



**CITY OF MARATHON PLANNING DEPARTMENT**

**9805 Overseas Highway, Marathon, Florida 33050**

**Phone: (305) 743-0033 Fax: (305) 743-3667**

**APPLICATION FOR CONDITIONAL USE**

**FEE: \$2,500.00**

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

**This application must be completed and returned with all required supporting documents to the City of Marathon Planning Department. Incomplete applications will be returned.**

**APPLICANT NAME:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Office) \_\_\_\_\_

**AGENT NAME:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (Home) \_\_\_\_\_ (Office) \_\_\_\_\_

**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: \_\_\_\_\_

\_\_\_\_\_

Gross Floor Area in Square feet (Non-Residential Uses): \_\_\_\_\_

Number of Residential Units to be Built: \_\_\_\_\_

Number of Affordable or Employee Housing Units to be Built: \_\_\_\_\_

\_\_\_\_\_

Number of Hotel-Motel, Recreational Vehicle, Institutional Residential or Campground Units to be Built per Type: \_\_\_\_\_

\_\_\_\_\_

Has an Application Been Submitted for this Site Within the Past Two Years? \_\_\_\_\_

If Yes, Name of the Applicant and Date of the Application: \_\_\_\_\_

\_\_\_\_\_

**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: \_\_\_\_\_

## 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.

\_\_\_\_\_ LOCATION MAP

\_\_\_\_\_ PHOTOGRAPHS of site from the main adjacent road or aerial photograph

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

\_\_\_\_\_ VEGETATION SURVEY or HABITAT EVALUATION INDEX, if applicable

\_\_\_\_\_ ENVIRONMENTAL DESIGNATION SURVEY and COMMUNITY IMPACT STATEMENT (Major Conditional Uses only)

\_\_\_\_\_ SITE PLAN prepared by a Florida registered architect, engineer or landscape architect (5 copies). **INCLUDING BUT NOT LIMITED TO:**

- Property lines, Mean High Water Line (MHWL), and dimensions of the parcel
- Areas and dimensions of existing and proposed structures
- Adjacent roadways and uses of adjacent property
- Setbacks
- Parking (including handicap parking) and loading zone locations and dimensions
- Calculations for open space ratios, floor area ratios, density and parking
- Outdoor lighting location, type, power and height
- Extent and area of wetlands, open space areas, and landscape areas
- Location of solid waste separation, storage and removal
- Type of ground cover such as asphalt, grass, pea rock
- Sewage treatment facilities
- Existing and proposed fire hydrants or fire wells
- Location of bike racks (if required)
- Flood zones pursuant to the Flood Insurance Rate Map (FIRM)

\_\_\_\_\_ FLOOR PLANS (5 copies)

\_\_\_\_\_ LANDSCAPE PLANS at the same scale as the site plan (5 copies). May be on a separate plan or shown on the site plan. **INCLUDING BUT NOT LIMITED TO:**

- Open space preservation areas
- Size and type of buffer yards including the species, size, and number of plants
- Parking lot landscaping including the species, size and number of plants
- Existing natural features
- Specimen trees, or threatened and endangered plants to be retained and those to be relocated or replaced
- Transplantation plan (if required)

\_\_\_\_\_ CONCEPTUAL DRAINAGE PLAN with drainage calculations prepared by a registered engineer at the same scale as the site plan (5 copies). The plan must show existing and proposed topography, all drainage structures, retention areas and drainage swales, and existing and proposed permeable and impermeable areas.

\_\_\_\_\_ ELEVATION DRAWINGS of all proposed structures with the elevations of the following features referenced to NGVD: Existing grade, finished grade, finished floor elevations (lowest supporting beam for V-zone development), roofline and highest point of the structure (5 copies)

\_\_\_\_\_ TRAFFIC STUDY prepared by a licensed traffic engineer.

\_\_\_\_\_ CONSTRUCTION MANAGEMENT PLAN (State how impacts on near-shore water and surrounding property will be managed - i.e. construction barrier, hay bales, flagging, etc.).

\_\_\_\_\_ CONSTRUCTION PHASING PLAN

\_\_\_\_\_ 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 follow procedures for mailed notices as provided in Section 102.08 of the City of Marathon's Land Development Regulations.

\_\_\_\_\_ LETTERS OF COORDINATION MAY BE REQUIRED FOR YOUR PROJECT. The applicant must check with the Planning Department to identify other agencies expected to review the project. These may include:

- City of Marathon, City Fire Chief – (305) 743-5266
- Florida Department of Environmental Protection (FDEP) – (305) 289-2310
- Florida Department of State, Division of Historic Resources
- Florida Department of Transportation (FDOT) – (305) 289-2350
- Florida Keys Aqueduct Authority (FKAA) – (305) 743-5409
- Florida Keys Electric Cooperative (FKEC) – (305) 743-5344
- Monroe County Department of Health – (305) 289-2721
- South Florida Water Management District (SFWMD)
- U.S. Army Corps of Engineers (ACOE) – (305) 743-5349
- U.S. Fish and Wildlife Service (USFWS) – (772) 562-3909, ext. 306
- Other, as applicable to the project

**\*Engineering review fees are not included in this application fee**