

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



**Request for Plat Lot Line Adjustment**

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**An application must be deemed complete and in compliance with the Monroe County Code by Staff.  
A Pre-application Meeting is required prior to submitting this application pursuant to Sec.110-110(a) to identify issues that need to be considered in the process.**

Application Fee: \$930.00  
*Applicant is responsible for recording fees*

**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

**APPLICATION**

If a plat has been previously approved and recorded, technical or minor changes to the plat may be approved through a lot line adjustment pursuant to Monroe County Code Section 110-110, or if the changes meet the requirements of Section 177.141, Florida Statutes. *All other changes shall be considered a replat.*

The lot line adjustment shall be consistent with the purposes, goals and objectives of the Comprehensive Plan, the Land Development Code, applicable provisions of state law, and the provisions governing the development of land set forth in Chapter 130 in the Monroe County Code.

**Lands within the IS, IS-M, IS-V, IS-D, URM, URM-L 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 lots or parcels that lawfully existed as of September 15, 1986.**

The resulting lots configured in the lot line adjustment process must meet the minimum requirements for a building site pursuant to the Land Development Code and Comprehensive Plan. All resulting lots will conform to the site development standards of the applicable zoning district.

The resulting lots shall not create nor enlarge, expand or extend a nonconforming structure.

A lot line adjustment approval shall not result in the creation of additional lots or building sites, nor result in the encroachment into any public easement, right-of-way, or other required areas.

Parcels that have frontage on a county or state road must continue to have such frontage and access after the adjustment. Each resulting lot must have legal access, utilities (if available), water, sewer and storm drainage.

Applicant(s) shall submit a written consent from all property owners. All affected property owners shall be applicants for the lot line adjustment.

**Date of Pre-Application Meeting held with County:** \_\_\_\_\_

**Future Land Use Map Designation(s) of the property:** \_\_\_\_\_

**Land Use (Zoning) District Designation(s) of the property:** \_\_\_\_\_

**Total Land Area Affected:** \_\_\_\_\_Acres \_\_\_\_\_SF

**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:** (Attach additional pages if needed)

**Existing Number of Lots:** \_\_\_\_\_

**Existing Size of Lots:** \_\_\_\_\_Acres \_\_\_\_\_SF

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

**Proposed Size of Lots:** \_\_\_\_\_Acres \_\_\_\_\_SF

If approved, a lot line adjustment does not become effective until recorded in the public records of Monroe County, Florida.

## APPLICATION

### 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)
- Correct fee** (check or money order payable to Monroe County Planning & Environmental Resources)
- Proof of ownership** (i.e. Warranty Deed) for all lots
- Current Property Record Card(s) from the Monroe County Property Appraiser** for all lots
- Location map** for all lots
- Copy of Land Use District Map** (may request from the Planning & Environmental Resources Department prior to application submittal)
- Copy of Future Land Use Map** (may request from the Planning & Environmental Resources Department prior to application submittal)
- Photograph(s) of all lots from adjacent roadway(s)**
- Signed and Sealed Boundary Survey, prepared by a Florida registered surveyor – 4 sets**  
Survey shall include:
  - ✓ Existing lot lines according to recorded plat.
  - ✓ Dimensions of all lots before and the proposed lot line adjustment (include property line dimensions and square footage of each lot). Identify or label lots as “Lot A”, “Lot B”, etc.
  - ✓ Proposed new lot lines and lines to be eliminated shall be identified.
  - ✓ Location and dimensions of all existing structures and improvements (above ground and underground).
  - ✓ The location and dimensions of all existing and proposed easements, streets, roads, drainage, sewers, and utilities.
  - ✓ The location and dimensions of all bodies of water on the site and adjacent to the site.
  - ✓ Total acreage by land use district; and total acreage by habitat for the new proposed lot lines.
  - ✓ Adjacent street names, locations, and right-of-way widths.
  - ✓ For any structures that are within 25 feet of an existing or proposed property line, show the surveyed distance to existing or proposed property lines.
  - ✓ Existing and proposed legal descriptions for each lot.
- Copy of the Recorded Plat and any prior lot line adjustments for the property**
- Copies of any existing Covenants or Deed Restrictions for the property**
- Opinion of title**, no more than 90 days old, prepared and certified by an attorney licensed in Florida, verifying the current ownership and title of all interested parties, including mortgage holders, easement holders, etc. The opinion shall also contain a description of all encumbrances or deed restrictions which limit the use of the property.

### 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)
- Any Letters of Understanding pertaining to the proposed plat lot line adjustment**
- If necessary, Letters from all utility companies (written statement from all public and private utilities servicing the subject property dated not more than 90 days prior to the date of submission of the application, including water, sewer, electric, telephone, and cable television which state any objection or required conditions to the proposed lot line adjustment.)

Is there a pending code enforcement proceeding involving all or a portion of this property?

- Yes     No    Code Case file #

**APPLICATION**

Describe the enforcement proceedings and if this

application is being submitted to correct the violation: \_\_\_\_\_

\_\_\_\_\_.

**If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.**

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 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by means of  physical presence or  online notarization,

by \_\_\_\_\_, who is personally known to me OR produced  
(PRINT NAME OF PERSON MAKING STATEMENT)

\_\_\_\_\_ as identification.  
(TYPE OF ID PRODUCED)

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

\_\_\_\_\_  
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**