

All construction projects with a value of \$250,000 or higher now require an approved Construction Parking Management Plan (CPMP) in order to obtain a building and/or grading and shoring permit.

### Construction Parking Management Plan (CPMP)

The CPMP must:

- Reduce construction employee vehicle parking impacts related to the proposed construction;
- Contain construction related parking to project site and areas approved by the City;
- Reduce construction noise impacts to the greatest extent technically and economically feasible; and
- Minimize off-site dust and air quality impacts per best management practices.

### Definitions:

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in section 106-96, except where the context clearly indicates a different meaning:

- Commercial area means a contiguous or nearly contiguous area containing public streets or parts thereof primarily abutted by commercial, or retail property. Commercial area shall contain at least half a City block bordered by three public streets, and, if there is an alleyway, also by the alleyway.
- Construction Employee Vehicle (CEV) means a motor vehicle operated in or parked by an employee, or subcontractor of a construction contractor for extended periods of the day, which result in an impact on the community as identified below as a CEVPI.
- Construction Employee Vehicle Parking Impact (CEVPI) means:
  - A condition whereby:
    - Municipal (on and off-street) parking spaces are limited in quantities and for extended periods of the day factually occupied Monday through Saturday, of any month by construction employee, contractor or subcontractor vehicles; and
    - CEVs park on municipal on and off-street parking spaces, intended for commercial or residential uses; or
  - A condition whereby any number of construction related vehicles are being driven into or left regularly in a commercial or residential area and the CEV drivers are parking at those locations for purposes unrelated to commercial, retail or residential uses.
- Residential areas means a contiguous or nearly contiguous area containing public streets or parts thereof primarily abutted by residential property or residential and nonbusiness property such as schools, parks, churches, hospitals, and nursing homes. A residential area shall contain at least half a City block bordered by three (3) public streets, and, if there is an alleyway, also by the alleyway.

### Creation of Construction Parking Management Plan:

In order to obtain or maintain a Building and/or Grading and Shoring Permit for all projects with a value \$250,000 or more, shall require the Contractor of record to provide to the City a CPMP. Failure to provide the CPMP, or obtain Parking Director approval of the CPMP shall preclude the issuance of a Building or Grading and Shoring Permit. The CPMP shall minimize CEVPI to the surrounding commercial or residential areas. The CPMP must:

1. Reduce CEVPI related to the proposed construction;
2. Contain construction related parking within the project site, whenever possible;
3. Document where the parking areas will be provided for the employees, subcontractors, and contractors, if not on site; and
4. The contractor, owner of the property, and tenant are required to sign, under oath, the proposed CPMP, confirming their understanding of the plan, and the penalties associated with non-compliance.

### **Requirements of CPMP:**

1. The CPMP shall contain the following required elements to address the CEVPI:
  - a. A copy of the building permit application/processing number, that is not expired, with the Building Department.
  - b. A system to minimize the effect of CEV parking in commercial and residential neighborhoods.
  - c. Document the number of workers; identify by description and vehicle license plate number all vehicles that will be present on the site during various phases of construction; and indicate whether sufficient privately owned/operated off-street parking will be provided. Provide proof of such off-street private parking arrangements.
  - d. The construction contractor, owner/developer shall schedule a pre-construction meeting with City staff after permit issuance, but prior to start of work, to review CPMP implementation.
2. The Construction Site Parking and Staging Plan shall provide the following specific information:
  - a. All construction related parking (whether for employees, contractors, subcontractors, suppliers, etc.) shall be located on-site where the construction is to take place, or at an approved off-site location, as approved by City Staff. Swale, right-of-way, or parking metered locations may be permitted, upon approval of the Parking Director, to be used for loading, deliveries, and supplies. However, this temporary authorization shall not be considered a proper parking area for employees, subcontractors or contractors under the CPMP.
  - b. Delineate the details as to the number of proposed vehicles; type of vehicles accessing the construction site; identify the vehicles by year, make, model, and Florida license plate number.
  - c. Identify where all on-site parking will be located (minimum 8.5'x18' per stall) and how vehicles will enter and exit the construction site from or the street.
  - d. If off-site parking is required to accommodate employees, subcontractor or contractor parking needs, identify the off-site location to be used and how the employees, subcontractors or contractors will get to and from the construction site.
  - e. Provide proof of lease, exclusive use, etc. to the Parking Director as part of the CPMP.
  - f. Identify any fencing around the construction site and all access points. A site plan may be required
  - g. Identify material staging area(s).
  - h. Provide any other notes necessary to clarify the CPMP, as may be applicable.

### **Review and approval:**

The CPMP shall be reviewed and require the approval of the Parking Director.

### **Issuance of permit:**

1. A CPMP permit shall be issued upon approval of the CPMP and payment of fees.
2. A CPMP permit fee in the amount of **\$144** shall be assessed for each CPMP and related building permit.
3. Thereafter a building or a grading and shoring permit may be issued. Failure to obtain Parking Department authorization of a CPMP permit shall preclude the issuance of a building permit.

### **Parking in designated areas:**

1. The, contractors, subcontractors and construction employees shall register and provide vehicle make, model, year, color, and license plate to the Parking Department as set forth herein for the vehicles and employees you list.
2. A CEV shall display a parking permit for the corresponding parking facility(ies) related to the building permit/construction project identified in the underlying CPMP. The parking permit shall be displayed and made clearly visible to the City's enforcement personnel.
3. A CEV found at any location other than that stipulated in the CPMP shall be deemed to be a violation of the requirements set forth in section 106-99.

### **Enforcement:**

1. A City code inspector may issue a citation for a violation of this Chapter. Enforcement shall be through Chapter 30 of the City's Code. A City Code Inspector means the code compliance officers, parking department employees, or any authorized agent or employee of the City whose duty it is to assure code compliance.

2. All violations are civil infractions. Each violation shall constitute a separate offense. Violations of this chapter, will be punished as follows:
  - a. For a first offense, a \$5,000.00 fine issued to both contractor and property owner/tenants.
  - b. For a second offense a \$10,000.00 fine issued to both contractor and property owner/tenant.
  - c. For a third offense, a \$15,000.00 fine issued to both contractor and property owner/tenant.
  - d. For each additional/subsequent offense a one-day stop work order issued by the City's Building Official.
  - e. For purposes of this section, an offense shall be deemed to have occurred on the date that the violation occurred.
  - f. The failure of any person to pay the appropriate fine within the time allowed or to appeal the violation shall constitute a waiver of the right to an administrative hearing before the special master and fines may be assessed accordingly.
  - g. A certified copy of an order imposing a fine may be recorded in the public records and thereafter shall constitute a lien upon any real or personal property owned by the violator and it may be enforced in the same manner as a court judgment by the sheriffs of this state, including levy against the violator's personal property, but shall not be deemed to be a court judgment except for enforcement purposes. After two months from the recording of any such lien that which remains unpaid, the city may foreclose or otherwise execute upon the lien.

### **Revocation of permits and other penalties:**

Any Contractor, subcontractor, property owner or tenant who has obtained a valid citation under section 106-123, and who has failed to pay the fine, and failed to cure the violation, shall have the Building Permit revoked. Failure to comply shall subject such participant to enforcement procedures by the City and may result in fines of up to an additional \$500.00, per day, and liens as provided by law.

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### **HOW TO SUBMIT**

Please complete the attached form and submit with required documents via e-mail to:

**constructionparking@miamibeachfl.gov**

or deliver to:

**1755 Meridian Avenue  
Suite 200  
Miami Beach, FL 33139**

**Ordinance No. 2015-3922**



City of Miami Beach, PARKING DEPARTMENT  
1755 Meridian Avenue, Suite 200; Miami Beach, FL 33139  
Ph: (305) 673-7275

**\*Please type or print clearly - Illegible information may result in a delay of your application process\***

Date:	Building Permit Application No.:
Company Name/Address:	Contact Name:
	Contact Number:
	E-Mail Address:
Estimated Project Completion Date:	Project Valuation:
Address of Construction Site:	
Short Project Description:	

Please provide the following as needed:

- Copy of the building permit application
- On-Site Parking: site plan drawing showing:
  - o on-site parking (minimum 8.5'x18' per parking space)
  - o entrance and exits to the construction site
  - o fencing
  - o material staging areas
- Off-Site Parking:
  - o location of off-site parking
  - o proof of lease or written approval from off-site parking property owner
  - o transportation plan showing how employees will get to and from jobsite from off-site parking location
- Number of workers/vehicles (SEE ATTACHED LIST)
- Completed Construction Parking Management Plan Application

I accept that I am accountable for any violation(s) of section 106-123 of Ordinance Number 2015-3922. By signing my name below, I certify that I have read the above information on pages one through three of this application. My signature also confirms that I acknowledge and agree to follow the Construction Parking Management Plan attached to this application.

\_\_\_\_\_  
**Property Owner's Name**

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**General Contractor's Name**

\_\_\_\_\_  
**General Contractor's Signature**

\_\_\_\_\_  
**Date**





THIS SECTION FOR OFFICE USE ONLY

Notes:


On-site/Off-site:	Off-site location:	
# Vehicles:	# Employees	Permit System and Email Notification Date:

<b>Department Staff Review:</b>	<b>Department Director Review:</b>
Approved: <input type="checkbox"/> Denied: <input type="checkbox"/> Date: _____	Approved: <input type="checkbox"/> Denied: <input type="checkbox"/> Date: _____
_____ Signature	_____ Signature
_____ Print Name	_____ Print Name