



## **Transfer of Rights of ROGO/NROGO Applications and Building Applications Unincorporated Monroe County**

**PURPOSE:** To provide Monroe County information as to who has the ownership rights to the application to remove, withdraw, or rescind an allocation award and/or applications. Additionally, provide current mailing and contact information.

**REASON:** The owner who submitted applications retains rights to remove/withdraw applications and rescind an allocation award if the County does not have the transfer of rights for applications.

**REQUIRED SUBMITTALS:** Executed sold property form from all property owners along with a copy of the recorded deed or other instrument or judgment transferring ownership. If the new property owner does not have an executed transfer of rights from all property owners, then the Department will look at other information. Other information which may be used in lieu of the property transfer form are: 1) An executed contract for purchase may include the transfer of rights, 2) a court order may include the transfer of rights, or 3) the new owner may provide other supporting documents for the Department to consider.

**OTHER:** If an applicant is competing in ROGO/NROGO, the new owners will need to remember to have ownership updated with the Department of Health if not on an approved sewer wastewater system. Additionally, if the Building Permit subject to ROGO/ NROGO has been issued then contact the Monroe County Building Department at: 305-289-2501 Marathon; 305-295-3990 Stock Island; or 305-453-8800 Upper Keys.

**SAMPLE TRANSFER FORM:** Attached is a sample transfer of rights form which will need to be personalized for the specifics of your development and ownership.

**ADDITIONAL INFORMATION MAY NEED TO BE PROVIDED:** If a ROGO/NROGO application does not propose the dedication of land to Monroe County (property ownership proposed to be transferred to Monroe County in exchange for points) then delete that section when the transfer of ownership is prepared. Land dedication is not for the property that is proposed for development.

However, if the project does include a proposed land dedication to Monroe County in exchange of points, then the proposed land dedication will need to be transferred to the new owner who is continuing to compete in ROGO/NROGO and be included on the sample form as shown on attachment. Additionally a new proposed deed of land dedication will be prepared and the new owners will submit to Monroe County the proposed land dedication deed for future review, complete copy of title insurance showing property is free and clear of encumbrances.

If the project application includes a Lot Aggregation Restrictive Covenant then the new owners will need to prepare a new proposed 1) Lot Aggregation Restrictive Covenant; 2) either Affidavit of No Encumbrances or Joinder on Lot Aggregation and 3) attach with transfer of rights documents.

There may be other legal documents such as Application for Affordable Housing and a proposed deed restriction that will need to be submitted and prepared. If uncertain please contact the Monroe County Planning Department for additional information at 305-289-2500 or 305-453-8800.

**SAMPLE**  
**TRANSFER OF RIGHTS FORM**  
**(TRANSFER OF ROGO APPLICATION AND TRANSFER OF BUILDING PERMIT**  
**APPLICATION RIGHTS & PLANS)**

**This form must be tailored to the circumstances of the owner/applicant. If other than individual ownership adjust form accordingly.**

I/We, \_\_\_\_\_ sold Lot \_\_\_\_\_ Block \_\_\_\_\_  
Subdivision \_\_\_\_\_, Key (island): \_\_\_\_\_ (RE:  
\_\_\_\_\_) to \_\_\_\_\_. The new  
owner(s) \_\_\_\_\_ have whatever rights I/we may possess to the  
ROGO application and Building Permit application number \_\_\_\_\_. Please send all  
correspondence to new property owner(s) regarding ROGO to:

New Property Owner(s) Name(s): \_\_\_\_\_  
New Property Owner(s) Mailing address \_\_\_\_\_  
New Property Owner(s) Phone Number: (W) \_\_\_\_\_ (H) \_\_\_\_\_

**Attached is a copy of the recorded deed(s) or other instrument or judgment transferring ownership.**

**THE FOLLOWING SECTION IS NEEDED ONLY IF ROGO APPLICATION INCLUDES ROGO LOT(S) AKA LAND DEDICATION(S) PROPOSED TO BE GIVEN TO MONROE COUNTY IN EXCHANGE FOR POINT(S) IN THE ROGO SYSTEM.**

*Additionally, this application (\_\_\_\_\_) includes ROGO lot(s) (land dedication(s) to Monroe County) which are described as: Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_, Key (island): \_\_\_\_\_ (RE: \_\_\_\_\_). These lot(s) have also been sold to \_\_\_\_\_. Attached is a copy of the recorded deed(s) or other instrument or judgment transferring ownership to new owners for the original proposed land dedication to Monroe County. Proposed Warranty Deed(s) from the new owners dedicating the lot(s) to Monroe County, and a copy of current title insurance is attached.*

\_\_\_\_\_: Date: \_\_\_\_\_

Sellers Name: \_\_\_\_\_

\_\_\_\_\_: Date: \_\_\_\_\_

Sellers Name: \_\_\_\_\_

**NOTE: ALL OWNERS SIGN TO TRANSFER RIGHTS**

Sworn to and subscribed to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
\_\_\_\_\_ is/are personally known to me or has produced  
\_\_\_\_\_ as identification and who did (did not) take an  
oath.

\_\_\_\_\_  
Notary Public  
My Commission Expires \_\_\_\_\_