

APPLICATION
MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



Request for a Minor Conditional Use Permit for the Transfer of ROGO Exemption (TRE)

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.

Conditional Use, Transfer of ROGO Exemption Fee: \$1,740.00

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.)

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

Sender Site Property Owner: (Business/Corp must include documents showing who has legal authority to sign.)

(Name/Entity)

Contact Person

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

Work Phone

Home Phone

Cell Phone

Email Address

Sender Site 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

Receiver Site Property Owner: (Business/Corp must include documents showing who has legal authority to sign.)

(Name/Entity)

Contact Person

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

Work Phone

Home Phone

Cell Phone

Email Address

Receiver Site 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

Sender Site Future Land Use Map Designation: _____

Receiver Future Land Use Map Designation: _____

Sender Site Land Use (zoning) District Designation: _____

Receiver Site Land Use (zoning) District Designation: _____

Sender Site Existing Land Use: _____

Receiver Site Existing Land Use: _____

Sender Site Tier Designation: _____

Receiver Site Tier Designation: _____

Sender Site ROGO subarea: _____

Receiver Site ROGO subarea: _____

Number of dwelling units lawfully established on Sender Site: _____

Number of dwelling units to be transferred from Sender Site: _____

Number of dwelling units to be transferred to Receiver Site: _____

Does the Receiver Site have all infrastructure (potable water, adequate wastewater treatment and disposal wastewater meeting adopted LOS, paved roads, etc.)? _____

Will dwelling units to be transferred to Receiver Site be located in a velocity (V) zone: _____

Will dwelling units to be transferred to Receiver Site be located in a CBRS unit: _____

Has a previous TRE application been submitted for this site within the past two years? Yes No

APPLICATION

Date of pre-application conference regarding the proposed transfer of units: ____/____/____
Month Day Year

Pursuant to Policy 101.6.8, dwelling units may be transferred to a Receiver Site meeting the following criteria:

1. The Future Land Use category and Land Use (Zoning) District must allow the requested use;
2. Must meet the adopted density standards;
3. Includes all infrastructure (potable water, adequate wastewater treatment and disposal wastewater meeting adopted LOS, paved roads, etc.);
4. Located within a Tier III designated area; and
5. Structures are not located in a velocity (V) zone or within a CBRS unit.

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 for sender & receiver (i.e., Warranty Deed)
- Current Property Record Cards from the Monroe County Property Appraiser for sender & receiver sites
- Location map of sender & receiver sites
- Photographs of sender & receiver sites from adjacent roadway(s)
- Signed and Sealed Boundary Survey of sender and receiver sites, prepared by a Florida registered surveyor – two (2) sets each (at a minimum survey should include elevations, location and dimensions of all existing structures, paved areas and utility structures, all bodies of water on the site and adjacent to the site; total acreage by land use district; and total acreage by habitat)
- Typed name and address mailing labels of all property owners within a 600-foot radius of the sender & receiver sites. 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.

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 sender site and receiver site properties)
- Any Letters of Development Rights Determination pertaining to the sender or receiver sites
- Any Letters of Understanding pertaining to the proposed transfer
- Disclosure of Interest Forms for the sender and receiver sites

Is there any pending code enforcement proceeding involving all or a portion of the sender or receiver site parcels?

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

If for any reason the minor conditional use permit application requires review and consideration by the Monroe County Planning Commission, additional fees, mailing labels and copies of plans shall be required prior to item being scheduled for commission review.

* * * * *

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**