



**Decision being appealed:**

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**Date of decision being appealed:** \_\_\_\_\_

**Property Owner of Affected Property (if applicable):** \_\_\_\_\_ **Check Box if not applicable**

Property Owner (Name of Person, Business or Organization)

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

**Legal Description of Affected Property (if applicable):** \_\_\_\_\_ **Check Box if not applicable**   
(If in metes and bounds, attach legal description on separate sheet)

Block                      Lot                      Subdivision                      Key

Real Estate (RE) / Parcel ID Number

Street Address (Street, City, State, Zip Code)                      Approximate Mile Marker

**Any person participating as an appellant or appellee at the hearing described in Monroe County Code Section 102-185(e) may request an appeal of that decision under Monroe County Code Chapter 102, Article VI, Division 2 by filing the notice required by that article within 30 days after the date of the written decision of the Planning Commission.**

\*                      \*                      \*                      \*                      \*                      \*                      \*

**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 (*unaltered and unbound*)
- Application fee (*check or money order payable to Monroe County Planning & Environmental Resources*)
- Estimated amount of one-half (1/2) of the cost for the Hearing Officer. This estimated amount shall be determined by the County Attorney in advance of application submittal and shall be deposited with the application fee (10 hour minimum estimate). Upon conclusion of the proceedings, the County shall determine the total, final cost of the Hearing Officer. In the event that 1/2 of the total cost for the Hearing Officer is less than the estimate provided, applicable funds will be returned to the appellant. In the event that 1/2 of the total cost for the Hearing Officer is more than the estimate provided, the appellant shall be responsible for submitting the additional fees to the County.
- All applications, memoranda, or data submitted to the Planning Commission (required by MCC Section 102-216)
- Evidence received or considered by the Planning Commission (required by MCC Section 102-216)

- Questions and proffers of proof, objections, and rulings thereon, presented to the Planning Commission (required by MCC Section 102-216)
- The transcript of the hearing before the Planning Commission transcribed by a certified court reporter at the expense of the appellant and furnished to the secretary (required by MCC Section 102-216)
- The order of the Planning Commission (required by MCC Section 102-216)

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

- Agent Authorization form (*required if application is submitted on behalf of another party*)
- Proof of ownership (i.e., Warranty Deed)

**If deemed necessary to complete a full review of the application, within reason, the Planning & Environmental Resources Department reserves the right to request additional information. Additional fees may apply pursuant to the approved fee schedule.**

\* \* \* \* \*

**By signing this application, the Applicant certifies that he or she is a person who is familiar with the information contained in the application, and that to the best of his or her 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:

**Please submit or send the application package to:  
Monroe County Planning & Environmental Resources Department  
Marathon Government Center  
2798 Overseas Highway, Suite 400  
Marathon, FL 33050**