

Monroe County Building Department

Middle Keys Office: 2798 Overseas Highway, Marathon, FL, 33050, (305) 289-2501 • Lower Keys Office: 5503 College Road, Key West, 33040, (305) 295-3990
Upper Keys Office: 102050 Overseas Highway, Key Largo, FL, 33037, (305) 453-8800 • Ocean Reef Office: 11601 CR 905, Key Largo, FL 33037, (305) 453-8765
<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

Notice of Appeal Monroe County Division of Administrative Hearings

Legal Description of Property:

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

Block	Lot	Subdivision	Key
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Real Estate (RE) Number	Alternate Key Number
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Street Address (Street, City, State, Zip Code)	Approximate Mile Marker
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Land Use District Designation(s): _____

Flood Map Zone: _____

Present Land Use of the Property: _____

Are there any pending codes violations on the property? Yes: _____ No: _____

If yes, please provide case number: _____

Names of all owners of real property located adjacent or contiguous to the parcel of real property to which the appealed decision principally relates:

All of the following must be submitted in order to have a complete application submittal: (Please check as you attach each required item to the application)

- Complete administrative appeal application** (unaltered and unbound);
- Correct non-refundable fee** (check or money order to Monroe County Building Department);
- Proof of ownership (i.e. Warranty Deed);**
- Current Property Record Card(s) from the Monroe County Property Appraiser;**
- A copy of the document(s), which comprise the administrative decision being appealed;**



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If applicable, the following must be submitted in order to have a complete application submittal:

- Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)

If this notice is not complete and properly and timely filed, the County will notify the appellant within 15 working days of receipt of this notice. If the County determines the notice of appeal is complete, and properly and timely filed, it shall notify the appellant(s), and, at the appellant's expense, notify the development permit applicant(s) and the owners of real property located adjacent and contiguous to the parcel of real property to which the challenged administrative decision principally relates. Once the County determines that a notice of appeal has been properly and timely filed, and is complete, the County shall refer the appeal to DOAH with a request that an administrative law judge ("hearing officer") be assigned to conduct an appeal hearing. See Monroe County Code Section 122-19(d).

The record is closed upon the date of the final administrative decision from the Building Official in his or her capacity as the Monroe County Floodplain Administrator. See Monroe County Code Section 122-19(e)(2). No discovery will be taken in this appeal, pursuant to Monroe County Code Section 122-19(k).

Appellant(s) Initial Brief shall be served upon the attorney of record for Monroe County and filed with DOAH within 30 calendar days of notification of acceptance of such notarized notice of appeal. Briefs shall be typed or printed pursuant to the same rules for appellate briefs set forth in the Florida Rules of Appellate Procedure. See Monroe County Code Section 122-19(f) for additional requirements.

I certify that I have read and understand the above and that the information given in this notice is true, complete, and accurate to the best of my knowledge.

Signature of Applicant: _____ **Date:** _____

STATE OF FLORIDA **COUNTY OF** _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____ 20____ (year), by

(Name of person making statement).

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification

Type of Identification Produced: _____

Notary Public
My Commission Expires: _____

