Land Development Division
120 Malabar Road SE
Palm Bay, FL 32907
321-733-3042
Landdevelopment@palmbayflorida.org

OFF-SITE PARKING SITE PLAN APPLICATION

This application must be completed, legible, and returned, with all enclosures referred to herein, to the Land Development Division, Palm Bay, Florida, prior to 5:00 p.m. on the first day of the month to be processed for consideration by the Planning and Zoning Board the following month. The application will then be referred to the Planning and Zoning Board for study and recommendation to the City Council. You or your representative are required to attend the meeting(s) and will be notified by mail of the date and time of the meeting(s). The Planning and Zoning Board holds their regular meeting the first Wednesday of every month at 7:00 p.m. in the City Hall Council Chambers, 120 Malabar Road, SE, Palm Bay, Florida, unless otherwise stated.

1) NAME OF APPLICANT (Type or print) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ FAX # _____

E-MAIL ADDRESS _____

2) COMPLETE LEGAL DESCRIPTION OF PROPERTY COVERED BY APPLICATION

_____

SECTION _____ TOWNSHIP _____ RANGE _____

3) SIZE OF AREA COVERED BY THIS APPLICATION (calculate acreage): _____

4) ZONE CLASSIFICATION AT PRESENT (ex.: RS-2, CC, etc.) _____

5) ARE ANY STRUCTURES NOW LOCATED ON THE PROPERTY? _____

6) JUSTIFICATION FOR OFF-SITE PARKING: _____

_____

_____

7) PRESENT USE OF THE PROPERTY: _____

_____

_____

8) THE FOLLOWING PROCEDURES AND ENCLOSURES ARE REQUIRED TO COMPLETE THIS APPLICATION:

__N/A__ *$500.00 Application Fee. Make check payable to "City of Palm Bay."

_____ A property map clearly outlining the subject parcel and the business premises the off-site parking will serve.

_____**If the proposed parking area is already constructed**, the applicant shall provide in PDF format an as-built survey prepared by a registered surveyor showing all boundary lines, structures (if any), and abutting properties.

_____**If the proposed parking area is to be constructed**, the applicant shall provide in PDF format a site plan drawn to scale showing all yard dimensions of the proposed off-site parking area and any abutting roadways.

_____A list of all adjacent property owners and property owners directly opposite of the proposed off-site parking area covered by this application. The list is to include the names and complete mailing addresses of the property owners. (This can be obtained from the Brevard County Planning and Zoning Department at 633-2060, or on the Internet at www.brevardpropertyappraiser.com) List shall be legible and the source of that information stated here:_____

_____Sign(s) posted on the subject property. Refer to Section 51.07(C) of the Legislative Code for guidelines.

9) WHERE PROPERTY IS NOT OWNED BY THE APPLICANT, A LETTER MUST BE ATTACHED GIVING THE NOTARIZED CONSENT OF THE OWNER FOR THE APPLICANT TO REQUEST THE OFF-SITE PARKING SITE PLAN APPROVAL.

I, THE UNDERSIGNED UNDERSTAND THAT THIS APPLICATION MUST BE COMPLETE AND ACCURATE BEFORE CONSIDERATION BY THE PLANNING AND ZONING BOARD/LOCAL PLANNING AGENCY, AND CERTIFY THAT ALL THE ANSWERS TO THE QUESTIONS IN SAID APPLICATION, AND ALL DATA AND MATTER ATTACHED TO AND MADE A PART OF SAID APPLICATION ARE HONEST AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING OFF-SITE PARKING SITE PLAN APPLICATION AND THAT THE FACTS STATED IN IT ARE TRUE.

Signature of Applicant _____ **Date** _____

Printed Name of Applicant _____

*NOTE: APPLICATION FEE IS NON-REFUNDABLE UPON PAYMENT TO THE CITY