

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



**Request for Planning Commission Approval by Resolution for an Affordable / Employee Housing Project Greater than 20 Units**

**An application must be deemed complete by the staff prior to the item being scheduled for review.**  
*This application is to be submitted when requesting approval by resolution of the County Planning Commission of an affordable / employee housing project consisting of greater than 20 units, pursuant to Monroe County Land Development Code Section 139-1(b)(6)h.*

**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 authorization 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

**Land Use District Designation of Property:** \_\_\_\_\_

**Present Land Use of Property:** \_\_\_\_\_

**APPLICATION**

**Proposed Land Use of Property:** \_\_\_\_\_

**Total Area of Property:** \_\_\_\_\_

**Total Upland Area within Property:** \_\_\_\_\_

**If non-residential or commercial floor area is proposed, please provide:**

\_\_\_\_\_ Total number of non-residential buildings

\_\_\_\_\_ Total non-residential floor area in square feet

**If residential dwelling units are proposed, please provide:**

\_\_\_\_\_ Total number of residential buildings

\_\_\_\_\_ Total number of market-rate units

\_\_\_\_\_ Total number of affordable units

\_\_\_\_\_ Total number of transient units (hotel, recreational vehicle and/or campground)

**Please Identify the Source of ROGO Allocations/Exemptions**

- Applying for New Allocations from Monroe County
- Approved ROGO Reservation in place
- Existing On Site ROGO Exemption(s)
- Transferring ROGO Exemptions from \_\_\_\_\_  
Address, City, State

**Has a previous application been submitted for this site within the past two years?**  Yes  No

**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.)**

- Completed application form
- Proof of ownership (i.e., Warranty Deed)
- Current property record card(s) from the Monroe County Property Appraiser
- Written description of project

**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
- Site Plan (if available)

Is there a pending code enforcement proceeding involving all or a portion of the parcel proposed for development?

Yes  No Code Case file # \_\_\_\_\_ Describe the enforcement proceedings and if this application is being submitted to correct the violation: \_\_\_\_\_

**APPLICATION**

**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, 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**