

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



**Request for a Pre-Application Conference (Vacant Property)**

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**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.**

Application Fee:  
\$300.00 **without** Letter of Understanding (LOU)  
\$890.00 **with** Letter of Understanding (LOU) for vacant property

**Date of Request:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year

**Applicant / Agent Authorized to Act for Property Owner:** (Agents must provide notarized authorization from all property owners when requesting LOU and for Pre-Application Conferences required pursuant to LDC Section 130-74(b)).

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Applicant (Name of Person, Business or Organization) Name of Person Submitting this Application

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

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Work Phone Home Phone Cell Phone Email Address

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

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Name/Entity Contact Person

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

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Work Phone Home Phone Cell Phone Email Address

**Legal Description of Affected Property:**  
(If in metes and bounds, attach legal description on separate sheet)

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Block Lot Subdivision Key

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Real Estate (RE) / Parcel ID Number

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

APPLICATION

Please provide a description of proposal (attach extra sheets if necessary)

Horizontal lines for providing a description of the proposal.

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
Applicable fees (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) – when requesting LOU and for Pre-Application Conferences required pursuant to LDC Section 130-74(b).

If applicable, the following may be required:

- Agent Authorization form (required if application is submitted on behalf of another party)
Plans or other illustrations depicting existing development
Boundary survey depicting existing site conditions and existing development

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

\* \* \* \* \*

See page 3 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 (only required when requesting Letter of Understanding and for Pre-Application Conferences required pursuant to LDC Section 130-74(b)).**

**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**