

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



**Request for a Minor Conditional Use Permit for the Transfer of ROGO Exemption (TRE)**

**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 ROGO Exemption Fee: \$1,740.00

*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/Property Owner (Name of Person, Business or Organization)

Agent (Authorization Required)

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 authority 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) / Parcel ID Number

Alternate Key Number

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

Approximate Mile Marker

## APPLICATION

**Receiver Site Property Owner:** (Business/Corp must include documents showing who has legal authority 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

**Receiver Site 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

*Pursuant to Comprehensive Plan Policy 101.6.8 and Land Development Code Sections 138-22 and 139-2, ROGO exemptions may be transferred to a Receiver Site meeting the following criteria:*

1. *The Future Land Use category and Land Use (Zoning) District must allow the requested use;*
2. *Must meet the adopted density standards;*
3. *Includes all infrastructure (potable water, adequate wastewater treatment and disposal wastewater meeting adopted LOS, paved roads, etc.);*
4. *Located within a Tier III designated area;*
5. *Located within the same ROGO subarea as the sender site, except exemptions may be transferred from the Big Pine Key and No Name Key ROGO subarea to the Lower Keys ROGO subarea; and*
6. *Structures are not located in a velocity (V) zone or within a CBRS unit.*

Market-rate transfers are subject to the additional criteria:

7. *The exemption is transferred to single-family residential legally platted lot; and*
8. *The exemption is transferred to a receiver site within the Improved Subdivision (IS) or Urban Residential Mobile Home (URM) Land Use District; and*
9. *A market rate exemption receiver site is not a recreational and commercial working waterfront.*

Sender Site Information	Responses:
Future Land Use Map Designation:	
Land Use (zoning) District Designation:	
Tier Designation:	
ROGO Subarea:	<input type="checkbox"/> Upper Keys <input type="checkbox"/> Middle Keys <input type="checkbox"/> Big Pine Key/No Name Key <input type="checkbox"/> Lower Keys
Number of Units and Type of Units lawfully established on Sender Site:	
Number of and Type of Units (market rate, affordable or transient) to be transferred from Sender Site:	

Receiver Site Information	Responses:
Future Land Use Map Designation:	
Land Use (zoning) District Designation:	
Tier Designation:	



APPLICATION

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. If for any reason the minor conditional use permit application requires review and consideration by the Monroe County Planning Commission (PC), additional fees, mailing labels and copies of plans shall be required prior to item being scheduled for PC 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**