



CITY OF MARATHON PLANNING DEPARTMENT

9805 Overseas Highway, Marathon, Florida 33050

Phone (305) 743-0033 FAX (305) 743-3667

APPLICATION FOR AN ADMINISTRATIVE APPEAL

Fee: \$1500.00

Any Additional Meeting with Mailed & Published Notice will be charged @ \$1,500.00

This application must be completed and returned with all supporting data to the City of Marathon Planning Department. Incomplete applications will be returned. Appeals of decisions of the local planning agency must be filed with the City Planning Director within thirty (30) working days of the date of the decision.

APPLICANT NAME: _____

Mailing Address: _____

Phone Number: (Home) _____ (Office) _____

AGENT NAME: _____

Mailing Address: _____

Phone Number: (Home) _____ (Office) _____

**Applicant must submit a notarized letter authorizing the agent to act on his/her/it's behalf and stating the agent's name, address, and phone number.*

PROPERTY OWNER NAME: _____

Mailing Address: _____

Phone Number: (Home) _____ (Office) _____

LEGAL DESCRIPTION OF PROPERTY:

Lot: _____ Block: _____ Subdivision: _____

Key: _____ Mile Marker: _____

If in metes and bounds, attach a legal description on separate sheet.

Real Estate Number(s): _____

PROPERTY DESCRIPTION:

Street Address of Property (if applicable), or General Location Description: _____

Land Use District: _____

Present Use of Property: _____

Proposed Use of Property: _____

DECISION BEING APPEALED: _____

Date of Decision Being Appealed: _____

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 the interpretation of those laws. *(Attach additional sheets of paper if necessary)*

Names and addresses of all expert witnesses that you propose to call at the hearing: _____

Are there any pending code violations on the property? Yes No

If yes, please explain: _____

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 or Agent

Date

State of Florida Notary Public

The foregoing signature was acknowledged before me this ____ day of _____, 20__
by _____, who is personally known to me ____ or has produced
_____ as identification.

Seal:

Notary Public Signature
My Commission Expires:_____

Pursuant to Section 286.0105, Florida Statutes, notice is given that if a person decides to appeal any decision made by the Planning Commission with respect to any matter considered at such hearing or meeting, that person will need a record of the proceedings, and that, for such purpose that person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Such record to be at the cost of the appellant.

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 a valid verbatim transcript.

SUPPORTING DOCUMENTS

All applicable items must be submitted with the application to be considered complete. Incomplete applications will be returned.

_____ PROOF OF OWNERSHIP: deed, lease or pending sale contract.

_____ AGENT AUTHORIZATION: Appellant must submit a notarized letter authorizing the agent to act on his/her/it's behalf and stating the agent's name, address, and phone number.

_____ LOCATION MAP

_____ PHOTOGRAPHS of site from the main adjacent road or aerial photograph

_____ SEALED AND SIGNED SURVEY by a Florida registered surveyor (5 copies)

_____ A copy of the document(s) which comprise the administrative decision being appealed.

_____ A TYPEWRITTEN LIST of the names and mailing addresses of all Property Owners within 300 feet from the borders of the project obtained from the Monroe County Property Appraiser (305-289-2550). Indicate lot, block, subdivision name and the Real Estate numbers for each address. The Applicant must provide **three (3) sets** of address labels or an electronic spreadsheet/list.