
Appellee (Name of Entity, Business, or Organization)

Primary Contact Name and Contact Information

Appellee Mailing Address (Street, City, State and ZIP Code)

Appellee Phone No.

Monroe County Planning Commission Decision Appealed: _____

Date of Monroe County Planning Commission Decision Appealed: _____

Property Owner(s) of Affected Property (If Applicable): **Check Box If Not Applicable**

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

Mailing Address (Street, City, State and ZIP Code)

Legal Description of Property Affected: **Check Box If Not Applicable**

(If in whole or in part in metes-and-bounds, attach such legal description on separate sheets)

| Block | Lot | Subdivision | Key |
|-------|-----|-------------|-----|
|-------|-----|-------------|-----|

Parcel Identification Number(s)

Street Address (Street, City, State, ZIP Code)

Approximate Mile Marker

A prospective appellant may request to file an appeal in accordance with Monroe County Code Chapter 102, Article VI, Division 2, by filing the required notice, application, and filing fees in accordance with that article within 30 days after the date of the written decision.

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All Of The Following Must Be Submitted In Order To Have A Complete Application Submittal:

(A Separate Cover Page for Each of the Following Boxes Is Required)

(Please Check Each Box as You Attach Each Required Item to the Application)

- Completed Application Form (*Unaltered and unbound*)
- Application Fee (*Check or money order made payable to the Monroe County Planning and Environmental Resources Department*)
- The decision of the Monroe County Planning Commission
- All record evidence received by the Monroe County Planning Commission
- All applications, memoranda, documentation, and data received by the Monroe County Planning Commission

- A complete transcript of the full hearing before the Monroe County Planning Commission transcribed by a certified court reporter at the expense of the person filing this application and furnished to the Monroe County Planning Commission Coordinator
- All Monroe County Planning Commission rulings made at the Planning Commission hearing
- The Initial Brief (*Must Be Compliant with Code Sections 102-217(a)-(b)(1)(6) and 102-217(e)*)
- The Reply Brief (If Applicable) (*Must Be Compliant with Code Section 102-217(d)*)

If Applicable, All Of The Following Must Be Submitted In Order To Have A Complete Application Submittal:

- Agent Authorization Form (*Required If Application is Submitted on Behalf of Another*)
- Proof of Ownership (*i.e., Most Recent Pertinent/Relevant Conveyance Instrument(s) of Record*)
- A list of Names and Addresses of All Real Property Owners Within a 600-foot Radius of the Subject Property(ies) (*this list must be compiled from the current tax rolls of the Monroe County Property Appraiser, and in the event that a condominium development is within the 600 foot radius, each unit owner must be included*)

If Deemed Necessary to Complete a Full Review of the Subject Application, the Monroe County Planning and Environmental Resources Department Reserves the Right to Request Additional Information. Additional Fees May Apply Pursuant to the Approved Fee Schedule

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By signing this application, the Applicant attests that he or she is a person who is familiar with the information contained in the application and attests that such information is complete, true, 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 Complete Application Package To:
Monroe County Planning and Environmental Resources Department
Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050
Last Updated March 2023**