



CITY OF NEW SMYRNA BEACH

TEMPORARY PARKING LOT APPLICATION

City of New Smyrna Beach
Office: 3650 North Dixie Freeway
Mail: 210 Sams Avenue
New Smyrna Beach, FL 32168
Phone: 386.410.2800

Munis Application # _____

PROPERTY LOCATION

Address:
PID:

PLANNING APPLICATION REQUEST (OFFICE USE ONLY)

Request Type:
Case No.: Date Submitted: Date Closed: Accepted By:
Project Name: City Commission Meeting Date:

APPLICANT INFORMATION

Applicant Name: <<<<<<<<<<<< MUST BE A PERSON
Mailing Address: Phone #:
City: State: Zip: E-Mail:

OWNER INFORMATION (IF NOT SAME AS APPLICANT)

Owner Name:
Mailing Address: Phone #:
City: State: Zip: E-Mail:

REQUEST

Zoning District: Property Acreage:
Subject Property Location:

Notes:

FEES	
Request Type Fee:	
Concurrency Review Fee:	
Total Fee:	
Exempt from Fee	<input type="checkbox"/>

REQUIRED ATTACHMENTS

- 1. Complete Application Form
- 2. \$300.00 Application Fee
- 3. Survey or plan drawn to scale, showing layout of proposed temporary parking lot, dimension and total number of proposed spaces, proposed material, landscaping, and stormwater retention

PAYMENTS

No.	Amount	Type	Ck #

Balance Due:

SIGNATURES

INFORMATION AND DOCUMENTS SUBMITTED ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Signature of Property Owner and/or Applicant

Date

Print Above Name

Note: Application and all required support documents must be submitted by 12:00pm on the submission deadline in order for application to be considered complete.



REQUIRED SUPPORT DOCUMENTS

TEMPORARY PARKING LOTS

TEMPORARY PARKING LOT DESIGN STANDARDS

Temporary parking lots shall be constructed according to Section 604.09 of the City's *Land Development Regulations*, except that they are exempt from the requirements of Section 604.09C(3) and Section 604.09D(2). All temporary parking lots have to apply and receive approval from the City Plan Review Committee before commencing with construction.

CITY COMMISSION APPROVAL REQUIRED

In considering whether a temporary parking lot should be approved, the City Commission should consider the following:

- Estimated number of vehicular trips
- Visibility of the site within the community
- Type of principal use of the subject property Anticipated
- use of the proposed parking lot by the public

The City Commission may subject approval of the temporary parking lot to reasonable terms and conditions. Temporary parking lot approval is only for a maximum of two (2) years from Plan Review Committee approval.

**APPLICATIONS THAT DO NOT CONTAIN ALL REQUIRED SUPPORT DOCUMENTS
WILL NOT BE ACCEPTED.**

**CITY OF NEW SMYRNA BEACH
CITY COMMISSION
2017 MEETING SCHEDULE**

MEETING DATES

2nd and 4th Tuesday of each month at 6:30 p.m., unless otherwise indicated. The City Commission does not conduct regular meetings in July. Only one regular meeting is conducted in December.

In order to allow time to review requests and prepare necessary reports for the City Commission, the submittal deadlines and meeting dates shown below may not coincide with the City Clerk's submittal deadlines.

MEETING LOCATION

City Commission Chambers, 210 Sams Avenue, New Smyrna Beach

SUBMITTAL DEADLINE	CITY COMMISSION MEETING DATE
December 9, 2016	January 10, 2017
December 23, 2016	January 24, 2017
January 6, 2017	February 14, 2017
January 20, 2017	February 28, 2017
February 3, 2017	March 14, 2017
February 17, 2017	March 28, 2017
March 3, 2017	April 11, 2017
March 17, 2017	April 25, 2017
March 31, 2017	May 9, 2017
April 14, 2017	May 23, 2017
May 5, 2017	June 13, 2017
May 19, 2017	June 27, 2017
NO MEETINGS SCHEDULED FOR JULY	
June 30, 2017	August 8, 2017
July 14, 2017	August 22, 2017
August 4, 2017	September 12, 2017
August 18, 2017	September 26, 2017
September 1, 2017	October 10, 2017
September 15, 2017	October 24, 2017
September 29, 2017	November 14, 2017
October 13, 2017	November 28, 2017
November 3, 2016	December 12, 2017
NO SECOND MEETING SCHEDULED FOR DECEMBER	

ONLY COMPLETE APPLICATION PACKAGES WILL BE ACCEPTED AND MUST BE RECEIVED BY 12:00PM DAY OF THE SUBMITTAL DEADLINE. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.