

**Monroe County Planning &  
Environmental Resources Department**

**Manufactured and Mobile Home Replacement Checklist**

PROPERTY OWNERS WISHING TO  
**REPLACE OR SUBSTANTIALLY IMPROVE** A MANUFACTURED OR MOBILE HOME  
MAY SUBMIT THIS FORM AS A REQUEST FOR A PROPERTY ANALYSIS OF APPLICABLE  
MONROE COUNTY ZONING AND FLOODPLAIN REGULATIONS.

**Property Owner - Please complete Section A. Property Information, AND the attached Flood Affidavit**  
**Submit to:** Monroe County Planning & Environmental Resources Department  
Marathon Government Center  
2798 Overseas Highway, Suite 400  
Marathon, FL 33050

**TO BE COMPLETED BY PROPERTY OWNER:**

|   |     |                         |     |
|---|-----|-------------------------|-----|
| <b><u>A. Property Information</u></b>     |     |                         |     |
| Parcel ID Number(s) / RE#(s)              |     |                         |     |
| Block                                     | Lot | Subdivision             | Key |
| Property Address                          |     | Approximate Mile Marker |     |
| Property Owner Name                       |     |                         |     |
| Property Owner Contact Info: Phone Number |     | Email Address           |     |

\* \* \* \* \*

**TO BE COMPLETED BY STAFF:**

|   |
|---|
| <b><u>B. Substantial Damage/Improvement – (ASSESSMENT TOOL and/or PERMIT APPLICATION(S))</u></b>  |
| <input type="checkbox"/> <b>NO – Not Substantially Damaged</b> (if NO, owner should refer to “Building Permit Requirements for Mobile Home and Manufactured Units” document for repair guidelines)  |
| <input type="checkbox"/> <b>YES – Substantially Damaged</b> (if YES, owner should refer to the ROGO, Zoning, and Floodplain requirements for substantial improvements below, and the “Mobile Home and Manufactured Unit Replacement Information” document for more details) |
| <input type="checkbox"/> <b>Substantially Damaged by FLOOD</b>  |
| <input type="checkbox"/> <b>Substantially Damaged by WIND</b>   |
| <input type="checkbox"/> <b>Substantially Damaged by combination of FLOOD and WIND</b>  |
| * * * * *   |
| <b><u>C. ROGO Exemption on File – (PLANNING REVIEWER)</u></b>   |
| <input type="checkbox"/> <b>NO</b> (if NO, owner should request a ROGO Exemption Letter from the Planning Department; or must apply for a ROGO allocation prior to substantial improvement or replacement of a residential unit)  |
| <input type="checkbox"/> <b>YES</b> (if YES, substantial improvement or replacement of a residential unit will not require a ROGO allocation)   |

**D. Zoning & Community Center Overlay Criteria – (PLANNING REVIEWER)**

Must meet AT LEAST ONE of the following criteria (Zoning or Community Center) to **substantially improve or replace** with a manufactured or mobile home:

**Zoning**

- \_\_\_\_\_ **URM-L** (LDC §130-100)
- \_\_\_\_\_ **URM** (LDC §130-99)
- \_\_\_\_\_ **CFSD-13** (LDC §130-79(i))
- \_\_\_\_\_ **CFSD-16** (LDC §130-79(j))
- \_\_\_\_\_ **CFSD-20** and manufactured/mobile home lawfully existing as of 7/18/1995 (LDC §130-79(l))
- \_\_\_\_\_ **CFSD-all other #s** and manufactured/mobile home lawfully existing as of 9/15/1986 (LDC §102-56(f)(3))
- \_\_\_\_\_ **CFA** and manufactured/mobile home lawfully existing as of 9/15/1986 (LDC §102-56(f)(3))
- \_\_\_\_\_ **CFV** and manufactured/mobile home lawfully existing as of 9/15/1986 (LDC §102-56(f)(3))

**Community Center Overlay**  
(LDC §102-56(f)(3); §130-132 – §130-140)

- \_\_\_\_\_ **Key Largo Tradewinds CC** and manufactured/mobile home lawfully existing as of 9/15/1986
- \_\_\_\_\_ **Key Largo Downtown CC** and manufactured/mobile home lawfully existing as of 9/15/1986
- \_\_\_\_\_ **Key Largo Welcome Center CC** and manufactured/mobile home lawfully existing as of 9/15/1986
- \_\_\_\_\_ **Big Pine Key Commercial CC** and manufactured/mobile home lawfully existing as of 9/15/1986
- \_\_\_\_\_ **Lower Sugarloaf CC** and manufactured/mobile home lawfully existing as of 9/15/1986
- \_\_\_\_\_ **Cudjoe CC** and manufactured/mobile home lawfully existing as of 9/15/1986
- \_\_\_\_\_ **Summerland CC** and manufactured/mobile home lawfully existing as of 9/15/1986
- \_\_\_\_\_ **Ramrod CC** and manufactured/mobile home lawfully existing as of 9/15/1986
- \_\_\_\_\_ **Safe Harbor CC** and manufactured/mobile home lawfully existing as of 9/15/1986

**OTHER – DOES NOT MEET ANY of the Zoning or Community Center criteria above: MAY NOT SUBSTANTIALLY IMPROVE OR REPLACE WITH A MANUFACTURED OR MOBILE HOME.**  
(LDC §102-56(f)(2))

\* \* \* \* \*

**E. Floodplain Elevation Requirements Criteria – (FLOOD REVIEWER)**

Assuming Substantial Improvement/Replacement is permitted per Zoning (Section 4), above, must meet ALL FOUR of the following criteria to qualify to elevate on 36-inch reinforced piers instead of to BFE:

- \_\_\_\_\_ **1. NOT substantially damaged by a flood** (may be substantially damaged by other means)  
\_\_\_\_\_ Affidavit completed (44 CFR §60.3(e)(1), §60.3(e)(8), §60.3(c)(12); LDC §122-4(b)(4)b.)
- \_\_\_\_\_ **2. Zoning is URM-L** (refer to zoning checklist above) (LDC §130-53)
- \_\_\_\_\_ **3. Within a Manufactured and Mobile Home Park or Subdivision with facilities constructed before 1/1/1975**  
(44 CFR §60.3(e)(1), §60.3(e)(8), §60.3(c)(12); LDC §122-4(b)(4)b.)
- \_\_\_\_\_ **4. On lot contiguous to and surrounded by manufactured and mobile homes that are also not elevated to BFE**  
(LDC §122-4(b)(4)b.)

**DOES NOT MEET ALL FOUR of the floodplain criteria above: MUST ELEVATE TO MEET OR EXCEED BASE FLOOD ELEVATION.**

**A Zones:** Must elevate finished floor to or above BFE. (44 CFR §60.3(e)(1), §60.3(e)(6))  
**V Zones:** Must elevate bottom of beam (lowest horizontal structural member) to or above BFE.  
(44 CFR §60.3(e)(8), §60.3(e)(4); LDC §122-4(b)(1)a.)

**Planning Reviewer:** \_\_\_\_\_ **Floodplain Reviewer:** \_\_\_\_\_  
Initials Date Initials Date

**Reviewer(s) Initial:** \_\_\_\_\_ **Attached completed checklist and affidavit to Parcel in Community PLUS.**  
\_\_\_\_\_ **Placed copy of completed checklist and affidavit in any related Permit file.**

STATE OF FLORIDA  
COUNTY OF MONROE.

FLOOD AFFIDAVIT

Before me this day personally appeared \_\_\_\_\_ who, being duly sworn acknowledges and says:

I, the property owner of \_\_\_\_\_, hereby acknowledge that the home located at this address was not substantially damaged by flood or was not flooded at all.

\_\_\_\_\_  
Signature of Affiant (Owner)

Sworn to (or affirmed) and subscribed before me this \_\_\_ day of \_\_\_\_\_, 201\_\_, by

\_\_\_\_\_  
Name of Affiant

Personally known \_\_\_\_\_

OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public, State of Florida

\_\_\_\_\_  
Print, Type or Stamp Name of Notary Public

My commission expires: