STARTING SMALL.
HOW TO GET PERMISSION
TO GET GOOD DONE IN MIAMI-DADE.

Are you working on an amazing project to reimagine and activate public space in Miami-Dade?
That's great! Public spaces—sidewalks, streets, plazas, beaches and parks—are critical pieces of the vibrant culture and community cohesion in Miami-Dade. But, it's important to remember that when you're working in public spaces you will proably need permission or a permit from a municipal or County agency. Here's a quick guide to what you might need to do to create small temporary projects in public spaces.

1. Locate the site of your project on the Miami-Dade County property map.
Go to *ioby.org/resources and click on the link to Miami-Dade information*

2. Discover who has jurisdiction over the property.
On the Miami-Dade County property map, you'll see that every piece of property has a Property Folio. The first two numbers of every Property Folio are coded to indicate jurisdiction.

BEGIN WITH 30:	PROPERTY FOLIOS THAT BEGIN WITH 01:	PROPERTY FOLIOS THAT BEGIN WITH OTHER NUMBERS:
These are managed by Miami-Dade County.	*These are managed by the City of Miami.*	*These properties may be jointly managed by the county and your municipality. It's important to reach out to both entities.*

3. Create a list of places where you may need a permit.

MIAMI-DADE COUNTY	CITY OF MIAMI	UNINCORPORATED MIAMI-DADE
For most small projects under municipal jurisdiction, permits are usually given by the following divisions: Public Works, Police, and/or Planning and Zoning. However, consider reaching out to other offices that may be more invested in your work. For example, if your project is a tree planting, ask the Parks Department for help; if you're starting a compost facility, reach out to the Office of Sustainability for assistance. Projects within municipalities may require permits from both the County and the municipality.	*In the City of Miami, you can use the same rules of thumb that you would with the County.*	*In unincorporated Miami-Dade County, permits are issued by the County only. Departments to contact first include Public Works and Waste Management, Police, and Regulatory and Economic Resources (Planning and Zoning Divisions).*

REMEMBER! Many of the most interesting places to have projects are hot spots of activity because there is already a lot of investment from the government. So, if you're interested in creating a solar-powered, tree-lined shade structure at a bus stop, remember that many agencies would want to know about and might be able to provide you with valuable input on your project: Public Works, Transportation, Parks and Sustainability all would want to support something as innovative as that.

4. Make sure your project complies with zoning codes.

Zoning code compliance is most important if you are planning to build something or make capital improvements, like installing fitness equipment or a bike rack underneath the Metro Mover. If your project is temporary, like a pop-up park, an event, or a simple demonstration like using orange cones to show an expansion of a crosswalk, you probably don't need to meet zoning codes because your project is not permanent. However, you will need a temporary use or event permit, and depending on where the project is, you may need one of these permits from several agencies.

MIAMI-DADE COUNTY ZONING DIVISION	CITY OF MIAMI PLANNING & ZONING	UNINCORPORATED MIAMI-DADE
dpnz@miamidade.gov *305-375-2800*	*planning@ci.miami.fl.us* *(305) 416-1400*	*dpnz@miamidade.gov* *305-375-2800*

5. Prepare for your permit
Each government agency will need slightly different information, but you can assume all of them will ask you the following. Make sure you have all the answers and as many documents prepared before you start the process.

- ❏ Description of the event
- ❏ Location of the event
- ❏ Date of the event
- ❏ Duration of the event
- ❏ Will you be disrupting vehicular or pedestrian traffic?
- ❏ Who is the main point of contact?
- ❏ Proof of a certificate of insurance
- ❏ How will you secure the installation and maintain it?
- ❏ Description of how the public space will be affected

Try to think like a government, here. They're only trying to understand who needs to be involved.

Keep this as simple as possible and think in general categories like "art event" or "community fair" rather than describing the global problems you're addressing and the game-changing nature of your work. If you're not sure how, consider describing the work in terms of literally what would happen in that 12 hours, rather than the long term ripple effects. The person reviewing the permit application is looking for potential dangers and problems, and is required to think of additional permits when the project is more complex.

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TIPS BEFORE YOU START:

1. **Decide if your project is an event or not.** Temporary use permits and event permits are a little bit different. While you will ultimately have to decide if your project is an event or not, either way, permits will be much easier if you (1) make it free and open to the public, (2) have insurance, (3) aren't serving alcohol and (4) don't use amplified sound or music.

2. **Build a coalition of supporters.** Existing nonprofits may have a volunteer coordinator or special projects manager and existing relationships with government to host projects like yours. Build social capital and investment in your project by creating a coalition.

3. **Communicate.** Use social media (like Facebook or MeetUp), video and photography to document results of your project, all important steps that need to be planned ahead of time.

4. **Get an ambassador.** Many government agencies want more community engagement on projects like community gardening and park stewardship. Ask someone from a high-visibility agency like Parks, Sustainability, or Public Works to endorse your project or write a letter of support.

5. **Use ioby.** Raising funds from Miami-Dade residents proves community buy-in and support for your project, more fodder for your proposal.

6. **Learn.** Attend ioby's *How to Prepare for your First Meeting with Local Government* webinar at ioby.org/resources

> **Don't forget!**
> *If you're working on a project in a school, at a library or in a hostal, you should start by getting permission from that institution. If you're working on a project on or near private property, you'll need permission from the property owner. If you're working on buildings under construction, you should seek permission from the building owner.*
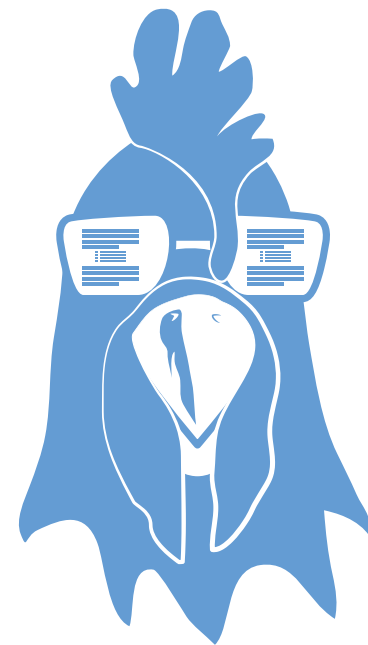
PROPS
THANKS
Y'ALL
MUCHISIMAS
GRACIAS

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CONTACT INFORMATION:

1. **Call 311 to get information on Miami-Dade County government services and resources. Customer service can be provided in English, Spanish or Haitian-Creole.**

2. **At the City of Miami, start with your Neighborhood Enhancement Team office: http://www.miamigov.com/nets/**

3. **Call a government agency.**
   - Florida Department of Transportation, Miami District Office: **305-470-5367**
   - Miami-Dade County's Zoning Division: **305-375-2800**
   - Miami-Dade Transit: **305-891-3131** or **TDP@miamidade.gov** (if involving Metrorail or Metromover)
   - Miami-Dade County Public Works and Waste Management: **305-375-2960** (for trees on sidewalks)
   - Miami-Dade Division of Environmental Resources Management: **305-372-6789**
   - Miami-Dade County Parks, Recreation and Open Spaces: **305-755-7800**
   - Miami-Dade County Health Department: **305-324-2400**
   - Other County offices, see Miami-Dade County's Departmental Listing: **http://miamidade.gov/wps/portal/Main/departments** or call **3-1-1**

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