

**MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**



**Environmental Resources Services Application**

**An application must be deemed complete and in compliance with the Monroe County Code by the Staff prior to the item being processed.**

**Please check the appropriate box indicating service requested:**

<input type="checkbox"/> <b>Letter of Current Site Conditions</b> <i>(Pertains to development of a vacant property)</i> <b>\$940.00 per letter</b>	<input type="checkbox"/> <b>Letter of ROGO Land Dedication</b> <i>(Pertains to dedication of property for ROGO points on another site)</i> <b>\$240.00 per letter - one per lot/parcel</b>
<input type="checkbox"/> <b>Preliminary Endangered Species Impact Assessment</b> <b>\$140.00</b>	<input type="checkbox"/> <b>Wetland Delineation</b> <i>(Pertains to properties containing wetland with split habitat groups)</i> <b>\$60.00 per hour</b>
<input type="checkbox"/> <b>Biological Site Visit</b> <i>(Attach description of requested services)</i> <b>\$280.00 per visit</b>	<input type="checkbox"/> <b>Biologist Fee – (miscellaneous)</b> <i>(Attach description of requested services)</i> <b>\$60.00 per hour</b>
<input type="checkbox"/> <b>Existing Conditions Report</b> <i>(As detailed in Code Section 118-2)</i> <b>\$280.00 per visit+\$60.00 per hour</b>	<input type="checkbox"/> <b>Keys Wetland Evaluation Procedure (KEYWEP)</b> <i>(As detailed in Code Section 118-10(d)(6)a.)</i> <b>\$280.00 site visit +\$60.00 per hour</b>
<input type="checkbox"/> <b>Special Approval for Shoreline Setback Deviation \$1,150.00</b> <i>(As detailed in Code Section 118-12(o)(2) – accessory structures serving three or fewer dwelling units)</i>	

**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 / Petitioner:** (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

\_\_\_\_\_  
 Fax

\_\_\_\_\_  
 Email Address

**Legal Description of Property:**

(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

**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 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)

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

- Notarized Agent Authorization Letter
- Boundary Survey, prepared by a Florida registered surveyor (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)
- Site Plan, prepared by a Florida registered architect, engineer or landscape architect (drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale). 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 line
  - Locations and dimensions of all existing and proposed structures and drives with the shoreline setback
  - Type of ground cover (i.e. concrete, asphalt, grass, rock)
  - Shoreline setbacks as required by the land development regulations

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 \_\_\_\_\_, 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**