

Instructions for applying for Reserved Parking online

Things to know:

Valet Parking Review must be completed prior to the approval of any Business Tax Receipt.

Link for online application: <https://forms.ci.boca-raton.fl.us/Forms/PlanningZoningApplication1>

All forms are required to be submitted with application:

- Sun-Biz Corporate Filings
- Survey or Site Plan
- Sign and Notarized Owner Authorization
- Project Narrative
- PAPA
- Signed Pre-Application Checklist (if applicable, not required)

FEES:

\$255.00

Payment due at the time of Application Submittal.

Acceptable payments are Cash, Checks, or Credit/Debit Cards.

Checks are to be made payable to the City of Boca Raton.

Online payments are not yet available.

Please submit to:

Tori Golden, Land Development Coordinator
City of Boca Raton Building Department
200 NW 2nd Avenue Boca Raton FL, 33432

After the application is approved and the fee has been paid, you will receive an email from our Projectdox ePlans system to upload your drawings and any other supporting documentation to be reviewed for your project. Please review the Checklist on the next page to assist in preparing materials.

You will receive correspondence through email of application and project updates.

Contact Tgolden@myboca.us for any questions.

Reserved Parking Checklist

Plan Requirements

1. On your site plan sheet, include the parking Tabular and the breakdown of how many of those parking stalls are to be Reserved; Include Hours of Reservation.
2. Provide details of the signage

RESERVED PARKING CODE REQUIREMENTS

- **Up to 10 percent of approved existing parking spaces may be reserved for individual tenant occupancy and their patrons in an office building and for employee parking in a commercial retail shopping center provided the following criteria are met:**
 - **The area designated as reserved for office tenants, patrons and retail employee parking has been reviewed and approved by city staff responsible for public works review. The city may require payment of a fee for inspection and other enforcement activities pursuant to the municipal facilities and services user fee schedule.**
 - **The parking area designated as reserved for office use tenants, patrons and retail employee parking does not include the most convenient parking on the site that should otherwise be made available for high turnover visitor parking.**
 - **Reservation of parking spaces under this section shall not be permitted if the subject property has fewer than 50 approved existing parking spaces or is operating under a shared use parking approval based upon a shared use analysis.**
- **It shall be unlawful for an owner or operator of a structure or use affected by this article to change a required landscaping area in order to obtain additional or alternative parking arrangements.**