

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



**Request for a Minor Deviation to a Conditional Use Permit**

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**After a conditional use permit has been issued, certain adjustments may be approved as minor deviations. Such development is limited by the thresholds provided in Monroe County Code Section 110-73(c)(2).**

Minor Deviation to a Conditional Use Permit Application Fee: \$1,770.00  
Traffic Study Review: \$5,000.00 (if applicable)

**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

**Approval (Development Order / Resolution) #:** \_\_\_\_\_

**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

## APPLICATION

**Please describe what the requested minor deviation would allow:** (If necessary, attach additional sheets.)

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**Approval (Development Order / Resolution) #:** \_\_\_\_\_

**Expiration Date of Development Order / Resolution:** \_\_\_\_\_

Minor deviations to minor and major conditional use permits may be approved but are limited to the following: *Additional development that requires a deviation of up to ten percent (10%) of one or more the following requirements as follows:*

Do the proposed modifications decrease the approved number of parking spaces?

Yes                       No

Do the proposed modifications decrease the approved loading/unloading spaces?

Yes                       No

Do the proposed modifications decrease any approved landscaping?

Yes                       No

Do the proposed modifications affect the bufferyard width and/or plantings?

Yes                       No

Do the proposed modifications affect any approved access drives/configuration?

Yes                       No

Do the proposed modifications increase the approved amount of nonresidential floor area?

Yes                       No

Do the proposed modifications decrease the approved amount of open space?

Yes                       No

Do the proposed modifications increase the approved number of residential dwelling units? (*up to 5% deviation*)

Yes                       No

Do the proposed modifications increase the approved number of transient dwelling units, including hotel-motel, recreational vehicle and/or institutional dwelling units? (*up to 5% deviation*)

Yes                       No

## APPLICATION

**IMPORTANT: If you answered yes to any of the preceding questions, please indicate the changes on a revised site plan and/or landscape plan.**

If the site has an approved nonresidential component, will the proposed modifications increase the approved number of trips generated to and from the site?

Yes                       No

If applicable, will the proposed modifications affect an approved phasing plan?

Yes                       No

Deviation Requirements per Code Section 110-73	Approved or Deemed Conditional Use Permit	Proposed Development	Percent Change between Approved or Deemed CUP and Proposed Development	Result (no deviation, minor dev, major dev, amendment to CUP)
<i>Up to 10% change = Minor Deviation; 10.1-20% change = Major Deviation; over 20% change = Amendment to CUP</i>				
Off-street parking				
Loading/unloading spaces				
Parking landscaping				
Bufferyard width and/or plantings				
Access				
Non-residential floor area				
Open space				
<i>Up to 5% change = Minor Deviation; 5.1-10% change = Major Deviation; over 10% change = Amendment to CUP</i>				
Dwelling units				
Hotel-motel, RV and/or institutional residential units				
<i>Up to 10% change = Minor Deviation; 10.1-20% change = Major Deviation; over 20% change = Amendment to CUP</i>				
Commercial retail intensity (trip generation)				
<i>All schedule or phasing changes = Minor Deviation. Final deadlines for completion may only be extended per 110-73(a) only.</i>				
Schedule or phasing				

If the development requiring the minor deviation meets the requirements, the Planning Director may attach new conditions or adjust the original conditions as necessary to carry out the purposes of the Comprehensive Plan and Land Development Code and to prevent or minimize adverse effects on other properties in the neighborhood.

## 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
- 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
- Copy of the recorded conditional use permit and any previous modification approvals
- Copy of the most recently approved site plan
- Proposed site plan- prepared, signed and sealed by a Florida registered architect, engineer or landscape architect. The site plan shall be drawn to a scale of 1:10 or 1:20 and shall include all of the information provided on the approved site plan as well as all requested adjustments (clearly delineated).

**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
- Proposed landscape plan
- Proposed building floor plans
- Revised traffic study or analysis 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)
- Proposed phasing plan

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: \_\_\_\_\_

**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**