

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

Requirements for the Construction Parking Management Plan (CPMP):

1. The CPMP shall contain the following:
 - a. A building permit application/processing number.
 - b. Signatures from the property owner and the general contractor confirming their understanding of the plan, and the penalties associated with non-compliance (106-123).
 - c. An educated estimation to the number of workers (employees, contractors and subcontractors) that will be needed during the most strenuous construction phase.
 - d. The vehicle description and vehicle license plate numbers for all vehicles that will be present on the site during various phases of construction.

Provide the following if **on-site parking** is available:

- A site plan delineating:
 - Where all on-site parking will be located (minimum 8.5'x18' per stall).
 - How vehicles will enter and exit the construction site from the street.
 - Material staging areas.

Provide the following if **off-site parking** is needed:

- Location of off-site parking.
- Proof of lease or written approval from the off-site parking property owner.
- Transportation plan showing how employees will get to and from the jobsite from the off-site parking location.

**** Swale, right-of-way, and all parking spaces owned by the City of Miami Beach are not proper parking areas for construction employee vehicles. These areas may only be used for loading, deliveries, and supplies. ****

Review and Processing Time

All CPMP's require the review and approval of the Parking Director. All CPMP applications take a minimum of five (5) business days to process.

Processing Fee

A CPMP permit fee in the amount of **\$155** shall be assessed for each CPMP application. The CPMP permit fee will be included with the building permit fees.

Enforcement

A Construction Employee vehicle found at any location other than that stipulated in the approved CPMP shall be in violation of the City Code section 106-99.

1. A Parking Compliance Inspector may issue a citation for a violation of this Chapter. Enforcement shall be through Chapter 30 of the City's Code.
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.

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**

For more details on the Construction Parking and Traffic Management Plan ordinance see below:

Ordinance No. 2015-3922

To view ordinance online, please visit the link below.

https://library.municode.com/fl/miami_beach/codes/code_of_ordinances?nodeId=SPAGEOR_CH106TRVE_ARTIIME_PA_DIV3COPATRMAPL

All Construction Parking Management Plan applications require a minimum of five (5) business days to process.



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 and two 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



City of Miami Beach, PARKING DEPARTMENT
 1755 Meridian Avenue, Suite 200; Miami Beach, FL 33139
 Ph: (305) 673-7275 Email: constructionparking@miamibeachfl.gov

Employee Vehicle List

Please list all construction employee vehicles including employees, contractors, subcontractors and suppliers.

Building Permit Application No.:	Number of Employees:
Company Name:	Number of Vehicles:

#	Make	Model	Year	State/Tag#	Comments