

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



Historic Preservation Committee Special Certificate of Appropriateness

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 the Historic Preservation Committee

Historic Preservation Committee Special Certificate of Appropriateness Fee: \$200.00

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 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 / Petitioner: (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

Last Updated Dec 2025

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APPLICATION

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.)

- Correct fee (check or money order payable to *Monroe County Planning & Environmental Resources*)
- Current Property Record Card(s) from the Monroe County Property Appraiser
- Photograph of property and building from roadway
- Photographs of adjacent properties
- Written summary of the scope of work to be carried out or copy of building permit application
- Site plan and Exterior building elevations
- Illustrations of manufactured products to be used, such as roofing, shutters, doors and windows
- List of names and addresses of all real property owners within a 300-foot radius of the subject property(ies). 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.

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 Letter
- For archeological landmarks or known archeological sites: Documentation as required by LDC Section 135-6(e):
 - A scientific evaluation of the site by an archeologist (including excavation if deemed necessary)
 - An archeological survey, conducted by an archeologist
 - A proposal for mitigation measures; and
 - A proposed plan for the protection or preservation of all significant parts of the archeological landmark

Is there a pending code enforcement proceeding involving all or a portion of this parcel?

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

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.

APPLICATION

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
Murray Nelson Government Center
102050 Overseas Highway
Key Largo, FL 33037**

or

**Monroe County Planning & Environmental Resources Department
Marathon Government Center
2798 Overseas Highway, Suite 400
Marathon, FL 33050**