



## APPLICATION

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

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(Name/Entity) Contact Person

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

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Work Phone Home Phone Cell Phone Email Address

**Receiver 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

*Pursuant to Comprehensive Plan Policy 101.6.8 and Land Development Code Sections 138-22 and 139-2, ROGO exemptions 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;*
2. *Must meet the adopted 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;*
5. *Located within the same ROGO subarea as the sender site, except exemptions may be transferred from the Big Pine Key and No Name Key ROGO subarea to the Lower Keys ROGO subarea; and*
6. *Structures are not located in a velocity (V) zone or within a CBRS unit.*

Market-rate transfers are subject to the additional criteria:

7. *The exemption is transferred to single-family residential legally platted lot; and*
8. *The exemption is transferred to a receiver site within the Improved Subdivision (IS) or Urban Residential Mobile Home (URM) Land Use District; and*
9. *A market rate exemption receiver site is not a recreational and commercial working waterfront.*

Sender Site Information	Responses:
Future Land Use Map Designation:	
Land Use (zoning) District Designation:	
Tier Designation:	
ROGO Subarea:	<input type="checkbox"/> Upper Keys <input type="checkbox"/> Middle Keys <input type="checkbox"/> Big Pine Key/No Name Key <input type="checkbox"/> Lower Keys
Number of Units and Type of Units lawfully established on Sender Site:	
Number of and Type of Units (market rate, affordable or transient) to be transferred from Sender Site:	

Receiver Site Information	Responses:
Future Land Use Map Designation:	
Land Use (zoning) District Designation:	
Tier Designation:	

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ROGO Subarea:	<input type="checkbox"/> Upper Keys <input type="checkbox"/> Middle Keys <input type="checkbox"/> Big Pine Key/No Name Key <input type="checkbox"/> Lower Keys
Does the Receiver Site have all infrastructure (potable water, adequate wastewater treatment and disposal wastewater meeting adopted LOS, paved roads, etc.)?	Please mark <b>all</b> infrastructure available: <input type="checkbox"/> Potable Water <input type="checkbox"/> Adequate Wastewater Treatment and Disposal Wastewater meeting adopted LOS <input type="checkbox"/> Paved Road <input type="checkbox"/> Other _____
Will the units to be transferred to Receiver Site be located in a velocity (V) zone?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will the units to be transferred to Receiver Site be located in a CBRS unit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will the units be transferred to a single-family legally platted lot?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the receiver site a recreational and/or commercial working waterfront?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Has a previous TRE application been submitted for this site within the past two years?  YES    NO

Date of pre-application conference regarding the proposed transfer of units: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month      Day      Year

**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*)
- Agent Authorization Form (if Applicant 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 and receiver sites
- Photographs of sender and 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 # \_\_\_\_\_

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