

**APPLICATION  
MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**



**Request for Plat/Replat Approval**

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

**Platting (5 Lots or Less) Application Fee: \$4,020.00**

**Platting (6 Lots or More) Application Fee: \$4,610.00**

*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

Traffic Study Review: \$5,000.00

**Date of Application:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

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

\_\_\_\_\_  
Applicant (Name of Person, Business or Organization)

\_\_\_\_\_  
Name of Person Submitting this Application

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

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

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

**Property Owner:** (Business/Corp must include documents showing who has legal authority to sign. For multiple owners, submit additional sheets.)

\_\_\_\_\_  
(Name/Entity)

\_\_\_\_\_  
Contact Person

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

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

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

**Legal Description of Property:** (If more than one lot, provide legal description for all affected lots. Attach additional pages if needed)

\_\_\_\_\_  
Block

\_\_\_\_\_  
Lot

\_\_\_\_\_  
Subdivision

\_\_\_\_\_  
Key

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

\_\_\_\_\_  
Alternate Key Number

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

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

Has a previous application been submitted for this site within the past two years? Yes \_\_\_ No \_\_\_

Current Land Use District Designation(s): \_\_\_\_\_

(Lands within the IS, URM, and CFV Districts shall not be platted, replatted or otherwise reconfigured in any manner that would allow the number of proposed lots or units to exceed the number of parcels that lawfully existed as of September 15, 1986.)

Current Future Land Use Map Designation(s): \_\_\_\_\_

Total Land Area Affected: \_\_\_\_\_

Existing Use of the Property (If the property is developed, please describe the existing use of the property, including the number and type of any residential units and the amount and type of any commercial development):

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

**Lot Summary:**

Proposed Number of Lots: \_\_\_\_\_

Proposed Average Size of Lots: \_\_\_\_\_

Proposed Minimum Lot Size: \_\_\_\_\_

**Street Summary:**

Width of Rights-of-Way: \_\_\_\_\_

Linear Feet of New Streets: \_\_\_\_\_

Description of New Streets (public or private): \_\_\_\_\_

Number of Street Lights to Be Provided: \_\_\_\_\_

**Sidewalk Summary:**

Will Sidewalks/Bicycle Paths Be Provided? Yes: \_\_\_ No: \_\_\_

If yes, on Both Sides of the Street(s)? Yes: \_\_\_ No: \_\_\_

**Water and Sewage Summary:**

Estimated Water Requirements (gallons/day): \_\_\_\_\_

Proposed Water Source: \_\_\_\_\_

Estimated Sewage Disposal Requirements: \_\_\_\_\_

Proposed Method of Collection and Treatment: \_\_\_\_\_

**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 plat/replat application** (unaltered and unbound)
- Correct fee** (check or money order 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 from adjacent roadway(s)**
- Signed and Sealed Boundary Survey, prepared by a Florida registered surveyor – 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; and total acreage by habitat)
- Written description of project**
- Proposed Covenants** (a draft of any proposed protection covenants or deed restrictions)
- Proposed Phasing Plan**
- Conceptual Plat – 3 sets**
- Conceptual Utility Plan– 3 sets**
- Conceptual Drainage Plan– 3 sets** (with drainage calculations; existing and proposed topography; all drainage structures; retention areas; drainage swales; and existing and proposed permeable/impermeable areas)
- Traffic Study, prepared by a licensed traffic engineer**
- Subdivision Improvements Cost Estimate**
- List of names and addresses of all real property owners within a 600 foot radius of the subject property.** 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
- Radius report from Monroe County Property Appraiser supporting the required labels**
- Letters of Coordination are required from the following:**
  - Florida Keys Aqueduct Authority (FKAA)
  - Florida Keys Electric Cooperative (FKEC) or Keys Energy Services
  - Monroe County Office of the Fire Marshal
  - Monroe County Public Works
  - Monroe County Health Department
  - Monroe County Solid Waste Management
  - Florida Department of Health if wastewater flows are less than or equal to 5,000 gallons per day or Florida Department of Environmental Protection if wastewater flows exceed 5,000 gallons per day

**If applicable, the following items must be included in order to have a complete application submission:**

(Please check the box as each required item is attached to the application.)

- Notarized Agent Authorization
- Vegetation Survey or Wetland delineation
- Construction Phasing Plan
- Additional Proof of Coordination may be required for your project, please contact with the Planning & Environmental Resources Department to identify other agencies expected to review the project. Other agencies may include, but are not limited to:
  - Florida Department of Transportation (FDOT)
  - South Florida Water Management District (SFWMD)
  - If necessary, Florida Department of State, Division of Historic Resources
  - If necessary, Florida Game and Freshwater Fish Commission (FGFFC)
  - If necessary, U.S. Army Corps of Engineers (ACOE)
  - If necessary, U.S. Fish and Wildlife Service (USFW)
- Any Letters of Understanding pertaining to the proposed plat**
- Any Prior County Actions pertaining to the proposed plat**

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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\* \* \* \* \*

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**