

**MONROE COUNTY, FLORIDA
PLANNING AND ENVIRONMENTAL RESOURCES DEPARTMENT**



Environmental Resources Services Application

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

<input type="checkbox"/> Letter of Current Site Conditions <i>(Pertains to development of a vacant property)</i> \$940.00 per letter	<input type="checkbox"/> Letter of ROGO Land Dedication <i>(Pertains to dedication of property for ROGO Points on another site)</i> \$240.00 per letter – one per lot/parcel
<input type="checkbox"/> Preliminary Endangered Species Impact Assessment \$140.00	<input type="checkbox"/> Wetland Delineation <i>(Pertains to properties containing wetland with split habitat groups)</i> \$280.00 site visit + \$60.00 per hour
<input type="checkbox"/> Biological Site Visit <i>(Attach description of requested services)</i> \$280.00 per visit	<input type="checkbox"/> Biologist Fee (Miscellaneous) <i>(Attach description of requested services)</i> \$60.00 per hour
<input type="checkbox"/> Special Approval for Shoreline Setback Deviations <i>(As detailed in Code Section 118-12(b)4(c) for principal structures, and 118-12(o)(2) for accessory structures serving three or fewer dwelling units)</i> \$1,000.00	<input type="checkbox"/> Keys Wetland Evaluation Procedure (KEYWEP) <i>(As detailed in Code Section 118-10(d)(6)a.)</i> \$280.00 site visit + \$60.00 per hour

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

APPLICATION

Property Owner: (Business/Corp must include documents showing who has legal authority to sign)

Name/Entity	Contact Person
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Mailing Address (Street, City, State and Zip Code)

Work Phone	Home Phone	Cell Phone	Email Address
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Legal Description of Affected Property:
(If in metes and bounds, attach description on separate sheet)

Block	Lot	Subdivision	Key
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Real Estate (RE) / Parcel ID Number

Street Address (Street, City, State, Zip Code)	Approximate Mile Marker
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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 (unaltered and unbound)
- Correct fee (check or money order to *Monroe County Planning & Environmental Resources*)
- Property Record Card(s) from the Monroe County Property Appraiser
- Proof of Ownership (i.e., Warranty Deed)
- Location Map
- Photograph(s) of site from adjacent roadway(s)

If applicable, the following may be required:

- Notarized Agent Authorization Letter
- Boundary Survey, prepared by a Florida registered surveyor (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; and total acreage by habitat)
- Site Plan, prepared by a Florida registered architect, engineer or landscape architect (drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale). At a minimum, the site plan should include the following:
 - Date, north point and graphic scale
 - Boundary lines of site., including all property lines and mean high-water line
 - Locations and dimensions of all existing and proposed structures and drives with the shoreline setback
 - Type of ground cover (i.e. concrete, asphalt, grass, rock)
 - Shoreline setbacks as required by the land development regulations

APPLICATION

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

Yes Code Case file# _____

Describe the enforcement proceedings and if this application is being submitted to correct the violation: _____

No

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

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See page 4 for Signature and Notary Acknowledgement

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.

By signing this application, the owner of 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:

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