

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



**Inclusionary Housing Exemption and Waiver Request to the Monroe County Board of County Commissioners  
Monroe County Code Section 139-1(e)(3)b (Residential Inclusionary) and/or 139-1(f)(4)b (Nonresidential Inclusionary)**

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Inclusionary Housing Exemption Application Fee: \$1,110.00

**Date of Application:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

**Applicant / Agent Authorized to Act for Property Owner:** (Agents must provide notarized authorization from all property owners.)

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Applicant (Name of Person, Business or Organization)  
Submitting this Application

Name of 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

**Property Owner / Petitioner:** (Business/Corp must include documents showing who has legal authorized 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

**Legal Description of Property:**

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

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Block

Lot

Subdivision

Key

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Real Estate (RE) Number / Parcel ID Number

Alternate Key Number

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

Approximate Mile Marker

**APPLICATION**

**Land Use (Zoning) District Designation(s) of Property(s):** \_\_\_\_\_

**Present Land Use(s) of Property(s):** \_\_\_\_\_

**Proposed Land Use(s) of Property(s):** \_\_\_\_\_

**Current inclusionary housing requirement:** \_\_\_\_\_

**Pursuant to Monroe County Code Section 139-1(e)(3)b (Residential Inclusionary) and/or 139-1(f)(4)b (Nonresidential Inclusionary), the BOCC is authorized to reduce, adjust or waive the requirements based on the following criteria:**

The BOCC may reduce, adjust, or waive the requirements set forth in subsections 139-1(e) and/or 139-1(f) where, based on specific findings of fact, the BOCC concludes, with respect to any developer or property owner, that:

1. Strict application of the requirements would produce a result inconsistent with the Comprehensive Plan or the purpose and intent of this subsection;
2. Due to the nature of the proposed residential/nonresidential development, the development furthers Comprehensive Plan policies and the purpose and intent of this subsection through means other than strict compliance with the requirements set forth herein;
3. The developer or property owner demonstrates an absence of any reasonable relationship between the impact of the proposed residential/nonresidential development and requirements of subsection 139-1(e) and/or 139-1(f);
4. The strict application with the requirements set forth herein would improperly deprive or deny the developer or property owner of constitutional or statutory rights; or
5. In the event of a declared State of Local Emergency, the BOCC adopts a resolution recognizing that the strict application of the residential/nonresidential inclusionary requirements would not enhance nor protect the health, safety and welfare of the community.

Any developer or property owner who believes that he/she may be eligible for relief from the strict application of the inclusionary housing section may petition the BOCC for relief. *Any petitioner for relief hereunder shall provide evidentiary and legal justification for any reduction, adjustment or waiver of any requirements.*

**Provide reason(s) for exemption or waiver request (attach additional sheets if necessary) based on the Monroe County Code Section 139-1(e)(3)b and/or 139-1(f)(4)b:**

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**APPLICATION**

**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 application** (unaltered and unbound)
- Correct fee** (check or money order to *Monroe County Planning & Environmental Resources*)
- Proof of ownership (i.e. Warranty Deed)**

**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)
- Copy of any Letters of Understanding pertaining to the proposed project
- Copy of any recorded conditional use permit and any previous modification approvals
- Copy of the most recently approved site plan

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: \_\_\_\_\_

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**If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.**

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**APPLICATION**

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, by means of either  physical presence OR  online notarization,

on \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
(PRINT NAME OF PERSON MAKING STATEMENT)

Who is  personally known to me OR  produced \_\_\_\_\_ as  
(TYPE OF ID PRODUCED)  
identification.

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