



Downtown Parking Availability Program

Things to know:

The Downtown Parking Availability Program applies only to commercial, office, institutional, mixed use, and multi-family residential properties located within the CRA boundaries.

Instructions for applying online

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

In the dropdown menu, choose Public Works Review (PWR)

All forms are required to be submitted with application:

Documents:

- Signed Pre-Application Checklist
- Project Narrative
- Signed and Notarized Authorization Agent
- Survey or Site Plan
- Previous Individual Development Approval (IDA)
- A statement certifying that the property is in compliance with the City Code, Ordinance No. 4035, and other applicable laws, rules, or policies, and any and all applicable Individual Development Approval (“IDA”) conditions
- Recorded warranty deed or other proof of ownership.
- Sun-Biz Corporate Filings
- PAPA

The following items are to be submitted to ePlans upon application approval:

- Plans drawn in engineering scale, including the date, north arrow and graphic scale
- Plans should clearly identify the following items:
 - Tabulation of the required and provided parking for the existing use (including compact parking)
 - The percentage of available parking proposed
 - The location and dimensions of the parking spaces available
 - The proposed available parking hours of use
 - The conditions proposed to facilitate the use of the proposed available parking, including, but not limited to, access restrictions/gate(s), signage, and use of valet. The use of valet may require a supplemental application and approval.

FEES:

\$255.00

Payment due at the time of Application Submittal.

Please submit to:

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

Acceptable payments:

- Checks (made payable to the City of Boca Raton)
 - Credit/Debit Card (in person only)
 - Cash (in person only)
- *Online payments are not yet available.

You will receive correspondence through email for application and project updates.
Contact Tgolden@myboca.us for any questions.