

**APPLICATION  
MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**



**Alcoholic Beverage Use Permit**

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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.**

Alcoholic Beverage Use Permit Application Fee: \$1,260.00

*In addition to the application fee, the following fees also apply:*

Advertising Costs: \$245.00

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

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

**Applicant / Agent Authorized to Act for Property Owner:** (Agents must provide notarized authorization from all property owners.)

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Applicant (Name of Person, Business or Organization)

Name of Person Submitting this Application

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

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Work Phone

Home Phone

Cell Phone

Email Address

**Property Owner:** (Business/Corp must include documents showing who has legal authorized to sign.)

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(Name/Entity)

Contact Person

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

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Work Phone

Home Phone

Cell Phone

Email Address

**Name of Lessee of Property:**

(If property is leased, applicant must submit a notarized statement from the owner approving the submittal of this application)

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(Name/Entity)

Contact Person

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

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Work Phone

Home Phone

Cell Phone

Email Address

APPLICATION

Legal Description of Property:

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

Block Lot Subdivision Key

Real Estate (RE) / Parcel ID Number Alternate Key Number

Street Address (Street, City, State & Zip Code) Approximate Mile Marker

Land Use District Designation of Property: Total Land Area of Property:

Present Land Use of Property:

Is lighting proposed: Is the proposed lighting shuttered and shielded from surrounding properties:

Is event music and entertainment proposed on the Property (describe location and if location is within an air conditioned space):

Requested Type of Alcoholic Beverage: (Please check one)

- 1APS BEER, package only
1COP BEER, on premise and package
2APS BEER and WINE, package only
2COP BEER and WINE, on premise and package
6COP BEER, WINE and LIQUOR, on-premises and package
6COP SRX RESTAURANT, no package sales
6COP SR RESTAURANT, package sale
6COP S MOTEL, package sales
6COP SBX BOWLING, no package sales
6COP SPX BOAT, no package sales
3BPS BEER, WINE and LIQUOR, package sales only
3M ADDITIONAL LICENSE FOR 6COP, over three bars
5COP BEER, WINE and LIQUOR, on premise and package
5SRX RESTAURANT, no package sales
5SR RESTAURANT, package sales
5S HOTEL, package sales
5SPX EXCURSION BOAT, no package sales
11C PRIVATE CLUB; CABANA CLUB
12RT RACETRACK, LIQUOR, no package sales
DD(CD) Craft Distillery (CD), package sales pursuant to F.S.565.03(2)(c)

Issued alcoholic beverage use permits shall be deemed to be a privilege running with the land. The sale of the real property that has been granted an alcoholic beverage use permit shall automatically vest the purchaser thereof with all rights and obligations originally granted or imposed to or on the applicant. Such privilege may not be separated from the fee simple interest in the realty.

## 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.)

- Complete alcoholic beverage application (unaltered and unbound)
- Correct fee (check or money order payable to *Monroe County Planning & Environmental Resources*)
- Proof of ownership (i.e., Warranty Deed)
- Current Property Record Card(s) from the Monroe County Property Appraiser
- Location map
- Photograph(s) of site from adjacent roadway(s)
- Signed and Sealed Boundary Survey, prepared by a Florida registered surveyor –four (4) sets or Signed and Sealed Site Plan, prepared by a Florida registered architect, engineer or landscape architect– four (4) sets (drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale). At a minimum, the boundary survey or site plan should include the following:
  - Date, north point and graphic scale;
  - Boundary lines of site, including all property lines and mean high-water lines;
  - Locations and dimensions of all existing structures and drives;
  - Adjacent roadways;
  - Location and dimensions of all parking spaces (including handicap accessible, bicycle and scooter) and loading zones;
- Typed name and address mailing labels of all property owners within a 500 foot radius of the property. This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the case of a shopping center, the 500 feet shall be measured from the perimeter of the entire shopping center itself rather than from the individual unit for which approval is sought. In the event that a condominium development is within the 500 foot radius, each unit owner must be included;
- A certificate of the Division of Hotels and Restaurants of the Department of Business and Professional Regulation or the Department of Agriculture and Consumer Services or the Department of Health or the Monroe County Health Department, stating that the place of business wherein the business is to be conducted meets all of the sanitary requirements of the state

**If applicable, 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.)

- Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)
- Proposed site plan and/or building floor plans**
- Traffic Study, prepared by a licensed traffic engineer, and transportation fee of \$5,000 to cover the cost of experts hired by the Planning & Environmental Resources Department review the traffic study (any unused funds deposited will be returned upon permit approval).**

Is there a pending code enforcement proceeding involving all or a portion of the parcel proposed for development:

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.**

**APPLICATION**

The applicant/owner 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.

By signing this application, the owner of the subject property authorizes Monroe County Planning & Environmental Resources staff to conduct all necessary site visits and inspections on the subject property.

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

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

**Send complete application package to:**

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