



IN-LIEU OF PARKING AND PUBLIC PARKING FEE REQUEST



INSTRUCTIONS FOR COMPLETING AND FILING THE IN-LIEU OF PARKING & PUBLIC PARKING FEE REQUEST APPLICATION

Applications for an In-Lieu of Parking and Public Parking Fee may be submitted to the Planning and Zoning Department at any time between the hours of 8:00 a.m. and 5:00 p.m., Monday thru Friday. Please print or type all of the required information, and ensure that the application is complete and accurate.

In order to be accepted for processing, the submission must include:

1. A completed application;
2. Sketch plan including current and proposed square footage. For public parking fee request indicate adjacent right-of-way and the location of the proposed parking to be constructed. The sketch plan shall be prepared at a scale of 1"=10', 1"=20' or 1"=30'.
3. Processing fee of \$255.00 (make checks payable to the City of Delray Beach); and,
4. Other information may be requested, if required.

An in-lieu of parking or public parking fee request must be approved by the City Commission with a recommendation from the Parking Management Advisory Board and other Boards as deemed appropriate.

Please refer to the appropriate sections of the City's Land Development Regulations when designing your project and completing this application. The Planning and Zoning staff will be glad to assist you in any way possible.

Note: Development presentations before all Boards and City Commission must be either on a LCD projector (power point) or an overhead projector. If you wish to use the City's equipment please notify staff ahead of time. Board-mounted displays should not be used as a part of a presentation.

**CITY OF DELRAY BEACH PLANNING AND ZONING DEPARTMENT
THE IN-LIEU OF PARKING & PUBLIC PARKING FEE REQUEST
APPLICATION**

Project Name: _____

Project Address: _____

APPLICANT

Name: _____
Print Name

Address: _____

Telephone Number: _____ E-Mail/Fax: _____

OWNER (if other than applicant)

Name: _____
Print Name

Address: _____

Telephone Number: _____ E-Mail/Fax: _____

Zoning District: _____

Future Land Use Map Designation: _____

Scope of Work: _____
(i.e. expansion of use, change of use, in-fill development, new construction)

Current Parking Required: _____ Current Parking Provided: _____

Parking Required to Facilitate Improvements: _____
Number of Spaces Requested: _____

For Public Parking Fee Requests Indicate the Number of On-Street Parking Spaces to be Constructed: _____

OWNER'S CONSENT

(This form must be completed by **ALL** property owners)

I _____, the fee simple owner of the following
(Owner's Name)

described property (give legal description): _____

hereby petition to the City of Delray Beach In-lieu of Parking or Public Parking Fee Request for _____
(Project Name)

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. I consent to inspection and photographing of the subject property by the Planning and Zoning Department Staff for purposes of consideration of this application and/or presentation to the approving body. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Delray Beach, Florida, and are not returnable.

Owner's Signature)

The foregoing instrument was acknowledged before me this _____, day of _____, 20 ____ by _____, who is personally known to me or has produced _____ (type of identification) as identification and who did (did not) take an oath.

(Printed Name of Notary Public)

(Signature of Notary Public)

Commission # _____, My Commission Expires _____

(NOTARY'S SEAL)

OWNER'S DESIGNATION OF AGENCY

(This form must be completed by **ALL** property owners if designating an Agent)

I _____, the fee simple owner of the following
(Owner's Name)

described property (give legal description): _____

hereby affirm that _____
(Applicants/Agent's Name)

is hereby designated to act as agent on my behalf to accomplish the above.

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of the City of Delray Beach, Florida, and are not returnable.

(Owner's Signature)

The foregoing instrument was acknowledged before me this _____, day of _____, 20 ____ by _____, who is personally known to me or has produced _____ (type of identification) as identification and who did (did not) take an oath.

(Printed Name of Notary Public)

(Signature of Notary Public)

Commission # _____, My Commission Expires _____

(NOTARY'S SEAL)