

SAMPLE APPLICATION

MONROE COUNTY

**PLANNING AND ENVIRONMENTAL RESOURCES DEPARTMENT
Residential Permit Allocation (ROGO) Application
Monroe County Land Development Code Section 138-19
2030 Comprehensive Plan Objective 101.6**



Application Fee: \$850.00 [MCC Section 138-25(b) nonrefundable fee]
(NO APPLICATION FEE FOR AFFORDABLE HOUSING)

PRINT (SINGLE-SIDED) AND ATTACH A COPY OF THE CURRENT RECORDED DEED AND A PROPERTY RECORD CARD (DATED WITHIN FIVE DAYS OF SUBMITTAL).

IF YOU HAVE QUESTIONS OR WISH TO MAKE AN APPOINTMENT TO DELIVER YOUR APPLICATION, PLEASE CALL (305) 289-2500
ONCE THIS APPLICATION IS ACCEPTED AND DEEMED COMPLETE, REVISIONS MAY BE MADE PURSUANT TO LAND DEVELOPMENT CODE SECTION 138-25.

Owner(s) Name: _____ Ph. (W) _____ (H) _____
(Business/Corp/Entity Documents showing who is authorized to sign and documentation showing entity is current and active.)

Mailing Address: _____ City: _____ State: _____ Zip: _____

Owner(s) Email Address: _____

Agent's Name: _____ Ph. (W) _____ (H) _____
(If Agent listed then Agent authorization REQUIRED for the ROGO Application from all property owners. If the Agent is Business/Corp. then documentation showing who is authorized to sign and entity is current and active.)

Mailing Address: _____ City: _____ State: _____ Zip: _____
(If Agent mailing address is the same as owner then only one letter will be sent to the owner.)

Agents(s) Email Address: _____

PROPERTY DESCRIPTION: Lot _____ Block _____ Subdivision _____

Key (island): _____ Street: _____ MM: _____ RE: _____
If metes and bounds, attach legal description on separate sheet. (Parcel ID)

Unit Type (select 1 category):

A) _____ Affordable/Employee Housing Unit or

B) _____ Market Rate Residential Unit: (select 1 category):

1) Commercial Apartment: _____ 2) Dwelling Unit: _____ 3) Mobile Home: _____ 4) others: _____

Check Yes or No. If yes, then attach the requested documents:

Yes ___ No ___	The project is combining vacant legally platted lots or contiguous vacant parcels for aggregation for the voluntary reduction of density, for the retirement of development rights [see MCC Section 138-28(4) and Policy 101.6.4]. Please attach a copy of a proposed restrictive covenant, and unity of title , running in favor of and enforceable by the County. Include, if applicable, Affidavit of No Encumbrances, Joinder, and Entity Affidavit. For Aggregation points a lot/parcel must contain a minimum of 2,000 square feet of uplands. Please note a conservation easement may be required.
Yes ___ No ___	The property has an existing approved recorded aggregation and the property owner requests the <u>current</u> ROGO point values AND the proposes a <u>superseding aggregation</u> ? Please attach a copy of a proposed superseding restrictive covenant, and unity of title , running in favor of and enforceable by the County. Include, if applicable, Affidavit of No Encumbrances, Joinder, and Entity Affidavit.
Yes ___ No ___	If parcels were previously aggregated because of ROGO criteria [see Policy 101.6.4 and Monroe County Code Section 138-28(a)(4)], then a subsequent ROGO allocation application will receive the same number of extra points originally assigned. Does the property have a previously recorded aggregation restriction? If yes, attach copy of recorded document(s). Pursuant to Policy 101.6.4 and Monroe County Code Section 138-28(a)(4). Please attach a copy of proposed unity of title , running in favor of and enforceable by the County. Please note a conservation easement may be required.

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Yes ___ No ___ The proposal includes dedication of vacant land pursuant to MCC Section 138-28(5) and Policy 101.6.4.

Required attachments with this application are: 1) letter from the Biologist stating the property is dedicateable, 2) proof of ownership, including a copy of current Monroe County Property Record Card and a copy of the recorded deed showing you as the property owner, 3) complete copy of Title Commitment with the named insured the “Monroe County Board of County Commissioners” and, for purposes of Title Insurance, an assumed valuation of 50% of just market value according to Monroe County Property Appraiser 4) current Opinion of Title, 5) proposed WARRANTY DEED(S) (Quit Claim Deeds will not be accepted), 6) Affidavit of No Encumbrances, and 7) If Applicable, Entity Affidavit

Properties to be dedicated for points, must be in the name of the same owner, as listed above.

Required attachments if land dedication Certificate for the Permit Assignment of ROGO points: 1) Ownership of Certificate is same as above; 2) Proposed Certificate transfer to Monroe County, 3) Title Opinion of Certificate.

List the RE/Parcel ID:’(s) of the land to be dedicated and/or land dedication certificate for assignment of points:

Yes ___ No ___ The applicant(s) is/are requesting market rate housing points, pursuant to MCC Section 138-28(a)(6), because the proposed unit is an integral part of employee or affordable housing project.

Yes ___ No ___ The applicant(s) is/are submitting monetary payment to the County’s Land Acquisition Fund for the Purchase of County of land for conservation and retirement of development rights. Maximum of two whole points may be purchased. Each point is **\$75,727.00**. Number points _____ purchased and to be paid on date of this application submittal/acceptance by the Planning & Environmental Department with a Money Order or Cashiers Check.

Yes ___ No ___ VACANT LAND: The proposed unit(s) will be affordable housing. *Required:* Please attach a copy of a current affordable housing approval from the Planning Department. MCC Section 138-24(c) and 139-2(a)6(e), “No affordable housing allocation shall be awarded to applicants located within a tier I designated area, within a V-zone on the county's flood insurance rating map, tier II or within a tier III-A (special protection area) if clearing is proposed for any portion of an upland native habitat”

Yes ___ No ___ The proposed unit(s) is for the redevelopment of a lawfully existing ROGO exempt unit(s) which is proposing affordable housing as the replacement pursuant to MCC Sections 138-24 and 139-1(A)(6)C. Provision allows for an allocation award to Tier I, Tier II, Tier III, and Tier III-A for the redevelopment of lawfully existing ROGO exemption if the unit(s) meets the current Florid Building Code, is not a mobile home and is not in a V-zone on the county's flood insurance rating map. The proposed unit(s) will be affordable housing. *Required:* Please attach a copy 1) ROGO Exemption; 2) Proposed Restriction; and 3) current affordable housing approval from the Planning Department.

The submitted Building Permit Application and plans for the residential dwelling unit includes **Energy and Water Conservation Points** in accordance with the 2030 Monroe County Comprehensive Plan Policy 101.6.4 (10) to allocation applications **on lands designated as Tier III**. **REQUIRED:** Answer: YES or NO in each box below. I/We are requesting the following points specified:

Category	Points Requested
<input type="checkbox"/> 3 points: Proposes a dwelling unit designed according to and certified to the standards of a sustainable building rating or national model green building code. Attach copy of Certifying letter and attachments.	Yes ___ No ___
<input type="checkbox"/> 1 point: Dwelling unit includes installation of a permanent concrete cistern with a minimum capacity of 1,000 gallons.	Yes ___ No ___
<input type="checkbox"/> 2 points: Dwelling unit includes the installation of a gray water reuse system, meeting the requirements of the Florida Building Code.	Yes ___ No ___
<input type="checkbox"/> 1 point: Dwelling unit includes installation of a solar photovoltaic collection system, a minimum of 3KW in size or the equivalent in other renewable energy systems.	Yes ___ No ___
<input type="checkbox"/> 0.5 points: Dwelling unit includes installation of one or both of the following technologies:*	Yes ___ No ___
a. Ductless air conditioning system.	
b. High efficiency chillers	

If points are applied the system(s) must be maintained for a minimum of five years from the C.O. Unless replace with a system that provides a functional equivalent or increased energy or water savings.

I/We understand if the property is not on lands designated as Tier III or the requested point(s) are not reflected on the current Building Permit Application eligible to submit into ROGO or are not in compliance with the Energy and Water Conservation criteria the point(s) requested will not be assigned to this application.

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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I certify that 1) I have read and examined this application including attachments and know same to be true and correct; 2) All provisions of laws and ordinances governing this type of work are complied with whether specified herein or not, including the provision of Local, State, or Federal requirements regulating construction or the performance of construction; and 3) Time periods for County action set forth in Section 110-142 of the County Code are hereby waived.

Additionally, I understand an application for administrative relief may be submitted to the Planning & Environmental Resources Department as prescribed by the Director of Planning; however, an application for administrative relief may not be submitted before the conclusion of the sixteenth quarterly allocation period and no later than one hundred eighty days following the close of the sixteenth quarterly allocation period based on the current ROGO application.

Furthermore, I acknowledge if the property is sold the rights to the ROGO Application and/or Administrative Relief Application will automatically transfer to the new property owner of record. The records for notification will only be updated after the new property owner(s) submits a copy of the recorded deed. Please note if the ROGO Application includes aggregation, land dedication, or affordable housing, documentation will need to be submitted by the new property owner(s) to show the basis of the scoring of the ROGO Application has not changed. Otherwise, if the basis of the ROGO Application scoring has changed then the ROGO Application will automatically be withdrawn once the Department is aware of the change. IT IS THE RESPONSIBILITY OF THE NEW PROPERTY OWNER TO UPDATE ALL CONTACT INFORMATION. Note, after 3 unsuccessful attempts to notify the applicant of record on the ROGO Application via certified mail, any allocation award shall expire.

APPLICANTS ON BIG PINE Key & NO NAME KEY ONLY: I understand there is a mitigation requirement for new residences, non-residential floor area and institutional uses on Big Pine Key & No Name Key in order to ensure that development bears its fair share of the required mitigation under the Federal Incidental Take Permit (ITP). Prior to the permit issuance all mitigation requirements shall be satisfied according to the ITP for each H value impacted by the proposed development in accordance with the three to one H mitigation ratio in the Habitat Conservation Plan.

Pursuant to Section 122-8 of the Land Development Code, development that occurs within areas designated as "Species Focus Areas (SFAs)" or "Species Buffer Areas (SBAs)" within unincorporated Monroe County will be reviewed pursuant to the "Permit Referral Process" to ensure compliance with the Federal Endangered Species Act (ESA).

Note: Properties requiring FWS technical assistance who receive an allocation award pursuant to Monroe County will be issued an allocation pursuant to Monroe County Code Chapter 138. Some applicants may or may not obtain the required FWS technical assistance prior to the expiration of the allocation award and/or permit. If the allocation award/permit expires the property would be subject to the process again.

Please be advised that the Development Administrator will review the submitted ROGO Application for completeness pursuant to LDC Section 138-25(b). If the application is determined to be incomplete, the Development Administrator shall reject the ROGO application and provide a written notice to the applicant specifying the application's deficiencies. No further action on the application will take place unless the deficiencies are remedied.

The application shall be assigned a controlling date that reflects the time and date of its submittal unless the application is determined to be incomplete. Please note, if the application is rejected, then the new controlling date shall be assigned when a complete application is submitted.

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 physical presence or online notarization this

_____ day of _____, 20____, by _____,
(PRINT NAME OF PERSON MAKING STATEMENT)

who is personally known to me OR produced _____ as identification.
(TYPE OF ID PRODUCED)

Signature of Notary Public

Print, Type or Stamp Commissioned Name of Notary Public
My commission expires:

CONTROLLING DATE

TO BE COMPLETED BY STAFF- DATE: _____ TIME: _____ PERMIT # _____

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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)

- Complete application (single-sided, unaltered and unbound)
- Correct fee and verify check is current (check or money order to *Monroe County Planning & Environmental Resources*)
- Current Monroe County Property Record Card(s) (dated within five days) and
- Copy or current recorded deed(s) (i.e. Warranty Deed)
- Copy of Letter of Understanding, Conditional Use approval, Commercial Apt. Restriction (if applicable)

If applicable, the following must be submitted in order to have a complete application submittal:

- Notarized Agent Authorization Letter (note: authorization is needed from all owner(s) of the subject property)
- Business/Corp/Entity Documents showing who is authorized to sign and documentation showing entity is current and active.
- Trust Ownership documentation showing who is authorized to sign.
- Parcels previously Aggregated:
If parcels were previously aggregated because of ROGO criteria, then a subsequent ROGO allocation application will receive the same number of extra points originally assigned. Required attachments:
 - 1) Copy of previous Lot Aggregation Restrictive Covenant; and
 - 2) Proposed Unity of Title; and
 - 3) If applicable include Affidavit of No Encumbrances, Joinder, and Entity Affidavit, et cetera.
- Aggregation (combining vacant legally platted lots or contiguous vacant parcels for aggregation for the voluntary reduction of density, for the retirement of development rights). Required attachments:
 - 1) Proposed Aggregation Restrictive Covenant or Super-ceding Aggregation Restrictive Covenant; and
 - 2) Proposed Unity of Title; and
 - 3) If applicable include Affidavit of No Encumbrances, Joinder, and Entity Affidavit, et cetera.
- Land Dedication: Required attachments:
 - 1) Letter from the Biologist stating the property is dedicateable; and
 - 2) Proof of ownership, including a copy of current Monroe County Property Record Card and a copy of the recorded deed showing you as the property owner; and
 - 3) Complete copy of Title Commitment with the named insured the "Monroe County Board of County Commissioners" and, for purposes of Title Insurance, an assumed valuation of 50% of just market value according to Monroe County Property Appraiser; and
 - 4) Current Opinion of Title; and
 - 5) Proposed WARRANTY DEED(S) (*Quit Claim Deeds will not be accepted*); and
 - 6) Land dedications must be in the same ownership as the owner listed above; and
 - 7) Affidavit of No Encumbrances and
 - 8) If applicable, include Entity Affidavit
- Certificate for Land Dedication for permit assignment of ROGO points: Required attachments:
 - 1) Proposed Certificate transfer to Monroe County, and
 - 2) Proposed Certificate to be in the same ownership as the owner listed above; and
 - 3) Title Opinion of Certificate.
- Monetary Payment to the County's Land Acquisition Fund for a maximum of Point 2: Money Order or Cashiers Check
- Affordable Housing/Employee Housing:
 - 1) Attach copy of current affordable housing approval;
 - 2) Proposed Affordable Housing Restriction; and
 - 3) If applicable include Affidavit of No Encumbrances, Joinder, and Entity Affidavit, et cetera
- Re-development of a lawfully existing ROGO Exempt Unit as Affordable Housing/Employee Housing:
 - 1) Attach ROGO Exemption;
 - 2) Attach copy of current affordable housing approval;
 - 3) Proposed Affordable Housing Restriction; and
 - 4) If applicable include Affidavit of No Encumbrances, Joinder, and Entity Affidavit, et cetera
- Energy and Water Conservation Points: Available if property only located in Tier III. The following requested point are on the submitted Building Permit Application Plans:
 - The proposed dwelling unit is designed to and certified to standards of sustainable building rating or national model green building code.
Sustainable Building Rating or National Model Green Building Code means a rating system established by the United States Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) rating system, the International Green Construction Code (IGCC), the Green Building Initiative's Green Globes rating system, the Florida Green Building Coalition standards, or a nationally recognized, high-performance green building rating system as approved by the department.
 - The proposed dwelling unit includes installation of a permanent concrete cistern with a minimum capacity of 1,000 gallons.
 - The proposed dwelling unit includes the installation of a gray water reuse system, meeting the requirements of the Florida Building Code. *Gray water reuse mean* reusing wastewater from residential, commercial and industrial bathroom sinks, bath tub shower drains, and clothes washing equipment drains for reuse onsite, typically for toilet flushing.

Applicant to initial and date each page _____ Application Number: _____

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- The proposed dwelling unit includes installation of a solar photovoltaic collection system, a minimum of 3KW in size or the equivalent in other renewable energy systems.
- The proposed dwelling unit includes installation of one or both of the following technologies:*)
 - a. Ductless air conditioning system. ***Ductless air conditioning*** means a system used to cool a structure that does not require duct work and consists of two separate components: an outdoor condenser, and an indoor evaporator (does not include a window air conditioner which is self-contained, or one piece).
 - b. High efficiency chillers

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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