



City of Marco Island  
 Community Affairs Department  
 50 Bald Eagle Drive  
 Marco Island, FL 34145  
 Phone: 239-389-5000 or FAX: 239-393-0266

PF-18

**OFF-STREET PARKING APPLICATION (OSP)  
 BOARD OF ZONING APPEALS DETERMINATION**

Petition number: **OSP-**\_\_\_\_\_ Date Received: \_\_\_\_\_

Planner: \_\_\_\_\_

**ABOVE TO BE COMPLETED BY STAFF**

Business Name to be served by off-site parking petition: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Legal description of business: Lot \_\_\_\_\_ Block \_\_\_\_\_ Unit \_\_\_\_\_  
 Sec \_\_\_\_\_ Twp \_\_\_\_\_ Range \_\_\_\_\_

Legal description of off-site Lot \_\_\_\_\_ Block \_\_\_\_\_ Unit \_\_\_\_\_  
 Sec \_\_\_\_\_ Twp \_\_\_\_\_ Range \_\_\_\_\_

Petitioner Name(s): \_\_\_\_\_

Petitioner's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Zoning of proposed off-site parking lot: \_\_\_\_\_

**Zoning/Land Use  
 On property(s) adjacent to proposed off-site parking lot.**

Property Subject	Zoning	Land Use	Protrusion of Existing Dock Facility
N	_____	_____	_____
S	_____	_____	_____
E	_____	_____	_____
W	_____	_____	_____

Zoning of lot the off-site parking is proposed to serve \_\_\_\_\_

Type of land use that off-site parking is proposed to serve (example: retail, office, hotel, restaurant, etc.)

Parking formula required for above referenced use (i.e. 1 space per 250 square foot) pursuant to

Ordinance 01-16: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total number of parking spaces required for above use: \_\_\_\_\_

\_\_\_\_\_

Total number of parking spaces located on site \_\_\_\_\_ % of total required \_\_\_\_\_

Total number of parking spaces proposed off-site \_\_\_\_\_

Distance of proposed off-site parking lot to subject business \_\_\_\_\_ (measured by shortest feasible walking distance).

Brief narrative summary of what you are proposing (attach additional pages if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The planning board and board of zoning appeals shall consider the following criteria for the approval of off-street parking.

1. Whether the amount of off-street parking is required by the parking regulations, or is in excess of these requirements.
2. The distance of the farthest parking space from the facility to be served.
3. Pedestrian safety if the lots are separated by a collector or arterial roadway.
4. Pedestrian and vehicular safety.
5. The character and quality of the neighborhood and the future development of surrounding properties.
6. Potential parking problems for neighboring properties.
7. Whether the internal traffic flow is required to leave the site to reach the proposed off-street parking.
8. Whether vehicular access shall be from or onto residential streets.
9. Whether buffers adjacent to the property zoned residential are 15 feet in width and include a wall in addition to required landscaping.
10. Whether the off-street parking area will be used for valet parking.
11. Whether the off-street parking area will be used for employee parking.
12. Whether there are more visible alternatives available.
13. Whether there is a need for a traffic analysis.

Off-street parking must be accessible from a street, alley or other public right-of-way and all off-street parking facilities must be so arranged that no motor vehicle shall have to back onto any street, excluding single-family and two-family residential dwellings and churches approved under the parking regulations.

**AFFIDAVIT**

We/I, \_\_\_\_\_ being first duly sworn, depose and say that we/I am/are the owners of the property described herein and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, including the disclosure of interest information, all sketches, data, and other supplementary matter attached to and made a part of this application, are honest and true to the best of our knowledge and belief. We/I understand that the information requested on this application must be complete and accurate and that the content of this form, whether computer generated or City printed shall not be altered. Public hearings will not be advertised until this application is deemed complete, and all required information has been submitted. We/I hereby also consent to access to the subject property (excluding entering any home or other enclosed structure) by City of Marco Island staff members, Planning Board members, and/or Board or Zoning Appeals members for the limited purpose of evaluating, observing, or understanding the subject property conditions as they relate to the petition. While the petition is pending, Staff members, Planning Board members, or Board of Zoning Appeals members will be allowed access upon the property provided they display a Marco Island City Photo ID or a Valid Driver's License.

As property owner we/I further authorize \_\_\_\_\_ to act as our/my representative in any matters regarding this Petition.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Printed Name of Property Owner

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has produced

\_\_\_\_\_  
as identification.

State of Florida

County of \_\_\_\_\_

\_\_\_\_\_  
Signature, Notary Public – State of Florida

(Seal)

\_\_\_\_\_  
Printed, Typed, or Stamped Name of Notary

**OFF SITE PARKING  
APPLICATION SUBMITTAL CHECKLIST**

*This completed checklist is to be submitted with application packet*

REQUIREMENTS	# OF COPIES REQUIRED
Completed Application	1
Completed Owner/Agent affidavit, signed and notarized	1
Pre-application notes/minutes	1
Site Plan	1  <b>(please include 15 copies of any documentation in color or larger than 11x17 to be handed out at the Planning Board and City Council meetings)</b>
Application fee*, check shall be made payable to "The City of Marco Island" in the amount of \$1,000.00.	
<p><b>PUBLIC NOTICE REQUIREMENT:</b> In addition to the fees required herein, all costs of newspaper notices and required notices for public petitions shall be paid in full prior to a scheduled public hearing. If such payment is not received prior to a scheduled public hearing, the petition will be continued and rescheduled. Any additional cost associated with a rescheduled item shall also be paid in full prior to the public hearing. Advertising for public hearings shall be prepared by staff and submitted to the newspapers as required in the Marco Island Land Development Code (LDC). If an application is filed for which a fee is not listed herein, staff shall assess the fee based upon actual time spent reviewing the petition.  <b>Marco Island Code of Ordinances Section 30-8(a). Amended 10/17/2005</b></p>	

As the authorized agent/applicant for this petition, I attest that all of the information indicated on this checklist is included in this submittal package. I understand that failure to include all necessary submittal information may result in the delay of processing this petition.

\_\_\_\_\_  
Signature of Petitioner or Agent

\_\_\_\_\_  
Date