

## RE: Assistance with design/permit for parking spaces

Arocha, Sayleen

Thu 8/31/2023 3:32 PM

To: Lisa LoMonaco <lisalomonaco1@gmail.com>; Roman, Gerardo <groman@coralgables.com>

Cc: Joey LoMonaco <joe@svpmiami.com>; Wiesse, Pilar <pwiesse@coralgables.com>

 1 attachments (6 MB)

SWALE Package.pdf;

Lisa,

Please see below the responses for all your questions. Also, once the forms have been completed and there are no pending items, please shoot me an email with all the documents attached and I will create a permit for you.

Also, please remember that the rock/gravel is monitored in size and type, please refer to page 5 within the SWALE PACKAGE I have attached as well.

**Question:**

With regards to the Permit Application form, since the work is already completed, am I able to submit it retroactively?

**Response: Yes, you can still submit but the forms still need to be notarized and the restrictive covenant along with the certificate of Liability Insurance also needs to be reviewed by the City Attorney's office Which I have provided the link again for you.**

**Question:**

Also, we didn't use a contractor, so can I list ourselves as the contractors?

**Response: Yes, you can list yourself as the contractor.**

***Please submit the "restrictive Covenant " along with the Certificate of Liability Insurance" to the link below.***  
**<https://www.coralgables.com/department/city-attorneys-office/legal-forms-resources>**

*Best,*

Sayleen Arocha

Landscape Designer

City of Coral Gables

Greenspace Management Division

2800 SW 72<sup>nd</sup> Ave | Miami FL 33155

T 305.460.5191

E: Sarocha@coralgables.com

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**From:** Lisa LoMonaco <lisalomonaco1@gmail.com>  
**Sent:** Thursday, July 27, 2023 11:15 AM  
**To:** Arocha, Sayleen <sarocha@coralgables.com>; Roman, Gerardo <groman@coralgables.com>  
**Cc:** Joey LoMonaco <joe@svpmiami.com>  
**Subject:** Re: Assistance with design/permit for parking spaces

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Hello Sayleen and Gerardo,

I have created an online account and am working on completing the forms, having them notarized and uploading them.

With regards to the Permit Application form, since the work is already completed, am I able to submit it retroactively? Also, we didn't use a contractor, so can I list ourselves as the contractors? Here is a photo of what it looks like and what we're trying to get approved. Please let me know how to proceed.

Thank you,

Lisa LoMonaco

On Fri, Jun 9, 2023 at 3:37 PM Arocha, Sayleen <[sarocha@coralgables.com](mailto:sarocha@coralgables.com)> wrote:

Lisa,

Thanks for reaching out, regarding coming back into compliance please submit the following documents online and click on the weblink provided below to create a profile within our online portals to submit your permit application for review. The city does have a restriction in regards to the types of gravel that can be installed please refer to the Swale package documents I have also attached for your reference.

### **Download**

**[Swale Package \[PDF\]](#)**

### **Required Forms:**

- **[Public Works Permit Application \[PDF\]](#)**
- **[Restrictive Covenant \[PDF\]](#) (Options 2 and 3)**
- **[Certificate of Liability Insurance \[PDF\]](#) (Option 3 Only)**

**Additional Requirements: (For all Options)**

- Sketch/Plan of design with proposed plants/elements
- Photos of the swale's existing condition

**Instructions on how to Apply on Energov:**

To register into the system go to <https://coralgablesfl-energovpub.tylerhost.net/Apps/SelfService#/home>

Click on *Login or Register*.



**Login or Register**

Login to an existing or create a new account. You can also find help if you forgot your login information.

**After registering, click the *Apply* button:**

**On the Application Assistant, type in the search bar *Swale planting/Irrigation* and click *Apply***

**Log in with your credentials and enter all the requested information.**

**Upload the documents online when you get into the Attachments section.**

**Should you have any further questions, please email [PWGreenspace@coralgables.com](mailto:PWGreenspace@coralgables.com)**

Best,

Sayleen Arocha

Landscape Designer

City of Coral Gables

Greenspace Management Designer

2800 SW 72<sup>nd</sup> Ave | Miami FL 33155

T 305.460.5191



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**From:** Lisa LoMonaco <[lisalomonaco1@gmail.com](mailto:lisalomonaco1@gmail.com)>  
**Sent:** Friday, June 9, 2023 2:52 PM  
**To:** Arocha, Sayleen <[sarocha@coralgables.com](mailto:sarocha@coralgables.com)>  
**Cc:** Roman, Gerardo <[groman@coralgables.com](mailto:groman@coralgables.com)>  
**Subject:** Fwd: Assistance with design/permit for parking spaces

**CAUTION: External email. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Hello Ms. Arocha,

Roman Gerardo has recommended I contact you for assistance. We were issued a violation for some parking spaces we created in front of our home using pea rock.

If you like, I can send photos. I would appreciate if you can provide me with some feedback as to how we can bring it up to code and get a permit. I understand you are the greenspace designer that offers assistance in the matters.

Thanking you in advance,

Lisa LoMonaco  
761 San Juan Dr  
Coral Gables  
33143  
(m) 305.588.2780

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