

Monroe County Building Department

Middle Keys Office:2798 Overseas Highway,Marathon,FL,33050,(305) 289-2501 ❖ Lower Keys Office:5503 College Road,Key West,33040,(305) 295-3990
Upper Keys Office:102050 Overseas Highway,Key Largo,FL,33037,(305) 453-8800 ❖ Ocean Reef Office:11601 CR 905,Key Largo,FL 33037,(305) 453-8765
<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

**Administrative Appeal
Monroe County Division of Administrative Hearings**

Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet)

Block Lot Subdivision Key

Real Estate (RE) Number Alternate Key Number

Street Address (Street, City, State, Zip Code) Approximate Mile Marker

Land Use District Designation(s): _____

Flood Map Zone: _____

Present Land Use of the Property: _____

Are there any pending codes violations on the property? Yes: _____ No: _____

If yes, please provide case number: _____

A COPY OF THE BASIS FOR THE APPEAL IN THE NATURE OF AN INITIAL BRIEF AND ANY EVIDENCE INCLUDING TESTIMONY, AFFIDAVITS AND THE CURRICULUM VITAE OF ANY EXPERT WITNESS THAT WILL BE CALLED MUST BE ATTACHED TO THIS APPLICATION. THE BRIEF MUST, AT A MINIMUM, STATE ALL GROUNDS FOR THE APPEAL, INCLUDING BUT NOT LIMITED TO, THE LAW BEING APPEALED AND ANY FACTS NECESSARY FOR INTERPRETATION OF THOSE LAWS. (ATTACH ADDITIONAL SHEETS OF PAPER).

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 administrative appeal application (unaltered and unbound);
- Correct non-refundable fee (check or money order to Monroe County Building Department);
- Proof of ownership (i.e. Warranty Deed);
- Current Property Record Card(s) from the Monroe County Property Appraiser;
- A copy of the document(s), which comprise the administrative decision being appealed;
- Any evidence, record, permits and plans/drawings which forms the basis for the appeal must be submitted with this application;
- Names and addresses of all expert witnesses that you propose to call at the hearing;
- Photograph(s) of site from adjacent roadway(s);
- Photograph(s) of exterior and interior of space below base flood elevation.



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

Notarized Agent Authorization Letter (note: authorization is needed from all owner(s) of the subject property)

If deemed necessary to complete a full review of the application, the Floodplain Management Department reserves the right to request additional information.

If new evidence, or the basis for appeal, is submitted at the Board of County Commissioners hearing, Staff shall request that the hearing be continued to the next meeting so that Staff has the opportunity to prepare a response to the new evidence.

If the applicant does not submit the basis for the appeal with the application, then the application will be Deemed incomplete and returned to the applicant without submission to the Board of County Commissioners.

Appeal Procedure: Every decision of the Board shall be final, subject however to such remedy as any aggrieved party might have at law or in equity. Any such appeal will be limited to Appellate review of the record created before the Board. Please Note: A transcript made from recordings or other secondary means does not provide a sufficiently accurate record of all the speakers. Therefore, such "secondary" transcripts may not be accepted as valid verbatim transcripts, which is required for an appeal of the Final Order of the Division of Administrative Hearings.

I 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 FLORIDA **COUNTY OF** _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____ 20____ (year), by

(Name of person making statement).

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification

Type of Identification Produced: _____

Notary Public
My Commission Expires: _____

