

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



Request for a Temporary Construction Staging Area Special Use Permit

An application must be deemed complete and in compliance with the Monroe County Code by the staff prior to the item being scheduled for review by BOCC.

Temporary Construction Staging Area Special Use Permit Application Fee: **\$530.00**

In addition to the application fee, the following fees also apply:

Surrounding Property Owner Notification: \$3.00 for each property owner required to be noticed

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

Applicant/Agent Authorized to Act for the Property Owner:

Applicant (Name of Person, Business / Organization)

Name of Person Submitting this Application

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

Daytime Phone

Email Address

Property Owner of Construction Staging Area Property:

(Name/Entity)

Contact Person

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

Daytime Phone

Email Address

Location and Legal Description of Construction Staging Area 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

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Location and Legal Description of Project 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	

Governmental Agency Involved in Project: _____

Please note that the temporary construction staging area may only serve a project being carried out by a governmental agency.

Land Use District Designation of Construction Staging Area Property: _____

Tier Designation of Construction Staging Area Property: _____

Please note that a temporary construction staging area may not be located in a tier I designated area.

Present Land Use of Construction Staging Area Property: _____

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)

- Completed application form
- Proof of ownership (i.e. Warranty Deed)
- Current property record card(s) from the Monroe County Property Appraiser
- Photograph(s) of site from adjacent roadway
- Written description of project, including:
 - o The commencement and termination dates of the construction staging area;
 - o The hours of operation;
 - o The types of equipment and materials to be stored within the construction staging area;
 - o Any proposed fencing, landscaping and/or other screening; and
 - o Any proposed surface water management improvements

Please note that no clearing or filling shall occur to accommodate the temporary construction staging area.

- Construction Management Plan, stating how impacts on near shore water and surrounding property will be managed (i.e. construction barriers, hay bales, flagging)
- Site Plan
- Typed name and address mailing labels of all property owners within a 300 foot radius of the property. This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included.
- Radius report from Monroe County Property Appraiser supporting the required labels

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

- Notarized Agent Authorization
- Boundary Survey

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- Vegetation Survey
- Landscape Plan
- Stormwater/ Surface Water Management Plan

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 means of physical presence or online notarization

by _____, who is personally known to me

(PRINT NAME OF PERSON MAKING STATEMENT)

OR produced _____ 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**