



TOWN OF PEMBROKE PARK PLANNING & ZONING DIVISION

3150 SW 52nd Avenue Pembroke Park, Florida 33023
954.966.4600
www.tppfl.gov

PARKING REDUCTION APPLICATION CHECKLIST

The following checklist is designed to assist the applicant in preparing the required materials for review. The application will **not** be accepted if all required items are not present at the time of submittal. The following items are required as part of a complete application for a Parking Reduction Request:

Completed Town of Pembroke Park Parking Reduction Application.

Proof of Property Ownership (i.e., deed, property appraisers report, or contract to purchase).

One (1) copy of a 24"x36" plat/survey dated within the last twelve (12) months.

Written Narrative with list of each Review Standard addressing all criteria in Sec. 28-301.2. Narratives must be on letterhead and dated with author signature.

An 8 1/2 in. by 11 in. general vicinity map scale of not less than one (1) inch equals five hundred (500) feet, identifying the parcel proposed for the parking reduction and, if at a different location, the parcel that the parking will serve, and all lots located within a one hundred (100) foot radius of the parcel which will be used for parking. The map shall identify existing zoning and residential uses within the one hundred (100) foot area.

A Site Plan at a scale of not less than one (1) inch equals forty (40) feet showing the parcel that the parking facilities are intended to serve and if parking is off-site, the parcel which will be used for parking; all existing and proposed improvements on the parcels including buildings, landscaped and paved areas; an ingress and egress plan showing all walkways and drives that will be used for pedestrian and vehicular access in the development.

Legal Description of Property (in Word/text format).

A parking study which documents and supports the criteria submitted by the applicant for a parking reduction. The study shall be certified by a state licensed traffic engineer or other qualified person as determined by the Town Planner and shall document the existence of certain facts related to the projected use of the parking facility and its relationship to surrounding rights-of-way and properties. The methodology for conduction the study shall be submitted for review and approval by the Town and shall include, but not limited to the week and day the study will be conducted, the number of days and duration of the study, and the time intervals and locations for data collection.

Appropriate fees (download from P&Z website).

<http://pembrokeparkfl.civiccms.acsitefactory.com/town-planner/pages/applications-and-fee-schedule>

Make an appointment with a Town Planner at (954) 966-4600 to discuss.

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****