



## CITY OF MARATHON PLANNING DEPARTMENT

9805 Overseas Highway, Marathon, Florida 33050

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

### PRE-APPLICATION CONCEPT MEETING

**FEE: \$300.00**

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PROPERTY OWNER: \_\_\_\_\_

APPLICANT'S NAME (if not owner): \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_

RE #: \_\_\_\_\_

SIZE OF PROPERTY: \_\_\_\_\_

DESCRIPTION OF PROPOSED DEVELOPMENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*DESIRED MEETING DATE AND TIME: \_\_\_\_\_

Please note that this is only a request for your preferred meeting date. The actual date will depend upon submission of the required materials and will be scheduled by the City Planner for a time which accommodates all attendees.

Please provide the following items in triplicate, with your pre-application request form. These will enable staff to determine the feasibility of your project in the context of existing regulations:

1. A survey of the subject property with a legal description and a map of its location;
2. The size of the property, the area of all existing development and the area of all proposed development;
3. A preliminary site plan (which does not have to be drawn by a professional) that shows all structures, setbacks, bufferyards, parking, and landscaped areas;
4. A brief written description of the proposed development; and
5. Photographs of the site and, if applicable, a Habitat Evaluation Index or vegetation survey.

If you have questions or need additional information, please call the Planning Department at (305) 289-4121.