

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



**Request for a Letter of Development Rights Determination (LDRD)**

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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: \$2,210.00

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

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

\_\_\_\_\_  
Applicant (Name of Person, Business or Organization)

\_\_\_\_\_  
Name of Person Submitting this Application

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

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email Address

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

\_\_\_\_\_  
(Name/Entity)

\_\_\_\_\_  
Contact Person

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

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email Address

**Legal Description of Affected 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

**APPLICATION**

**Number of Permanent Residential Dwelling Units on Property:** \_\_\_\_\_

**Number of Transient Residential Units on Property:** \_\_\_\_\_

**Amount of Non-Residential (i.e. commercial, industrial) Floor Area on Property:** \_\_\_\_\_

**Amount of permitted outdoor storage on the Property:** \_\_\_\_\_

**Please list previous property owners' names:**

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**Please provide:**

- Copy of any recorded conditional use permit and any previous modification approvals.
- Copy of the most recently approved site plan.
- Copy of any previous ROGO/NROGO Exemption/LDRD/Letter of Understanding.
- Copy of any previously issued building permits that indicate the existence of residential units or non-residential floor area or outdoor storage.
- Other records that indicate the existence of residential units or non-residential floor area or outdoor storage (i.e., records from other departments and agencies, boundary surveys, mobile home registrations, etc.)

**If nonresidential:**

**Total number of non-residential buildings:** \_\_\_\_\_

**Total non-residential floor area in square feet:** \_\_\_\_\_

**If residential:**

**Total number of residential buildings:** \_\_\_\_\_

**Total number of permanent, market-rate units:** \_\_\_\_\_

**Total number of permanent, affordable units:** \_\_\_\_\_

**Total number of transient units (hotel, recreational vehicle and/or campground):** \_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

**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 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
- Current photograph(s) of all buildings on the site
- Water/Electric utility records (indicating when service was initiated)

**If applicable, the following items must be included in order to have a complete application submission:**

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

- Notarized Agent Authorization Letter

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

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

\_\_\_\_\_  
Print, Type or Stamp Commissioned Name of Notary Public

My commission expires:

**APPLICATION**

**Send complete application package to:**

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