

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



**Inclusionary Housing Exemption and Waiver Request to the Monroe County Board of County Commissioners  
Monroe County Code Section 139-1(b)(3)**

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Inclusionary Housing Exemption Application Fee: \$1,110.00

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

Advertising Costs: \$245.00

**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)  
Submitting this Application

Name of 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

**Property Owner / Petitioner:** (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

**Legal Description of Property:**

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

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Block

Lot

Subdivision

Key

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Real Estate (RE) Number / Parcel ID Number

Alternate Key Number

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Street Address (Street, City, State & Zip Code)

Approximate Mile Marker



## APPLICATION

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**All of the following must be submitted in order to have a complete application submittal:**

(Please check as you attach each required item to the application)

- Complete application** (unaltered and unbound)
- Correct fee** (check or money order to *Monroe County Planning & Environmental Resources*)
- Proof of ownership (i.e. Warranty Deed)**

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

- Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)
- Copy of any Letters of Understanding pertaining to the proposed project
- Copy of any recorded conditional use permit and any previous modification approvals
- Copy of the most recently approved site plan

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.**

\*                    \*                    \*                    \*                    \*                    \*                    \*

**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 the 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, State of Florida

\_\_\_\_\_  
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**