

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



**Request for a Development Agreement or an Amendment to a Development Agreement**

**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.**

Development Agreement Application Fee: \$13,460.00

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

Advertising Costs: \$245.00

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

Transportation Study Review: \$5,000.00 Deposit (any unused funds will be returned upon approval)

Advertising and Noticing fees for a community meeting: \$245.00 plus \$3.00/SPON

**Date of Request:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
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 authority 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

**APPLICATION**

If more than one property will be affected by the development agreement, please attach additional sheets providing the names of all property owners and the legal descriptions of all properties (with real estate numbers) involved.

**Future Land Use Map Designation(s) of Property(s):** \_\_\_\_\_

**Land Use (Zoning) District Designation(s) of Property(s):** \_\_\_\_\_

**Present Land Use(s) of Property(s):** \_\_\_\_\_

**Land Area of Property(s):** \_\_\_\_\_

**Provide the names of all parties which would be involved in the development agreement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provide a clear description of the proposed use(s) on the property(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provide a clear description of the proposed population densities, and the proposed building intensities and height for the development on the property(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provide a clear description of public facilities that will service the development, including who shall provide such facilities; the date any new facilities (if needed) will be constructed; and a schedule to assure public facilities are available concurrent with the impacts of the development:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provide a clear description of any reservation or dedication of land for public purposes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed duration of development agreement (Note: May not exceed 10 years):** \_\_\_\_\_

**A development agreement must be consistent with the Comprehensive Plan and Land Development Regulations.**

**APPLICATION**

**Applicants requesting a Development Agreement shall provide for public participation through a community meeting.**

*Scheduling.* The applicant will coordinate with the Planning Director regarding the date, time and location of the proposed community meeting; however, all meetings are to be held on a weekday evening at a location close to the project site, between 45 and 120 days prior to the first of any public hearings required for development approval.

*Notice of Meeting.* The community meeting shall be noticed at least 15 days prior to the meeting date by advertisement in a Monroe County newspaper of general circulation, mailing of notice to surrounding property owners, and posting of the subject property.

*Noticing and Advertising Costs.* The applicant shall pay the cost of the public notice and advertising for the community meeting and provide proof of proper notice to the Planning Director.

The community meeting shall be facilitated by a representative from the Monroe County Planning & Environmental Resources Department and the applicant shall be present at the meeting.

**PROOF OF PROPER NOTICING ON THE COMMUNITY MEETING WILL BE REQUIRED.**

**Is there an existing approved Development Agreement for this site(s)?**  Yes  No

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

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

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

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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.)

- Complete development agreement application** (unaltered and unbound)
- If requesting an amendment, attached a copy of the recorded Development Agreement**
- Correct fee** (check or money order payable to *Monroe County Planning & Environmental Resources*)
- Proof of ownership (i.e., Warranty Deed)**
- Ownership Disclosure Form**
- Current Property Record Card(s) from the Monroe County Property Appraiser**
- Location map**
- Photograph(s) of site(s) from adjacent roadway(s)**
- Signed and Sealed Boundary Survey(s), prepared by a Florida registered surveyor – three (3) sets** (at a minimum, survey should include elevations; location and dimensions of all existing structures, paved areas and utility structures; all bodies of water on the site and adjacent to the site; total acreage by land use district; total acreage by habitat; and total upland area)
- Written description of project**
- A list of names and addresses of all property owners within a 600 foot radius of the property(s).** 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 600 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** (note: authorization is needed from all owner(s) of the subject property)
- Signed and Sealed Site Plan(s), prepared by a Florida registered architect, engineer or landscape architect– 3 sets** (drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale)
- Floor Plans for all proposed structures and for any existing structures to be redeveloped – three (3) sets** (drawn at an appropriate standard architectural scale and including handicap accessibility features)
- Elevations for all proposed structures and for any existing structures to be modified – three (3) sets** (with the elevations of the following features referenced to NGVD 29: existing grade; finished grade; finished floor elevations (lowest supporting beam for V-zone development); roofline; and highest point of the structure)
- Landscape Plan(s) by a Florida registered landscape architect – 3 sets** (may be shown on the site plan; however, if a separate plan, drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale)
- Traffic Study(s), prepared by a licensed traffic engineer**
- Relevant Letters of Coordination**

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

\* \* \* \* \*

**APPLICATION**

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 EITHER  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

\_\_\_\_\_  
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**