

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



Sign Variance Application to the Monroe County Planning Commission

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.

Planning Commission Variance Application Fee: \$1,080.00

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

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

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

Land Use District Designation(s): _____

Present Land Use of the Property: _____

Please describe why a variance to the sign regulations set forth in the Monroe County Code is required:

A variance will be granted only if all of the following criteria are met. Please describe how each standard will be met:

- 1. The literal interpretation and strict application of the signage provision and requirements of the code would cause undue and unnecessary hardship to the sign owner because of unique or unusual conditions pertaining to the specific building or parcel or property in question:

- 2. The granting of this variance would not be materially detrimental to the property owners in the immediate vicinity:

- 3. The unusual conditions applying to the specific property do not apply generally to other properties in the county:

- 4. The granting of the variance will not be contrary to the general objective of the sign code of moderating the size, number and obtrusive placement of signs and the reduction of clutter:

APPLICATION

5. The variance is not requested solely on the basis of economic hardship of the sign user:

6. The variance shall be the minimum necessary to provide relief to the applicant:

7. The variance shall not permit a sign expressly prohibited in section 142-3(b).

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 variance application (unaltered and unbound)
- 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
- Location map
- Photograph(s) of site from adjacent roadway(s)
- Photograph(s) of all existing signage
- Site Plan (drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale)
- Detail of Sign(s) including:
 - Dimensional measurements of sign area (length, width and height)
 - Total height of structure (vertical distance measured from the top of the structure to the finished ground elevation of the site at the base of the sign)
 - Location of sign (distance from property lines/drives for ground-mounted and position on building for wall-mounted)
 - All text and images to be shown on sign (drawn to scale to illustrate the sign face)
- Typed name and address mailing labels of all property owners within a 600 radius of the 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.

If applicable, the following items must be included in order to have a complete application submission:

- Notarized Agent Authorization Letter

APPLICATION

Is there a pending code enforcement proceeding involving all or a portion of this property?

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.

* * * * * * *

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**