

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



Home Occupation Special Use Permit Application

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.

Home Occupation Application Fee: \$500.00

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 authorized 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 _____

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Land Use District: _____

Present Use of Property: _____

Business Name: _____

Type of Business: _____

The Director of Planning & Environmental Resources is authorized to approve a home occupation special use permit in any zoning district in which residential use is allowed.

Home occupation special use permit shall authorize only the current resident of the dwelling unit for the particular home occupation proposed and shall not be transferable to another location or to another person or entity.

All of the following standards and requirements must be met in order to receive home occupational special use permit approval. Please describe how each standard and/or requirement shall be met.

- 1) The home occupation is incidental and secondary to the residential use of the building:

- 2) The home occupation does not change the essential residential character of the use:

- 3) Not more than one (1) person who is a nonresident of the dwelling unit is employed by the home occupation:

- 4) The home occupation use does not occupy more than 20 percent of the total floor area of the residential dwelling unit and, if the home occupation use utilizes an accessory structure(s), it does not occupy more than 20 percent of the total covered and enclosed residential floor area on the property:

- 5) The home occupation does not involve any retail sales or service that necessitates or requires customers to visit the residential dwelling unit or the property, nor does the physical address of the residence appear on any advertising materials including stationary and business cards:

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- 6) Activities associated with the home occupation are not visible from any other residential dwelling unit. If the home occupation utilizes an accessory structure, the structure is covered and enclosed:

- 7) No sign advertising the home occupation is displayed on the premises:

- 8) The home occupation does not involve outdoor storage, including but not limited to any equipment or materials:

- 9) The home occupation does not involve the use of mechanical, electrical or other equipment that produces noise, electrical or magnetic interference, vibration, heat, glare, or other nuisance outside the residential dwelling unit or accessory structure in which the home occupation occurs:

- 10) The home occupation does not increase the average daily automobile trips generated by the residence in which the home occupation is located:

- 11) Upon issuance of a permit, the applicant must apply for and maintain an occupational license for the home occupation where otherwise required.

- 12) The home occupation does not dispose of any solid waste at the occupation address which was not generated at the occupation address.

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- 13) The home occupation has obtained a commercial collection service agreement if the business creates or generates any solid waste at a location other than the home occupation address.

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 home occupation special use permit application** (unaltered and unbound);
- Correct fee** (check or money order payable to *Monroe County Planning & Environmental Resources*);
- Proof of ownership (i.e., Warranty Deed);**
- Current Property Record Card(s) from the Monroe County Property Appraiser;**
- Location map;**
- Photograph(s) of residence from adjacent roadway(s);**
- Written Description of Business Operation** (including, but not limited to, all services and activities to be performed in the residence, type and location of products and/or equipment to be located in the residence, number of employees, and methods of contacting and meeting customers);
- Boundary Survey or Site Plan.** At a minimum, the boundary survey or site plan should include the following:
 - Date, north point and scale;
 - Boundary lines of site, including all property lines and mean high-water lines;
 - Locations and dimensions of all existing structures and drives;
 - Adjacent roadways;
- Floor Plan of Residence** (showing the total square footage for the residence and the location and square footage of the area to be used for the business);
- Home Occupation Special Use Permit Affidavit**
- A 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 case of a shopping center, the 300 feet shall be measured from the perimeter of the entire shopping center itself rather than from the individual unit for which approval is sought. 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** (note: authorization is needed from all owner(s) of the subject property)

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

- 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.

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After determining that an application for a home occupation special use permit is in compliance with the requirements of the code:

- (1) written notice by regular mail to owners of real property located within 600 feet of the property that is the subject of the proposed home occupation shall be provided; and
- (2) the applicant shall post the property of the proposed home occupation with a waterproof sign(s) provided by the department which is so located that the notice(s) shall be easily visible from all public streets and public ways abutting the property. The property shall remain posted for no less than 30 calendar days beginning within two weeks of the mailing date of the written notice.

If for any reason the home occupation special use permit application requires review and consideration by the Monroe County Planning Commission, additional fees, mailing labels and copies of all plans shall be required prior to item being scheduled for commission review.

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, 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
Marathon Government Center
2798 Overseas Highway, Suite 400
Marathon, FL 33050**

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HOME OCCUPATION SPECIAL USE PERMIT AFFIDAVIT

Applicant Name: _____

Property Street Address: _____

Real Estate (RE) / Parcel ID Number: _____

Business Name: _____

Type of Business: _____

I represent and agree to the following list of conditions and requirements in applying for, and operating, the requested home occupational special use permit is and shall continue to be met.

- 1) The home occupation is and shall be operated so as to remain incidental and secondary to the residential use of the building.
- 2) The home occupation does not and shall be operated so as to not change the essential residential character of the use.
- 3) No more than one non-resident is or shall be employed at the location in relation to the home occupation.
- 4) The home occupation is and shall remain confined to no more than twenty (20) percent of the total floor area of the dwelling.
- 5) There will be no displaying or selling of any stock in trade on the premises.
- 6) There will be no visibility of the operation from any other residential structure.
- 7) There will be no storage of equipment or material used in the home occupation outside of the dwelling.
- 8) I will not utilize mechanical, electrical, or other equipment which produces noise, electrical or magnetic interference, vibration, heat, glare or other nuisance outside of the residential building or accessory structure.
- 9) The use will not increase the average daily automobile trips generated by the residence in which the home occupation is being conducted.
- 10) There will be no use of the street address of the home occupation on any business card or in any advertisement or promotional materials.
- 11) There shall be no sign on the premises indicting that there is a home occupation within the building.
- 12) The home occupation does not dispose of any solid waste at the occupation address which was not generated at the occupation address.
- 13) The home occupation has obtained a commercial collection service agreement if the business creates or generates any solid waste at a location other than the home occupation address.

* * * * *

See Page 7 for Required Affidavit

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HOME OCCUPATION SPECIAL USE PERMIT AFFIDAVIT

I further understand that in obtaining an Occupational License from the Monroe County Tax Collector's Office, I am not absolved from complying with the provisions of the Monroe County Code. I further understand that there may be additional approvals and/or permits required in order to legally operate the aforementioned business at the proposed location. By my signature below, I do hereby agree to the conditions stated above. I understand that if I do not comply with any of the above conditions, my home occupation may not be in compliance with the provisions of the Monroe County Code, and that if so adjudged, that the Monroe County Code Enforcement will be notified of the situation for their consideration.

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 know 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: