

APPLICATION  
MONROE COUNTY, FLORIDA  
PLANNING AND ENVIRONMENTAL RESOURCES DEPARTMENT



**APPEAL TO THE PLANNING COMMISSION**  
**[MUST BE RECEIVED WITHIN 30 CALENDAR DAYS OF THE DECISION]**

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**An application must be deemed complete and in compliance with the Monroe County Code by the Staff prior to the item being scheduled for review.**

Application Fee: \$1500.00 (*required*)

Advertisement Fee: \$245.00 (*required*)

Surrounding Property Owner Notification: *\$3.00 for each property owner required to be noticed*

**Pursuant to Monroe County Code Section 102-185, the Planning Commission shall hear and decide upon appeals to administrative actions regarding provisions of the Land Development Code, excluding those related to floodplain management and actions by the Historic Preservation Commission.**

**Date of Application:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

**Appellant:**

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Appellant (Name of Person, Business or Organization) Contact Name

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Appellant Mailing Address (Street, City, State and Zip Code)

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Appellant Phone # Appellant Email Address

**Agent Authorized to Act for Appellant (if applicable):**

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Agent (Name of Person, Business or Organization) Contact Name

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Agent Mailing Address (Street, City, State and Zip Code)

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Agent Phone # Agent Email Address

APPLICATION

Decision being appealed:

Four horizontal lines for text entry.

Date of decision being appealed: \_\_\_\_\_

Property Owner of Affected Property (if applicable): Check Box if not applicable

Property Owner (Name of Person, Business or Organization)

Mailing Address (Street, City, State and Zip Code)

Legal Description of Affected Property (if applicable): Check Box if not applicable

(If in metes and bounds, attach legal description on separate sheet.)

Block	Lot	Subdivision	Key
Real Estate (RE) / Parcel ID Number(s)			Alternate Key Number(s)
Street Address (Street, City, State & Zip Code)			Approximate Mile Marker

A notice of appeal in the form prescribed by the Planning Director must be filed with the County Administrator and with the office or department rendering the decision, determination or interpretation within 30 calendar days of the decision. Failure to file such appeal shall constitute a waiver of any rights under this Land Development Code to appeal any decision, interpretation or determination made by an administrative official. Such notice shall be accompanied by the names and addresses of the owner, applicant, property owner, and adjacent property owners.

\* \* \* \* \*

**APPLICATION**

**All of the following items must be included in order to have a complete application submission:**

(Please check the box as each required item is attached to the application.)

- Completed application form (unaltered and unbound)
- Applicable fees (check or money order to *Monroe County Planning & Environmental Resources*)
- Full and unedited copy of the document(s) that provides the administrative decision being appealed
- Basis for the appeal in the nature of an initial brief and any evidence, including testimony, affidavits and the curriculum vitae of any expert witness that will be called (the brief must at a minimum state all grounds for the appeal, including but not limited to, the law being appealed and any facts necessary for interpretation of those laws)

**If applicable, the following must be submitted in order to have a complete application submittal:**

- Agent Authorization form (*required if application is submitted on behalf of another party*)
- Proof of ownership (i.e. Warranty Deed) (*required if appellant is owner of a specific property that is subject of the appeal*)
- Property Record Card(s) from the Monroe County Property Appraiser (*required if a specific property(s) is subject of the appeal*)
- A list of names and addresses of all real property owners within a 600 foot radius of the subject property(ies). This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 600 foot radius, each unit owner must be included.

Is there a pending code enforcement proceeding involving all or a portion of this property?

Yes    No   Code Case file # \_\_\_\_\_ Describe the enforcement proceedings and if this application is being submitted to correct the violation

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**If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.**

**Additional fees may apply pursuant to the approved fee schedule.**

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**APPLICATION**

The applicant hereby acknowledges and agrees that any staff discussions or negotiations about conditions of approval are preliminary only, and are not final, nor are they the specific conditions or demands required to gain approval of the application, unless the conditions or demands are actually included in writing in the final development order or the final denial determination or order.

**I, the Applicant, certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by means of  physical presence or  online notarization,

by \_\_\_\_\_, who is personally known to me OR produced  
(PRINT NAME OF PERSON MAKING STATEMENT)

\_\_\_\_\_ as identification.  
(TYPE OF ID PRODUCED)

\_\_\_\_\_  
Signature of Notary Public, State of Florida

\_\_\_\_\_  
Print, Type or Stamp Commissioned Name of Notary Public  
My commission expires:

**Please submit or send the application package to:**  
Monroe County Administrator  
The Gato Building  
1100 Simonton Street, Key West, FL 33040

**and to:**

Monroe County Planning & Environmental Resources Department  
Marathon Government Center  
2798 Overseas Highway, Suite 400, Marathon, FL 33050

Pursuant to Section 286.0105, Florida Statutes, notice is given that if a person decides to appeal any decision made by the Planning Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Note: A transcript made from recordings or other secondary means does not provide a sufficiently accurate record of all the speakers. Therefore, such "secondary" transcripts may not be accepted as a valid verbatim transcript.