



MONROE COUNTY
PLANNING AND ENVIRONMENTAL RESOURCES DEPARTMENT
Non-Residential Permit Allocation (NROGO) Application
Monroe County Land Development Code Chapter 138
2030 Comprehensive Plan Policy 101.6.5

An application must be deemed complete and in compliance with the Monroe County Comprehensive Plan and Code by the staff prior to entering the NROGO evaluation process. Once this application is accepted and deemed complete, revisions may be made pursuant to Monroe County Land Development Code Section 138-52.

Print (SINGLE-SIDED) and attach a copy of the current recorded deed and a property record card (DATED WITHIN FIVE DAYS OF SUBMITTAL).

Application Fee: [MCC Section 138-52(b) nonrefundable fee]

- NROGO Application - up to 10,000 SF.....\$920.00
NROGO Application - 10,001-50,000 SF.....\$1,260.00
NROGO Application - 50,001 SF or greater.....\$1,540.00

NEW square feet request (check box): [ ] up to 10,000 SF [ ] 10,001-50,000 SF [ ] 50,001 SF or greater

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. Real Estate No./Parcel ID

Total existing Square Footage (SF) \_\_\_\_\_ NEW requested SF \_\_\_\_\_

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

Table with 2 columns: Yes/No and description of requirements for vacant land dedication.

The submitted Building Permit Application and plans for the non-residential development includes **reduction of access onto U.S. Highway 1** accordance with the 2030 Monroe County Comprehensive Plan Policy 101.6.5 (6). I/We are reducing trips and requesting the following points specified.

Category	Points Requested
<b>Highway Access.</b> The following points shall be assigned to allocation applications to encourage connections between commercial uses and reduction of the need for trips and access onto US Hwy 1:	
<input type="checkbox"/> 3 points: The development eliminates an existing driveway on or access-way to U.S. Highway 1.	Yes __ No __
<input type="checkbox"/> 2 points: The development provides no new driveway or access-way on U.S. Highway 1 and provides a connection between commercial uses.	Yes __ No __

I/We understand if the point(s) are not reflected on the current Building Permit Application eligible to submit into NROGO, the point(s) requested will not be assigned to this application.

The submitted Building Permit Application and plans for the non-residential dwelling unit includes **Landscaping, Energy and Water Conservation Points** accordance with the 2030 Monroe County Comprehensive Plan Policy 101.6.5 (7) to allocation applications **on lands designated as Tier III.** I/We are requesting the following points specified. I/We are requesting the following points specified.

Category	Points Requested
<b>Landscaping, Energy and Water Conservation.</b> The following points shall be assigned to allocation applications on lands designated as Tier III to encourage the planting of native vegetation and promote water conservation and increased energy efficiency:	
<input type="checkbox"/> 1 point: The project provides a total of two hundred percent (200%) of the number of native landscape plants required by the Land Development Code within landscaped bufferyards and parking areas.	Yes __ No __
<input type="checkbox"/> 1 point: Twenty-five percent (25%) of the native plants provided to achieve the point award above or provided to meet the landscaped bufferyard and parking area requirements of the Land Development Code are listed as threatened or endangered plants native to the Florida Keys.	Yes __ No __
<input type="checkbox"/> 1 point: Project landscaping is designed for water conservation including the collection and direction of rainfall to landscaped areas, or the application of re-used wastewater for watering landscape plants.	Yes __ No __
<input type="checkbox"/> 3 points: Proposes a commercial structure designed according to and certified to the standards of a sustainable building rating or national model green building code.	Yes __ No __
<input type="checkbox"/> 1 point: 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"/> .5 point: Includes installation of one or both of the following technologies:*	Yes __ No __
a. Ductless air conditioning system.	
b. High efficiency chillers.	
<input type="checkbox"/> 1 point: Includes installation of a permanent concrete cistern with a minimum capacity of 2,000 gallons.	Yes __ No __
<input type="checkbox"/> 2 points: Includes the installation of a gray water reuse system, meeting the requirements of the Florida Building Code.	Yes __ No __

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 Point criteria, the point(s) requested will not be assigned to this application.

**THIS IS A SAMPLE DOCUMENT APPLICANTS WILL BE GIVEN AN APPLICATION ONCE ELIGIBLE FOR NROGO**

Yes ___ No ___	<p>The applicant(s) is/are requesting employee housing points. Up to a maximum of four (4), shall be assigned to allocation applications which include new employee housing units.</p> <p style="text-align: center;">_____ <b>points requested on this NROGO Application.</b></p> <p>If points are requested then additional requirements are:</p> <ol style="list-style-type: none"> <li>1) The employee housing unit shall be required to meet the applicable provisions of Section 130-161.</li> <li>2) The proposed employee housing unit shall be included in the development approval for the nonresidential development proposed in the allocation application.</li> <li>3) A certificate of occupancy shall be granted for the nonresidential development authorized by the allocation award, but shall not be issued prior to the certificate of occupancy for the employee housing units.</li> <li>4) Each additional NROGO application which increases the number of proposed employee housing unit may receive additional points. The same employee housing unit included in a previous NROGO application cannot earn additional points in subsequent applications.</li> </ol> <p>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."</p>
Yes ___ No ___	<p>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.</p> <p>Maximum of two whole points may be purchased. Each point is <b>\$35,658.76</b>. Number points _____ purchased and to be paid on date of this application submittal/acceptance by the Planning &amp; Environmental Department with a Money Order or Cashiers Check.</p>

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:  
 \_\_\_\_\_

**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 NROGO application.

Furthermore, I acknowledge if the property is sold the rights to the NROGO 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 NROGO Application includes Land Dedication documentation will need to be submitted by the new property owner(s) to show the basis of the scoring of the NROGO Application has not changed. Otherwise, if the basis of the NROGO Application scoring has changed then the NROGO 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 NROGO Application via certified mail, any allocation award shall expire.

**THIS IS A SAMPLE DOCUMENT APPLICANTS WILL BE GIVEN AN APPLICATION ONCE ELIGIBLE FOR NROGO**

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 County 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 NROGO process again.

Please be advised that the Development Administrator will review the submitted NROGO Application for completeness pursuant to LDC Section 138-52(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: \_\_\_\_\_

**TO BE COMPLETED BY STAFF- DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PERMIT # \_\_\_\_\_**  
**\_\_\_\_\_ Annual NROGO \_\_\_\_\_ NROGO Bank**

**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 (unaltered and unbound and single-sided)
- Correct fee (check or money order to Monroe County Planning & Environmental Resources)
- Current Monroe County Property Record Card (DATED WITHIN FIVE DAYS OF SUBMITTAL).
- Proof of ownership (i.e. copy of recorded Warranty Deed)

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

- Copy of approved recorded Conditional Use
- Notarized Agent Authorization Form (note: authorization is needed from all owner(s) of the subject property)
- Copy of Letter of Understanding, Conditional Use approval
- 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.
- Monetary Payment to the County's Land Acquisition Fund for a maximum of Point 2: Money Order or Cashiers Check
- If land dedication is proposed 1) letter from the Biologist stating the property qualifies for dedication, 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 insurance policy and current Opinion of Title, 4) proposed WARRANTY DEED(S) (*Quit Claim Deeds will not be accepted*), and 5) land dedications must be in the same ownership as the owner listed above unless the applicant has an approved land dedication certificate.

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information within 10 days or return the application as incomplete. Additional fees may apply pursuant to the approved fee schedule.

If the information is not received in the prescribed timeframe your application will be returned as incomplete.

**If you have questions or wish to make an appointment to deliver your application, please call the Office closest to your project. [Marathon: (305) 289-2500; Key Largo: (305) 453-8800]**