

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



Request for a Time Extension to a Minor Conditional Use Permit

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. Such extensions are limited by the regulations provided in Monroe County Code Section 110-73(a).

Time Extension to a Conditional Use Permit Application Fee: \$990.00

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: (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

Approval (Development Order / Resolution) #: _____

Expiration Date of Development Order / Resolution: _____

APPLICATION

Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet.)

Block	Lot	Subdivision	Key
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Real Estate (RE) / Parcel ID Number	Alternate Key Number
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Street Address (Street, City, State & Zip Code)	Approximate Mile Marker
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Please describe why the time extension is necessary (if necessary, attach additional sheets): _____

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.)

- Completed application form
- 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
- Copy of the recorded conditional use permit and any previous modification approvals

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
 - 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: _____
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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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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 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**