

**MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**



**Notification of Owner Transfer for a Conditional Use Permit**

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**Pursuant to Monroe County Code Sections 110-72(a) and 110-73(a), a conditional use approval shall not be transferred to a successive owner without notification to the Planning Director within 60 days of the transfer.**

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

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

**Applicant / Agent Authorized to Act for New 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

**Former Property Owner / Seller / Grantor:** (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

**New Property Owner / Buyer / Grantee:** (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

**Conditional Use Permit (Development Order / Resolution) #:** \_\_\_\_\_

**MONROE COUNTY PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**  
**Notification of Owner Transfer for a Conditional Use Permit**

**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

**All of the following items must be included in order to have a complete submission:**  
**(Please check the box as each required item is attached to the application.)**

- Completed notification form
- Proof of new 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

**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
- Prior Owner Transfer Notifications

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

\* \* \* \* \*

See Page 3 for Signature and Notary Acknowledgement

**MONROE COUNTY PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT Notification of Owner Transfer for a Conditional Use Permit**

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 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:

**Send complete notification package to:**

**Monroe County Planning & Environmental Resources Department  
2798 Overseas Highway, Suite 410  
Marathon, Florida 33050-4277**