

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 probably 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:

These are managed by Miami-Dade County.

30

PROPERTY FOLIOS THAT BEGIN WITH 01:

These are managed by the City of Miami.

01

PROPERTY FOLIOS THAT BEGIN WITH OTHER NUMBERS:

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

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.

CITY OF MIAMI

In the City of Miami, you can use the same rules of thumb that you would with the County.

UNINCORPORATED MIAMI-DADE

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

dpnz@miamidade.gov
305-375-2800

CITY OF MIAMI PLANNING & ZONING

planning@ci.miami.fl.us
(305) 416-1400

UNINCORPORATED MIAMI-DADE

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.

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

- 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

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.

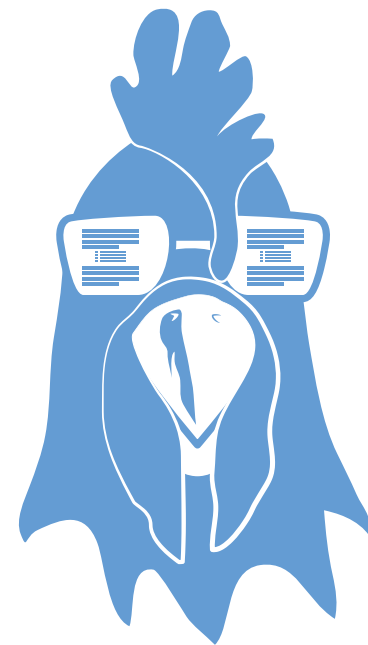
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TIPS BEFORE YOU START:

- 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 hostel, 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**

Susannah Troner, Carlos Hernandez, Nichole Hefty, Marta Vicedo, Mike Lydon, and Tony Garcia significantly contributed to crafting these documents.

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**

GUIDE TO GUERILLA ACTION IN MIAMI-DADE

Tactical urbanism projects, urban interventions, or “lighter, cheaper, quicker” projects are a growing field in urban centers. These projects are temporary, short-term, small-scale demonstrations that show how public spaces could be changed, without actually making any permanent physical change. Sometimes it makes sense to start a small or temporary project like these without permission. Here are some good reasons to use public space in Miami-Dade without permission.

1. To demonstrate or show something new or innovative and multi-faceted that’s hard to explain another way.

EXAMPLE: Why would you want to have a party underneath a highway or in an alley? Pop-up dinner parties or activities like spontaneous salsa dancing in the streets or dominos tournaments can activate places that most people would never want to go, and you’ll likely never encounter a police officer. As long as you don’t disturb the public, probably no one will pay you any mind.

2. To build support for an idea from neighbors.

EXAMPLE: Sometimes neighbors can be resistant to change, so if you’re hoping to activate a vacant lot but neighbors are opposing you, you could consider planting very big (fake or real) flowers on the perimeter of the site, to show that your plans are to make the site nicer. It can also help outline the property you want to use. Be sure to invite participation from others, too.

3. To demonstrate public support for an idea.

EXAMPLE: Before the Purple Line’s big event in March 2013, the group’s organizers hosted an unpermitted underpass park for three months during Little Havana’s Flagler Night’s festival. This seemingly “impromptu” gathering demonstrated demand for the official permitted event.

4. To make a point about a safety hazard very visible.

EXAMPLE: In an intersection where crossing the street is very difficult, a tactical urbanism approach could use chalk or temporary paint to show where a cross walk could go, or, like Emerge Miami’s Pedestrian Safety Walk, volunteers in neon jackets could act as “crossing guards”.

5. To have a short term physical transformation.

EXAMPLE: A little bit of green paint can go a long way, and with paint that washes off you can usually get away with painting a bike lane or a plaza perimeter without permission.

6. To clean a space.

EXAMPLE: Picking up litter without permission will hardly ever raise eyebrows.



Remember

What you’re doing is not permitted. So if you are caught in the act and reprimanded, ticketed, or fined, you need to accept whatever punishment comes your way. We have constitutionally protected rights to assemble and use public space, but part of tactical urbanism is, by design, disruptive.

Etiquette

- 1. Be polite.** Hostility will get you nowhere. Be polite and friendly and recognize your role as an instigator.
- 2. Invite participation.** You’re doing this because you’re civically engaged. If others want a voice, encourage them to join you.
- 3. Be positive.** You’re trying to make your neighborhood stronger, safer and more sustainable for all. Focus on the benefits your project will bring.
- 4. Amplify your work.** Use socially connected networks like Facebook, Twitter, ioby, and blogs to make your project publicly known.
- 5. Future-tise.** Advertise the future you want by working with a friend or colleague who is a designer or architect to produce images of what the vacant lot, parking space, or whatever space you’re working on could look like. This can help start a conversation and build a broader base of support beyond the normal naysaying neighbor or two.

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