

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



**APPLICATION FOR RESIDENTIAL ADMINISTRATIVE RELIEF**  
*Monroe County Code Section 138-27*

Requirements for *Administrative Relief*:

- (1) If an applicant for an allocation award:
  - a. Whose application has been denied an allocation award for four (4) successive years in the Permit Allocation System, and fails to receive an allocation award, said applicant may apply to the board for administrative relief pursuant to the terms and conditions set forth herein; and
  - b. Whose proposed development otherwise meets all applicable county, state, and federal regulations; and
  - c. Whose allocation application has not been withdrawn; and
  - d. Who has complied with all requirements of the Permit Allocation System; and
  - e. Applicant follows procedures for administrative relief contained in the land development regulations.
- (2) An application for administrative relief shall be made on a form prescribed by the Director of Planning and may be filed with the Director of Planning no earlier than the conclusion of the fourth annual allocation period and no later than one hundred eighty (180) days following the close of the fourth annual allocation period.
- (3) Upon filing of an application for administrative relief, the Director of Planning shall forward to the board all relevant files and records relating to the subject applications. Failure to file an application shall constitute a waiver of any rights under this section to assert that the subject property has been taken by the county without payment of just compensation as a result of the dwelling unit allocation system.
- (4) Upon receipt of an application for administrative relief, the board shall notice and hold a public hearing at which time the applicant will be given an opportunity to be heard.
- (5) The board may review the relevant applications and applicable evaluation ranking, taking testimony from county staff and others as may be necessary and hear testimony and review documentary evidence submitted by the applicant.
- (6) At the conclusion of the public hearing, the board may take the following actions:
  - a. Offer to purchase the property at fair market value as the Board of County Commissioners preferred action if the property is located within: 1) a designated Tier I area; 2) a designated Tier II area (Big Pine Key and No Name Key); 3) a designated Tier III-A area (Special Protection Area); or 4) a designated Tier III area on a non-waterfront lot suitable for affordable housing. "Fair market value" shall be an amount which is no less than ad valorem valuation in the Monroe County Real Property Tax roll for the year 1992.
  - b. Permit the minimum reasonable economic use of the property. "Minimum reasonable economic use" means; as applied to any residentially zoned lot of record, which was buildable immediately prior to the effective date of the Plan, no less than a single-family residence.
  - c. Suggest such other relief as may be necessary and appropriate.
- (7) Limits on administrative allocations per quarter: The number of allocations that may be awarded under administrative relief in any one quarter shall be no more than fifty percent of the total available market rate allocations available in a quarter for that subarea. Any allocations in excess of fifty percent shall be extended into the succeeding quarter or quarters until the number of such allocations is fifty percent or less of the total number of market rate allocations available to be awarded.

APPLICATION



ADMINISTRATIVE RELIEF APPLICATION

Administrative Relief fee: \$1,011.00

Property Owner's Name: \_\_\_\_\_

Property Owner's complete mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Agent's complete mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

(Please attach a statement authorizing representation of this application by someone other than yourself. The statement should read: "I, (owner's name) authorize (individual you are authorizing to represent you) to represent my property for this application for Administrative Relief"

PROPERTY DESCRIPTION: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Key (island): \_\_\_\_\_ Street: \_\_\_\_\_ MM: \_\_\_ RE: \_\_\_\_\_

*If metes and bounds, attach legal description on separate sheet.*

Permit Application #: \_\_\_\_\_

Date of most recent ROGO application: \_\_\_\_\_

What kind of administrative relief are you seeking? \_\_\_\_\_

\_\_\_\_\_

NOTARY:  
STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

The foregoing signature was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_ who is personally known to me or produced  
(PRINT NAME OF PERSON SIGNING)  
\_\_\_\_\_ as identification.

My commission expires:

\_\_\_\_\_  
Signature of Notary Public, State of Florida

**TO BE COMPLETED BY STAFF- DATE: \_\_\_\_\_ PERMIT # \_\_\_\_\_**