

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



**Request for Historic Designation of Property**

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**An application must be deemed complete by the Staff prior to the item being scheduled for review by the Historic Preservation Commission (HPC)**

Advertising Fees for HPC Hearing: \$245.00  
Surrounding Property Owner Notification (SPON): \$3.00 for each property owner required to be noticed  
Advertising and Noticing Fees for BOCC Hearing: \$245.00 plus \$3/SPON

**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

Please indicate which specific **buildings, sites, structures, and/or objects** are requested to receive historic designation:

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## APPLICATION

Pursuant to LDC Section 135-4(a), the HPC may recommend the designation as historic property those buildings, sites, structures, or objects that possess integrity of location, design, setting, materials, workmanship, feeling, and/or association in one or more of the following categories. Please check all that apply.

**Please provide a written explanation as to how the property meets the historic designation criteria selected. Please clearly indicate if the requested historic designation is for an entire property or a specific building, structure, or object.**

- \_\_\_\_\_ (1) Property that is significant in the history of the county, the state, or the United States, or is associated with events that are significant in the history of the county, the state, or the United States;
- \_\_\_\_\_ (2) Property that is associated with lives of individuals significant in the past;
- \_\_\_\_\_ (3) Property that embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
- \_\_\_\_\_ (4) Property that has yielded or may be likely to yield information important in prehistory or history.

Pursuant to LDC Section 135-4(b), ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historical buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years, may not be recommended for designation as historic properties by the HPC. However, such properties may be designated if they fall within the following categories. Please check all that apply.

**Please provide a written explanation as to how the property meets the historic designation criteria selected. Please clearly indicate if the requested historic designation is for an entire property or a specific building, structure, or object.**

- \_\_\_\_\_ (1) A religious property deriving primary significance from architectural or artistic distinction, or historical importance;
- \_\_\_\_\_ (2) A building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event;
- \_\_\_\_\_ (3) A birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his productive life;
- \_\_\_\_\_ (4) A cemetery that derives its primary significance from the graves of individuals of transcendent importance, from age, from distinctive design features, or from association with historic events;
- \_\_\_\_\_ (5) A reconstructed building, when done in accordance with this article;
- \_\_\_\_\_ (6) A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- \_\_\_\_\_ (7) A property achieving significance in the past 50 years, if it is of exceptional importance.

**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.)**

- Correct fee (check or money order payable to *Monroe County Planning & Environmental Resources*)
- Current Property Record Card(s) from the Monroe County Property Appraiser
- Photographs of property and building(s)
- Written description of integrity of the property: What is its present condition? Does it still retain historic features?
- Written description of history of the structure/property to the extent possible. How has the property evolved and changed?
- Signed and sealed boundary survey, prepared by a Florida registered surveyor
- List of names and addresses of all real property owners within a 300-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 300-foot radius, each unit owner must be included.

**APPLICATION**

**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 Letter
- Copy of National Register of Historic Places listing for property
- Copy of Florida Master Site File Recording Form for structure or property

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

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

\_\_\_\_\_  
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**