APPLICATION

MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT

Request for a Minor Conditional Use Permit for the Transfer of Non-Residential Floor Area:
SENDER SITE APPROVAL

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 Floor Area Application Fee: $1,944.00

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 Submittal: _____/_____/_____
Month Day Year

Applicant / Agent:

_____
Name

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

_____
Daytime Phone

_____
Email Address

<u>Sender Site</u> Property Owner:

_____
Name

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

_____
Daytime Phone

APPLICATION

Sender Site Legal Description:
(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 Land Use District Designation: _____

Sender Site Existing Land Use: _____

Amount of non-residential floor area lawfully-established on Sender Site: _____

Amount of non-residential floor area to be transferred from Sender Site: _____

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

All of the following must be submitted in order to have a complete application submittal:
(Please check as you attach each required item to the application)

- ☐ **Complete application** (unaltered and unbound);
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources);
- ☐ **Proof of ownership (i.e. Warranty Deed);**
- ☐ **Current Property Record Card(s) from the Monroe County Property Appraiser for sender site;**
- ☐ **Location map of sender site;**
- ☐ **Photograph(s) of sender site from adjacent roadway(s);**
- ☐ **Signed and Sealed Boundary Survey of sender site, prepared by a Florida registered surveyor – 6 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 300 foot radius of the sender site.** 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 300 foot radius, each unit owner must be included

If applicable, the following must be submitted in order to have a complete application submittal:

- ☐ **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 Determinations**
- ☐ **Any Letters of Understanding pertaining to the proposed transfer**

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.

I 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:** _____

Sworn before me this _____ day of _____

_____
Notary Public
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.