

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



Request to Amend the Tier Overlay District Map

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

Tier Amendment Application Fee: \$1,970.00 for an IS/URM platted lot
\$4,670.00 for a non IS/URM platted lot

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

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 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

Has a previous Tier Overlay District Map amendment application been submitted for this site within the past two years?

Yes No

If yes, date the application was submitted: _____/_____/_____
Month Day Year

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: _____

Applicants requesting a Land Use District (Zoning) Map Overlay amendment shall provide for public participation through a community meeting.

Scheduling. The applicant will coordinate with the Planning Director regarding the date, time and location of the proposed community meeting; however, all meetings are to be held on a weekday evening at a location close to the project site, between 45 and 120 days prior to the first of any public hearings required for development approval.

Notice of Meeting. The community meeting shall be noticed at least 15 days prior to the meeting date by advertisement in a Monroe County newspaper of general circulation, mailing of notice to surrounding property owners, and posting of the subject property.

Noticing and Advertising Costs. The applicant shall pay the cost of the public notice and advertising for the community meeting and provide proof of proper notice to the Planning Director.

The community meeting shall be facilitated by a representative from the Monroe County Planning & Environmental Resources Department and the applicant shall be present at the meeting.

PROOF OF PROPER NOTICING ON THE COMMUNITY MEETING WILL BE REQUIRED.

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
- 600 foot radius map from Monroe County Property Appraiser Office
- Typed name and address mailing labels of all property owners within a 600 foot radius of the property (two (2) sets). 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.
- Location map
- Photograph(s) of site from adjacent roadway(s)
- Copy of the official Land Use District Map (obtain from the Planning & Environmental Resources Department prior to submitting application)
- Copy of the official Tier Overlay District Map (obtain from the Planning & Environmental Resources Department prior to submitting application)
- Draft Revised Tier Overlay District Map showing and labeling all proposed changes

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

- Notarized Agent Authorization Letter (*required if application is submitted on behalf of another party*)
- Signed and Sealed Boundary Survey, prepared by a Florida registered surveyor
- Vegetation Survey in accordance with Chapter 118-2 of the Land Development Code

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**