

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



**Request for a Letter of Understanding to Establish the Lawfulness of a Nonconforming Use**

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Application Fee:  
\$250.00

**Submittal Date:** \_\_\_\_\_

**Please complete the following:**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Property Owner (Name of Person, Business or Organization)

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

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email Address

**Legal Description of Affected Property:**

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

\_\_\_\_\_  
Block                      Lot                      Subdivision                      Key

\_\_\_\_\_  
Real Estate (RE) / Parcel ID Number

\_\_\_\_\_  
Street Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Approximate Mile Marker

**Please provide a short description of the nonconforming use, including the time in which it originated (attach extra sheets if necessary):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION

\* \* \* \* \*

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

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

\* \* \* \* \*

By signing this application, the Applicant certifies that he or she is a person who is familiar with the information contained in the application, and that to the best of his or her 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:

Please submit or send the application package to:
Planning Commissioner Coordinator
Monroe County Planning & Environmental Resources Department
2798 Overseas Highway, Suite 400, Marathon, FL 33050