

## **PARKING AGREEMENT APPLICATION**

### **Off-Site and/or Valet Parking Agreement**

**Cover:** Deadline, Notes, and Fees  
**Page 1:** Applicant Information Sheet  
**Page 2:** Technical Specifications of Application

**CITY OF FORT LAUDERDALE**  
**Urban Design & Development**  
700 NW 19<sup>th</sup> Avenue  
Fort Lauderdale, FL 33311  
Telephone: (954) 828-8980  
Fax (954) 828-5858  
Website: [www.fortlauderdale.gov](http://www.fortlauderdale.gov)

**DEADLINE:** Submittals must be received by 12:00 PM (noon) each day. Applications will not be accepted after noon. You will be asked to come back the following day. Pursuant to Section 47-24.1(1), Urban Design & Development has five (5) business days to review all applications for a development permit to determine completeness. You will be notified by email within five (5) business days if your plans do not meet the submittal requirements.

**FEES:** All applications for a development permit shall have an application fee as established by the City Commission as set forth by resolution, as amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

<b>Off-Site Parking Agreement</b>	<b>\$ 360.00</b>
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Page 1: Parking Agreement - Applicant Information Sheet

**INSTRUCTIONS:** Please print or type all information. The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (Not Applicable). The following information requested is per Unified Land Development Regulations (ULDR). Incomplete applications will not be accepted.

**NOTE:** To be filled out by Department

Case Number	
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**NOTE:** For purpose of identification, the **PROPERTY OWNER** is the **APPLICANT**

Property Owner's Name	
Property Owner's Signature	If a signed agent letter is provided, no signature is required on the application by the owner.
Address, City, State, Zip	
E-mail Address	
Phone Number	
Proof of Ownership	[    ] <u>Warranty Deed</u> or   [    ] <u>Tax Record</u>

**NOTE:** If **AGENT** is to represent **OWNER**, notarized letter of consent is required

Applicant / Agent's Name	
Applicant / Agent's Signature	
Address, City, State, Zip	
E-mail Address	
Phone Number	
Letter of Consent Submitted	

Development / Project Name	
Development / Project Address	<u>Existing:</u> _____ <u>New:</u> _____
Legal Description	
Tax ID Folio Numbers (For all parcels in development)	
Request / Description of Project	
Applicable ULDR Sections	
Total Estimated Cost of Project	\$ _____ (Including land costs)

Future Land Use Designation	
Proposed Land Use Designation	
Current Zoning Designation	
Proposed Zoning Designation	
Current Use of Property	
Residential SF (and Type)	
Number of Residential Units	
Non-Residential SF (and Type)	
Total Bldg. SF (include structured parking)	
Site Adjacent to Waterway	[    ] Yes                      [    ] No

Dimensional Requirements	Required	Proposed
Lot Size (SF / Acreage)		
Lot Density		
Lot Width		
Building Height (Feet / Levels)		
Structure Length		
Floor Area Ratio		
Lot Coverage		
Open Space		
Landscape Area		
Parking Spaces		

**NOTE:** State north, south, east or west for each yard.

Setbacks/Yards*	Required	Proposed
Front [____]		
Side [____]		
Side [____]		
Rear [____]		

Page 2: Technical Specifications of Application

DOCUMENTATION REQUIRED WITH ALL APPLICATIONS:

One (1) copy of the following documents:

- Narrative quoting all applicable sections of the ULDR, with point-by-point responses of how project complies with such criteria.
- Proof of ownership (warranty deed or tax record), including corporation documents if applicable.
- Property owners signature and/or agent letter signed by the property owner.

Three (3) copies of the following at 24” x 36”:

- Current survey(s) of property (one copy signed and sealed); Right-of-Way and Easement Vacations Excluded. All Development Requests require additional copies of survey, see checklist sheet for the number required for your application type.
- Signed and sealed Site Plan
- Signed and sealed Floor Plan

TECHNICAL SPECIFICATIONS:

Applicant must provide information that satisfies the following sections of the ULDR:

Sec. 47-20.16. Valet parking.

A. A parking facility which meets all other requirements of this section and which provides attendants to receive, park and deliver the automobiles of occupants, tenants, customers and visitors one hundred percent (100%) of the operating hours of the parking facility may be excepted from certain provisions of the parking facilities design requirements provided in this Section 47-20 as follows:

1. Parking spaces need not be delineated with pavement markings. Stall and aisle dimensions shall be shown on the site plan;
2. Stalls shall be a minimum eight and one-half (8 1/2) feet by eighteen (18) feet;
3. Parking spaces need not be immediately accessible provided spaces are arranged so that no more than two (2) parking spaces would be crossed in parking any vehicle; and
4. Interior, peninsular and island landscape areas required by Section 47-21, Landscape and Tree Preservation Requirements, shall not be required if landscape requirements which would otherwise have been installed on the interior of the parking lot are evenly distributed along the perimeter of the parking area to a location in public view.

B. No person shall be permitted to provide valet parking in accordance with this section until a valet parking agreement is executed by the owner and the city in accordance with Sec. 47-20.18.

(Ord. No. C-97-19, § 1(47-20.16), 6-18-97)

Sec. 47-20.18. Parking agreements.

A. Off-site parking agreement.

1. When the required off-street parking is to be provided on a site at a location different from the site which will be served by the parking as provided in Sec. 47-20.4.B, the owner of the off-site parcel of land and the owner of the land intended to be served by such off-site parking (if different than the owner of the parcel to be used for parking) shall enter into an agreement with the city. The off-site parking area shall never be sold or transferred except in conjunction with the sale of the parcel served by the off-site parking facilities unless:

- a. The parcel to be sold will continue to be used as provided in the off-site parking agreement and the new owner executes a consent to assume and be bound by the obligations of the owner of the parcel used for parking as provided in the agreement. The consent shall be in a form approved and executed by the department and recorded in the public records of the county at the expense of the owner. A copy of the recorded document shall be provided by owner to the department; or
- b. A different parcel complying with the provisions of the ULDR and subject to a recorded off-site parking agreement as specified herein may be substituted for the parcel of land subject to the off-site parking agreement; or
- c. The parcel being served by the off-site parking no longer requires the parking as evidenced by a written statement executed by the parties executing the off-site parking agreement and as approved by the department and a termination of the off-site parking agreement is executed by the department and recorded in the public records of the county at owner's expense.

B. Valet parking agreement. When an owner of a parcel wishes to provide valet parking services and use the parking design requirements provided in this Section 47-20, the owner must enter into an agreement with the city which includes a legal description of the parcel where parking will be located and states the number of parking spaces which must be provided and that attendants will be provided one hundred percent (100%) of the operating hours of the use. If the parcel to be used for valet parking is different than the parcel the parking serves, the provisions for off-site parking must be met.

C. An off-site parking and valet parking agreement shall be executed on behalf of the city by the department and approved as to form by the office of the city attorney. The agreement shall be recorded in the public records of the county at owner's expense. The agreement shall be considered a restriction running with the land and shall bind the heirs, successors and assigns of said owner.

D. For purposes of this section, "owner" shall be deemed to include lessees of property under long term leases wherein the lessee's right to possession of the property is for a period of not less than fifty (50) years from the date of the off-street parking agreement and where the fee simple owner has joined in the execution of the owner's agreement for the purposes of consenting to the terms of the agreement. Owner shall also include the owner of an exclusive easement for parking purposes as long as the fee simple owner of the property consents to the parking agreement.

(Ord. No. C-97-19, § 1(47-20.18), 6-18-97)

Specific Additional Requirements

Principal Use: \_\_\_\_\_  
Address of Principal Use: \_\_\_\_\_  
Legal Description of Principal Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Non-Contiguous Lot(s):  
Address: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parking Calculations (According to Sec. 47-20.2, Table 1)

Number of Spaces Required: \_\_\_\_\_ Number of Spaces Provided: \_\_\_\_\_ On-Site \_\_\_\_\_ Off-Site

Sign-Offs

	ZONING	LANDSCAPING	ENGINEERING
APPROVED:	_____	_____	_____
NOT APPROVED:	_____	_____	_____
COMMENTS:	_____		