

Instructions to apply online for a PARKING/TRAFFIC STUDY

Things to know:

This type of application is for a shared parking study or parking accumulation study not accompanied by a planning and zoning development application

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

All forms are required to be submitted with application:

- Project Narrative
- Property Appraiser Information (PAPA)
- Sun-Biz Corporate Filings
- Signed and Notarized Owner Authorization

FEES:

\$350.00

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 below to assist in preparing materials.

APPLICATION CHECKLIST

- Narrative/Statement of Use (detailed description of request or use)
- Survey or Site Plan
- Typical parking stall dimensions, including handicap stalls
- Complete layout of Parking Garages, if applicable
- Traffic or Parking Study
- Site Tabular Data, including but not limited to:
 - Square footage of building
 - Square footage of each use
 - Parking required vs provided/proposed
 - Any reserved parking or valet parking existing or proposed on site.

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

Contact Tgolden@myboca.us for any questions