

## Instructions for applying for Valet 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

### **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](mailto:Tgolden@myboca.us) for any questions.

# Valet Parking Checklist

## Plan Requirements

1. Show Dimensions of Drop-off/Pick-up area (show Driveway width, by-pass lane and stacking)
2. On your site plan sheet, include the parking Tabular and the breakdown of how many of those parking stalls are to be Valet; Include Hours of Operation, and how many Valet attendants.
3. Provide details of the kiosk and signage for your Valet Stand and directionally for your operation

## In the narrative statement, please provide the following information:

- a. Number of parking spaces required for the restaurant.
- b. All locations and number of spaces proposed for valet use
- c. Operation time, number of station and operators of the valet service
- d. Provide parking agreement with the garage owner, if any
- e. Location of the parking areas and number of parking spaces reserved by the restaurant under existing condition
- f. Circulation route and estimated time to park and retrieve the valet vehicles
- g. Valet sign locations
- h. At the same address, is there another valet service operating for other business owners?

## VALET CODE REQUIREMENTS

- **As per the City of Boca Raton's Code of Ordinance Article XVI, Section 28-1651, Unlawful elimination of required parking or landscaping.** Requires the operations of a business to comply with City Code regulations. The business locations and submitted documents shall be reviewed by the appropriate City disciplines.
- Valet parking. Up to **15%** of the existing on-site inventory of approved parking spaces may be reserved in order to accommodate valet parking service provided the criteria's have been met. *(Sec.28-1651(c)).*
- Reservations of valet parking spaces pursuant to City Code shall not be permitted if the subject property has fewer than 50 parking spaces or is operating under a shared use parking approval based upon a shared use analysis. *(Sec.28-1651(iv))*  
**Not Applicable to the Downtown**



AUTHORIZED AGENT FORM

I, \_\_\_\_\_ as owner of \_\_\_\_\_  
(print name of owner) (print property address)

do hereby authorize \_\_\_\_\_ to act as my agent in submitting  
(print name of authorized agent)

development applications to the City of Boca Raton. I understand that I am the owner of record responsible for the development applications submitted by my agent referenced above. I further understand that each time my agent submits an application or signs any required documents, that the individual must exhibit this authorization form at the discretion of Planning and Zoning staff.

*The Owner's Signature Is to Be Notarized*

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Date)

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_,  
20\_\_\_, By \_\_\_\_\_, who is personally known to me ( ) or has  
provided the following identification \_\_\_\_\_

Notary Public Signature \_\_\_\_\_ Notary Public Stamp Here