

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



Monroe County Affordable Tourism Housing Program Application

The purpose and intent of the Program is to facilitate the purchase, development, construction, and/or rehabilitation of affordable housing projects which serve private sector tourism-related businesses and meet the Program guidelines and requirements as set forth in the Resolution 544-2024.

Date of Submittal: ____/____/____
Month Day Year

Applicant/Agent Authorized to Act for the Property Owner:

Applicant (Name of Person, Business or Organization)

Name of Person Submitting this Application

Mailing Address (Street, City, State and Zip Code)

Daytime Phone

Email Address

Property Owner:

(Name/Entity)

Contact Person

Mailing Address (Street, City, State and Zip Code)

Daytime 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) Number

Alternate Key Number

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

Approximate Mile Marker

Affordability of Units.

All units constructed or developed with Tourist Development Council (TDC) Accumulated Surplus funding requires the units to be maintained as affordable for a period of no less than 99 years and be consistent with the definitions provided within F.S. 420.0004, (i.e., for one or more natural persons or a family, the total annual adjusted gross household income must be less than 120 percent of the median annual adjusted gross income for households within the state).

**Rental Affordable Housing Units
Monroe County 2024 Qualifying Income Limits**

Income Limits for Single Persons				
Household Size	Very Low 50%	Low 80%	Median 100%	Moderate 120%
1 Person	\$41,800	\$66,850	\$83,600	\$100,320
2 Persons	\$47,700	\$76,350	\$95,400	\$114,480
3 Persons	\$53,700	\$85,950	\$107,400	\$128,880
4 Persons	\$59,650	\$95,450	\$119,300	\$143,160
5 Persons	\$64,450	\$103,100	\$128,900	\$154,680
6 Persons	\$69,200	\$110,750	\$138,400	\$166,080
7 Persons	\$74,000	\$118,400	\$148,000	\$177,600
8 Persons	\$78,750	\$126,000	\$157,500	\$189,000

Per MCC §101-1. Affordable Housing Definitions

Income Limits for Married or Domestic Partners				
Household Size	Very Low 50%	Low 80%	Median 100%	Moderate 120%
2 Persons	\$63,600	\$101,800	\$127,200	\$152,640
3 Persons	\$71,600	\$114,600	\$143,200	\$171,840
4 Persons	\$79,533	\$127,267	\$159,067	\$190,880
5 Persons	\$85,933	\$137,467	\$171,867	\$206,240
6 Persons	\$92,267	\$147,667	\$184,533	\$221,440
7 Persons	\$98,667	\$157,867	\$197,333	\$236,800
8 Persons	\$105,000	\$168,000	\$210,000	\$252,000

Per MCC §139-1(b)(6)(j)

**Please note the income limits are amended annually.*

Please indicate type of proposed project. Check all that apply:

- New construction of residential dwelling unit(s);
- Rehabilitation of residential dwelling unit(s);
- Purchase of existing parcel(s), developed or undeveloped;
- Purchase of existing residential unit(s) or development(s); and/or
- Other. Please describe:

Please indicate type and number of residential units to be provided:

- Studio / efficiency apartment(s); _____ units
- 1 bedroom / 1 bathroom apartment(s); _____ units
- 2+ bedroom/ bathroom apartment(s); _____ units
- Family type units with multiple bedroom/bathrooms. _____ units

Please indicate the type of qualified employees you wish to house, subject to affordability criteria, in order of preference. (Rank in order of 1-4. 1 being the highest priority and 4 being the lowest priority.)

- Single employees _____
- Employees with dependents _____
- Entry-level employees _____
- Managers _____

Please indicate the sector of the 2022 North American Industry Classification System (NAICS) Categories for the private sector tourism-related business. Select all that apply and provide any supporting documentation.

- Sector 71. Arts, Entertainment, and Recreation
- Sector 72. Accommodation and Food Services.
- Subsector 487 of Sector 48-49. Scenic and Sightseeing Transportation.

Amount of funding requested: \$ _____

Provide a detailed description of the project:

Provide a detailed timeline of the construction and development plan (can be part of detailed description of project):

Provide a Business Pro-Forma that outlines and substantiates the request for funding. The Pro-Forma should include anticipated development costs (acquisition, construction architectural/engineering fees), total number of units, rental rates and incomes, operating expenses, distribution of rental income, financing sources, loans, operating pro-forma, gap analysis, summary, etc.

Projects which are already funded and/or required to provide affordable housing shall not be funded.

Is this project receiving any other types of funding? YES / NO

If Yes, please list other sources of funding.

Is the proposed project required as a part of inclusionary housing requirements and/or development approvals?

YES / NO

Is this request for funding part of a Public Private Partnership? YES / NO

If Yes, this requires an additional process by Florida Statute.

Any and all projects which involve one or more of the following will be given greater weight in consideration.

Please check all that apply.

- Projects which propose partnerships with existing governmental entities, i.e., Key West Housing Authority, Monroe County Housing Authority, Monroe County Land Authority;
- Projects which propose partnerships with existing non-profits that have demonstrated the ability to develop affordable housing in Monroe County, meaning who have developed at least ten (10) affordable housing units over the past 5 years;
- Scattered site(s) developments which utilize existing scarified single-family lots that have no protected habitat;
- Projects which propose allowing Monroe County to utilize the rental income, after necessary deductions for administration, building reserves, etc., for inclusion in a separate interest-bearing account to be used in the future to provide additional affordable housing within Monroe County. (If yes, information should be included in pro-forma.)

Does this project have all required approvals, permits, development orders or other required entitlements?

YES / NO

If Yes, please provide copies of approved development orders and/or building permits.

* * * * *

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: