceedings.
7. That all the information contained in this application and all documentation submitted herewith is true to the best of (my) (our) knowledge and belief.
8. (I) (We) understand that the application, all attachments and fees become a part of the official records of the City of Coral Gables and are not returnable.
9. (I) (We) understand that under Florida Law, all the information submitted as part of the application is public records.

Applicant(s) Signature:

Applicant(s) Print Name:

Address:

Telephone:

Fax:

Email:

NOTARIZATION

STATE OF FLORIDA/COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____ by _____
(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 _____

Application for Remote Off-Street Parking

Project Owner(s) Signature:

Project Owner(s) Print Name:

Address:

Telephone:

Fax:

Email:

NOTARIZATION

STATE OF FLORIDA/COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____ by _____

(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 _____

Remote Off-Street Parking Facility Owner(s) Signature:

Remote Off-Street Parking Facility Owner(s) Print Name:

Address:

Telephone:

Fax:

Email:

NOTARIZATION

STATE OF FLORIDA/COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____ by _____

(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 _____**Development Services Director Review and Approval**

Development Services Department Director Signature

Date

Development Services Department Director Print Name

Application for Remote Off-Street Parking

Remote Off-Street Parking Analysis Worksheet (use additional sheets if necessary)

Required Parking Space Analysis for the Remote Parking Facility				Address:	
	Suite # or Dwelling Unit Count	Use	Square Feet if Com. Bedroom if Res.	Parking Ratio	Parking Spaces Required
Floor 1	Example: Suite 101	Retail	3,000	1/250	12
	Example: 40 DUs	Residential	3 Bedrooms	2.25	90
Floor 2					
Floor 3					
Total Commercial Sq. Ft.			Sq. Ft.	Total Parking Required	
Total Dwelling Units			DUs		

Existing Parking Space Analysis for the Remote Parking Facility	
Parking Levels	Existing Parking Spaces
1	
2	
3	
4	
5	
Total Parking Provided	

Parking Analysis Summary	
Total Parking Provided	
Total Parking Required	
Parking Spaces Available	