

APPLICATION  
MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



**Request for a Minor Conditional Use Permit for the Transfer of Nonresidential Floor Area**

**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 Nonresidential Floor Area Application Fee:  
\$1,940.00

*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 authorized 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) Number

\_\_\_\_\_  
Alternate Key Number

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

\_\_\_\_\_  
Approximate Mile Marker

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Receiver Site 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

Receiver Site Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet.)

Block

Lot

Subdivision

Key

Real Estate (RE) 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: \_\_\_\_\_

Amount of lawfully established nonresidential floor area on Sender Site: \_\_\_\_\_

Amount of lawfully established nonresidential floor area proposed to be transferred: \_\_\_\_\_

Amount of lawfully established nonresidential floor area on Receiver Site: \_\_\_\_\_

Is the Receiver site located within a community center overlay area?  Yes  No

Identify the community center overlay area: \_\_\_\_\_

Is the nonresidential floor area proposed to be transferred to Receiver Site located in a velocity (V) zone:  Yes  No

Is the nonresidential floor area proposed to be transferred to Receiver Site located in a CBRS unit:  Yes  No

Is the nonresidential floor area proposed to be transferred to Receiver Site located in an offshore island or conservation lands:  Yes  No

APPLICATION

Has a previous transfer of nonresidential floor area application been submitted for this site within the past two years?  Yes  No

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 both sender and receiver sites (i.e., Warranty Deed)
- Copy of Development Order or Letter of Development Rights Determination recognizing floor area to be transferred off sender site
- 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 (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 and 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
- Vegetation Survey (please contact Monroe County Environmental Resources prior to application to determine if this documentation is necessary)

Disclosure of Interest Forms for the sender and receiver sites

Is there a pending code enforcement proceeding involving all or a portion of the parcel on the sender or receiver sites?

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