CITY OF MIAMI BEACH, FLORIDA
Public Works Department
Checklist for Newsracks Permit

When applying for a Newsracks permit in the City's Right-of-Way, the following are required:

- ☐ Complete application
- ☐ Permit fee, $15.00 per location
- ☐ 1 copy of site plan, (8½" x 11" minimum size) or two pictures from perpendicular angles
- ☐ Show street names
- ☐ Show North direction
- ☐ Identify corner (NW, NE, SW, SE) or mid block (East, West, South, North) side
- ☐ Show all buildings.
- ☐ Show building entrances and steps
- ☐ Show all fixtures(fire hydrant, traffic light pole, traffic signs, mail box, trash can, etc)
- ☐ Measurement between:
    - Box to curb
    - Box to building
    - Box to adjacent fixtures
    - Box to mark crosswalks
- ☐ Show sidewalk and parkway widths.
- ☐ Identify the location of the existing newsracks and the name of the publication.
- ☐ Identify the location of the proposed newsrack.