

APPLICATION

MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



Request for a Minor Conditional Use Permit for the Transfer of Development Rights (TDR)

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.

Conditional Use, TDR Transfer Fee: \$1,240.00

In addition to the application fee, the following fees also apply:

Advertising Costs: \$245.00

Surrounding Property Owner Notification: \$3.00 for each property owner required to be noticed

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

Sender Site Property Owner: (Business/Corp must include documents showing who has legal authority to sign.)

Name/Entity Contact Person

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

Work Phone Home Phone Cell Phone Email Address

Sender Site Legal Description of Property: (If in metes and bounds, attach legal description on separate sheet.)

Block Lot Subdivision Key

Real Estate (RE) / Parcel ID Number Alternate Key Number

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

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TDRs may be utilized to attain the density between the allocated density standard up to the maximum net density standard.

Pursuant to Policy 101.13.3, development rights may be transferred to a Receiver Site meeting the following criteria:

1. *The Future Land Use category and Land Use (Zoning) District must allow the requested use;*
 - *Liveable CommuniKeys Community Centers shall be encouraged as receiving areas for transfer of development rights.*
2. *Must have an adopted maximum net density standards;*
3. *Includes all infrastructure (potable water, adequate wastewater treatment and disposal wastewater meeting adopted LOS, paved roads, etc.);*
4. *Located within a Tier III designated area; and*
5. *Is not located within a designated CBRS unit.*

**All of 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.)**

- Complete application (unaltered and unbound)
- Correct fee (check or money order payable to Monroe County Planning & Environmental Resources)
- Proof of ownership for sender & receiver (i.e., Warranty Deed)
- Current Property Record Cards from the Monroe County Property Appraiser for sender & receiver sites
- Location map of sender & receiver sites
- Photographs of sender & receiver sites from adjacent roadway(s)
- Signed and Sealed Boundary Survey of sender and receiver sites, prepared by a Florida registered surveyor – two (2) sets each (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)
- Typed name and address mailing labels of all property owners within a 600-foot radius of the sender & receiver sites. 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.

**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 Letter (note: authorization is needed from all owner(s) of the sender site and receiver site properties)
- Any Letters of Development Rights Determination pertaining to the sender or receiver sites
- Any Letters of Understanding pertaining to the proposed transfer
- Disclosure of Interest Forms for the sender and receiver sites

Is there any pending code enforcement proceeding involving all or a portion of the sender or receiver site parcels?

- Yes No Code Case file # _____ Describe the enforcement proceedings and if this application is being submitted to correct the violation: _____

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

If for any reason the minor conditional use permit application requires review and consideration by the Monroe County Planning Commission, additional fees, mailing labels and copies of plans shall be required prior to item being scheduled for commission review.

* * * * *

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 (PRINT NAME OF PERSON MAKING STATEMENT)

produced _____ as identification.

(TYPE OF ID PRODUCED)

Signature of Notary Public, State of Florida

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**