

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



**Request to Amend the Tier Overlay District Map**

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**An application must be deemed complete and in compliance with the Monroe County Comprehensive Plan and Code by the staff prior to the item being scheduled for review**

Tier Amendment Application Fee: \$1,970.00 for an IS/URM platted lot  
\$4,670.00 for a non IS/URM platted lot

*In addition to the application fee, the following fees also apply:*

Advertising Costs: \$245.00

Surrounding Property Owner Notification (SPON): \$3.00 for each property owner required to be noticed

Advertising and Noticing Fees for Community Meeting: \$245.00 plus \$3.00/SPON

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

**Applicant / Agent Authorized to Act for Property Owner:** (Agents must provide notarized authorization from all property owners.)

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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 Property** (if in metes and bounds, please attach separate sheet):

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Block                      Lot                      Subdivision                      Key Name

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Real Estate (RE) / Parcel ID Number                      Alternate Key Number

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Street Address                      Approximate Mile Marker

**Request an to Amend the Tier Overlay District Map to Correct a Tier Designation assigned in error in accordance with Section 130-130(e) of the Land Development Code**

Size of Site: \_\_\_\_\_

Platted lot (book/page): \_\_\_\_\_

Existing Use: \_\_\_\_\_

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Total Wetlands/Habitat: \_\_\_\_\_

Total area of native upland habitat: \_\_\_\_\_

Has clearing of tropical hardwood hammock or pinelands occurred on the property? Describe: \_\_\_\_\_

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Current Tier: \_\_\_\_\_

Proposed Tier: \_\_\_\_\_



**Applicants requesting a Land Use District (Zoning) Map Amendment shall provide for community participation through a community meeting, as indicated in Code Section 102-159.**

*Scheduling.* The applicant will coordinate with the Planning Director regarding the date, time and location of the proposed community meeting; however, all meetings are to be held on a weekday evening at a location close to the project site, between 45 - 120 days prior to any of the public hearings.

*Notice of Meeting.* The community meeting shall be noticed at least 15 days prior to the meeting date by advertisement in a Monroe County newspaper of general circulation, mailing of notice to surrounding property owners, and posting of the subject property.

*Noticing and Advertising Costs.* The applicant shall pay the cost of the public notice and advertising for the community meeting and provide proof of proper notice to the Planning Director.

The community meeting shall be facilitated by a representative from the Monroe County Planning & Environmental Resources Department and the applicant shall be present at the meeting.

**PROOF OF PROPER NOTICING ON THE COMMUNITY MEETING WILL BE REQUIRED.**

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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)

- Completed application form (unaltered and unbound)
- 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
- Ownership Disclosure of Interest Form
- Location map
- Photograph(s) of site(s) from adjacent roadway(s)
- Signed and Sealed Boundary Survey(s), prepared by a Florida registered surveyor – three (3) sets (at a minimum, survey should include elevations; location and dimensions of all existing structures, paved areas and utility structures; all bodies of water on the site and adjacent to the site; total acreage by land use district; total acreage by habitat; and total upland area)
- A list of names and addresses of all real property owners within a 600 foot radius of the subject property(ies). This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 600 foot radius, each unit owner must be included
- 600 foot radius map from Monroe County Property Appraiser Office
- Copy of official Land Use District Map (obtain from the Planning & Environmental Resources Department prior to application submittal)
- Copy of official Tier Overlay District Map (obtain from the Planning & Environmental Resources Department prior to application submittal)
- Draft Revised Tier Overlay District Map showing and labeling all proposed changes

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

- Notarized Agent Authorization Letter** (required if application is submitted on behalf of another party)
- Signed and Sealed Boundary Survey, prepared by a Florida registered surveyor
- Vegetation survey in accordance with Chapter 118-2 of the Land Development Code

**If deemed necessary to complete a full review of the application, within reason, the Planning & Environmental Resources Department reserves the right to request additional information.**

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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 the 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**