

**COCONUT GROVE PARKING IMPROVEMENT TRUST FUND
CERTIFICATE OF PARKING WAIVER APPLICATION**

Rev. 9/13/2013

APPLICATION PROCEDURE

The waiver of required off-street parking spaces shall be applicable only to the structure and use for which it is issued. New developments, or any construction generating additional square footage of floor space or increasing the floor area ratio, shall be required to comply with the parking requirements for said additions or obtain waivers. Certificates of waiver may be modified to include square footage as long as the overall thresholds as specified in section 602.10 of the Zoning Ordinance are not exceeded.

Fees for the certificate of waiver shall be paid in accordance with Chapter 35, Article VIII of the Code of the City of Miami.

Section 602.12 of Ordinance 11000, the Zoning Ordinance of the City of Miami, Florida

STEP 1	Obtain the certificate of waiver application from the Coconut Grove BID office, or download at www.coconutgrove.com (3390 Mary Street, Suite #130, Miami, FL 33133, (305) 461-5506) and fill-out the section labeled 'COMPLETED BY APPLICANT' on page 1.
STEP 1 A	Have the application signed by the property owner and notarized in the section labeled 'CERTIFICATION' on page 1.
STEP 1 B	Have the application signed and notarized by an authorized agent of the property owner and submit valid power of attorney authorizing the agent to sign for the property owner attached to the application.
STEP 2	Drop-off the application along with two (2) sets of floor plans, certified survey (maximum 1 year old) and/ or microfilm floor and site plans, to the Zoning Administrator (444 S.W. 2 nd Avenue, MRC Bldg., 4 th Floor, Miami, FL 33130, (305) 416-1483) for the calculation of required parking spaces.
STEP 3	Return to the Zoning Department (444 S.W. 2 nd Avenue, MRC Bldg., 4 th Floor, Miami, FL 33130, (305) 416-1483) to obtain the calculation of required parking spaces and the Zoning Administrator signature.
STEP 4	Submit the application to the Code Enforcement Board Secretary at the Office of Hearing Boards for approval and signature (444 S.W. 2 nd Avenue, MRC Bldg., 3 rd Floor, Miami, FL 33130, (305) 416-2030).
STEP 5	Bring the completed certificate of waiver application to the Coconut Grove BID office (3390 Mary Street, Suite #130, Miami, FL 33133, (305) 461-5506) in order to receive the appropriate documents to either rent or purchase the required parking spaces.
STEP 6	Bring the completed certificate of waiver application to the Complete Consulting Services Group office (2650 Biscayne Boulevard, Miami, FL 33137, (305) 573-4300) to make the initial payment for the stipulated parking fee.
STEP 7	Deliver the certificate of waiver, signed and notarized by the Director of the Planning and Zoning Department, to the Coconut Grove BID office (3390 Mary Street, Suite #130, Miami, FL 33133, (305) 461-5506) to be recorded at the Miami-Dade County Public Records office (22 N.W. 1 st Street, Miami, FL 33128). The certificate of waiver becomes effective upon recordation.

CITY OF MIAMI OFFICE OF PLANNING AND ZONING

444 S.W. 2nd AVENUE, 3rd FLOOR, MIAMI, FL 33130 PHONE: (305) 416-1400/ FAX: (305) 416-2156