

**MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**



**Request for a Minor Conditional Use Permit**

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**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.**

Minor Conditional Use Permit Application Fee: \$8,480.00

*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

Traffic Study Review: \$5,000.00

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

**Applicant / Agent Authorized to Act for Property Owner:** (Agents must provide notarized authorization from all property owners.)

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Applicant (Name of Person, Business or Organization)

Name of Person Submitting this Application

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

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Work Phone

Home Phone

Cell Phone

Email Address

**Property Owner:** (Business/Corp must include documents showing who has legal authorized to sign.)

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(Name/Entity)

Contact Person

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

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Work Phone

Home Phone

Cell Phone

Email Address

**Legal Description of Property:**

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

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Block

Lot

Subdivision

Key

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Real Estate (RE) / Parcel ID Number

Alternate Key Number

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Street Address (Street, City, State & Zip Code)

Approximate Mile Marker

**Land Use District Designation of Property:** \_\_\_\_\_

**Present Land Use of Property:** \_\_\_\_\_

**Proposed Land Use of Property:** \_\_\_\_\_

**Total Area of Property:** \_\_\_\_\_

**Total Upland Area within Property:** \_\_\_\_\_

**If non-residential or commercial floor area is proposed, please provide:**

\_\_\_\_\_ Total number of non-residential buildings

\_\_\_\_\_ Total non-residential floor area in square feet

**If residential dwelling units are proposed, please provide:**

\_\_\_\_\_ Total number of residential buildings

\_\_\_\_\_ Total number of market-rate units

\_\_\_\_\_ Total number of affordable units

\_\_\_\_\_ Total number of transient units (hotel, recreational vehicle and/or campground)

**Has a previous 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.)

- Completed application form
- 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
- Photograph(s) of site from adjacent roadway
- Written description of project
- Signed and Sealed Boundary Survey, prepared by a Florida registered surveyor – 6 sets (at a minimum, survey should include elevations; all existing structures, paved areas and utility structures; all bodies of water on the site and adjacent to the site; total acreage; and total acreage by habitat)
- Signed and Sealed Site Plan, prepared by a Florida registered architect, engineer or landscape architect– 6 sets (drawn to a scale of 1:10 or 1:20). At a minimum, the site plan should include the following:
  - Date, north point and graphic scale
  - Boundary lines of site, including all property lines and mean high-water lines shown in accordance with Florida Statutes.
  - All attributes from the boundary survey
  - Future Land Use Map (FLUM) designation(s) of the site
  - Land Use (Zoning) District designation(s) of site
  - Tier designation(s) of the site
  - Flood zones pursuant to the Flood Insurance Rate Map

- Setback lines as required by the Land Development Code
  - Locations and dimensions of all existing and proposed structures, including all paved areas and clear site triangles
  - Size and type of buffer yards and parking lot landscaping areas, including the species and number of plants (*unless a separate landscape plan showing such is submitted*)
  - Extent and area of wetlands, open space preservation areas and conservation easements
  - Delineation of habitat types to demonstrate buildable area on the site, including any heritage trees identified and any potential species that may use the site (certified by an approved biologist and based on the most current professionally-recognized mapping by the U.S. Fish and Wildlife Service) (*unless a separate landscape plan showing such is submitted*)
  - Location of fire hydrants or fire wells
  - The location of public utilities, including location of the closest available water supply system or collection lines and the closest available wastewater collection system or collection lines (with wastewater system provider) or on-site system proposed to meet required County and State of Florida wastewater treatment standards
  - A table providing the total land area of the site, the total buildable area of the site, the type and square footage of all nonresidential land uses, the type and number of all residential dwelling units, the amounts of impervious and pervious areas, and calculations for land use intensity, open space ratio, and off-street parking
- Landscape Plan by a Florida registered landscape architect – 6 sets (may be shown on the site plan; however, if a separate plan, drawn to a scale of 1:10 or 1:20). At a minimum, the landscaping plan should include the following:
- Date, north point and graphic scale
  - Boundary lines of site, including all property lines and mean high-water lines shown in accordance with Florida Statutes
  - Locations and dimensions of all existing and proposed structures, including all paved areas
  - Open space preservation areas
  - Existing natural features
  - Size and type of buffer yards including the species, size and number of plants
  - Parking lot landscaping including the species, size and number of plants
  - Specimen trees, or threatened and endangered plants to be retained and those to be relocated or replaced
  - Transplantation plan (if required)
- Stormwater/ Surface Water Management Plan – 6 sets (including existing and proposed topography, all drainage structures, retention areas, drainage swales and existing and proposed permeable and impermeable areas)
- Building Floor Plans for all proposed structures and for any existing structures to be redeveloped – 6 sets (drawn at an appropriate standard architectural scale)
- Building Elevations for all proposed structures and for any existing structures to be modified – 6 sets (with the elevations of the following features referenced to NGVD: existing grade; finished grade; finished floor elevations (lowest supporting beam for V-zone development); roofline; and highest point of the structure)
- Traffic Study, prepared by a licensed traffic engineer
- Transportation fee of \$5,000 to cover the cost of experts hired by the Growth Management Division to review the traffic study (any unused funds deposited will be returned upon permit approval)
- Construction Management Plan, stating how impacts on near shore water and surrounding property will be managed (i.e. construction barriers, hay bales, flagging)
- List of names and addresses of all real property owners within a 600 foot radius of the subject property. 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

Radius report from Monroe County Property Appraiser supporting the required labels

Proof of Coordination are required from the following:

- Florida Keys Aqueduct Authority (FKAA)
- Florida Keys Electric Cooperative (FKEC) or Keys Energy Services
- Monroe County Office of the Fire Marshal
- Monroe County Solid Waste Management
- Florida Department of Health if wastewater flows are less than or equal to 5,000 gallons per day or  
Florida Department of Environmental Protection if wastewater flows exceed 5,000 gallons per day

**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

Vegetation Survey or Wetland delineation

Construction Phasing Plan

Additional Proof of Coordination may be required for your project, please contact with the Planning & Environmental Resources Department to identify other agencies expected to review the project. Other agencies may include, but are not limited to:

- Key West Resort Utilities
- Key Largo Wastewater Treatment District (KLWTD)
- South Florida Water Management District (SFWMD)
- Florida Department of Transportation (FDOT)
- Florida Department of Environmental Protection (FDEP)
- Florida Department of State, Division of Historic Resources
- Florida Fish & Wildlife Conservation Commission (FWC)
- U.S. Army Corps of Engineers (ACOE)
- U.S. Fish and Wildlife Service (USFW)

Is there a pending code enforcement proceeding involving all or a portion of the parcel proposed for development:

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.**

\*             \*             \*             \*             \*             \*             \*

See Page 5 for Signature and Notary Acknowledgement

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**