



# City of Melbourne



Planning & Economic Development Department  
900 E. Strawbridge Avenue • Melbourne, FL 32901  
Phone (321) 608-7500 • Fax (321) 608-7519 • E-Mail: p&z@melbourneflorida.org

## APPLICATION FOR REVIEW OF PARKING LOT IN RESIDENTIAL DISTRICT

Date Received: \_\_\_\_\_

Project No.: PR- \_\_\_\_\_

This application must be completed and returned, with all enclosures referred to below, to the Planning and Economic Development Department of the City of Melbourne, Florida. The application will then be referred to the Planning and Zoning Board for study and recommendation. It will then be sent to the City Council for its review and approval/disapproval.

1. APPLICANT NAME: (Print) \_\_\_\_\_  
CONTACT PERSON: (If Corporation) \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

2. OWNER OF PROPERTY: (Print) \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

3. If applicant or owner cannot attend the Planning and Zoning Board/City Council meetings, please list the name of a Representative who will make the presentation, answer questions or make decisions for the Applicant or Owner.

REPRESENTATIVE NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
TELEPHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

4. NAME OF PROJECT AND BUSINESS TO BE SERVED BY THE PARKING LOT:  
\_\_\_\_\_

5. Parcel ID Number (Property ID Number):  
TWP \_\_\_\_\_ RNG \_\_\_\_\_ SEC \_\_\_\_\_ SUBD \_\_\_\_\_  
PARCEL/LOT NUMBER(S): \_\_\_\_\_  
TAX ACCOUNT NUMBER(S): \_\_\_\_\_

6. FUTURE LAND USE: \_\_\_\_\_ ZONING: \_\_\_\_\_ ACREAGE: \_\_\_\_\_
7. The following items are needed to complete this application:
- a. \_\_\_\_\_ One (1) reproducible (submitted after initial staff review).
  - b. \_\_\_\_\_ 20 Folded site plan prints, 2 of which are signed and sealed.
  - c. \_\_\_\_\_ Formal Plan Review Fee of 794.00. Please submit in CASH or CHECK made payable to the City of Melbourne.
  - d. \_\_\_\_\_ Two signed and sealed **Certified Surveys** of the specific area in question, if not a Recorded Plat (including a legal description and exact acreage).
  - e. \_\_\_\_\_ Two (2) **Certified** Tree Surveys (same scale as plan).
  - f. \_\_\_\_\_ Affidavit of Ownership, if applicable.
  - g. \_\_\_\_\_ Location Map.

**PARKING LOT DESIGN AND USE SHALL COMPLY WITH STANDARDS SPECIFIED IN APPENDIX D, CHAPTER 9, ARTICLE V, SECTION 9.77.**

Signed and sealed  
in the presence of:

OWNER(S):

\_\_\_\_\_  
Signature of Witness #1

\_\_\_\_\_  
Owner 1 Printed Name

\_\_\_\_\_  
Name Printed/Typed

\_\_\_\_\_  
Owner 1 Signature

\_\_\_\_\_  
Signature of Witness #2

\_\_\_\_\_  
Name Printed/Typed

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing Owner Consent was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me OR who has produced \_\_\_\_\_ as identification.

My commission expires:

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Witness #1

\_\_\_\_\_  
Owner 2 Printed Name

\_\_\_\_\_  
Name Printed/Typed

\_\_\_\_\_  
Owner 2 Signature

\_\_\_\_\_  
Signature of Witness #2

\_\_\_\_\_  
Name Printed/Typed

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing Owner Consent was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me OR who has produced \_\_\_\_\_ as identification.

My commission expires:

\_\_\_\_\_  
Notary Public

This application must be completed and returned to the Planning and Economic Development Department with all the required exhibits. The Planning and Economic Development staff and other applicable City departments will then review it. Following staff review, your request and a staff recommendation will be sent to the Planning and Zoning Board for a public hearing, consideration, findings of fact and a recommendation. The request, staff recommendation and findings and the Planning and Zoning Board's findings and recommendation will then be forwarded to City Council for action. This will also be a public hearing. The applicant, owner, and representative, as identified on the application, will be advised of all of the dates and times of the public hearings by mail, or by facsimile (fax), and will receive an agenda and staff recommendation. The Council may approve the request, approve the request with conditions, or deny the request. After final Council action, the applicant will receive a letter from the City Clerk notifying the applicant of the final action (development order) by the City Council.

The applicant, the applicant's representative as stated on the application, or the applicant's attorney should appear at the public hearings. If photographs, documents, maps or other materials are provided to the Board or the Council as evidence at the hearing, the Board Secretary or the City Clerk must retain these instruments. By law those instruments become public records and cannot be returned to you (copies of the original can be made).

Public hearings before the Planning and Zoning Board and City Council regarding land development are considered quasi-judicial in nature. This means that the Board or Council is sitting as a judge would sit in a courtroom and that the decision made should be a result of the evidence presented at the hearings. All evidence should be presented at the public hearings. Appeals to the court are based on the evidence presented at the public hearings. Applicants or interested individuals may **contact in person, by phone, or in writing, any of the planning and zoning board members and/or city council members who will be making decisions on the action. However, such board member or council member is required to publicly disclose such contact, conversation or letters received.**

If you wish to appeal any determination of the City Council, you will need a verbatim transcript of the record and copies of all the evidence presented. It will be your responsibility to make arrangements for the preparation of that verbatim record at your expense.

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Attachment to all land development applications: Zoning, rezoning, conditional use, site plan approval, plat approvals, parking lot in a residential district, vested rights, and comprehensive plan amendment.

**PLANNING AND ZONING BOARD / CITY COUNCIL  
AUTHORIZATION TO REPRESENT**

I, \_\_\_\_\_, owner of the following described property:

PROPERTY ADDRESS: \_\_\_\_\_, hereby authorize the following named individual to appear on my behalf before the Planning and Zoning Board / City Council public hearing for \_\_\_\_\_.

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

BY: \_\_\_\_\_  
PROPERTY OWNER

STATE OF FLORIDA  
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ who is personally known to me, or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
NOTARY PUBLIC

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMMISSION NUMBER: \_\_\_\_\_