



CITY OF  
**MARATHON**, FLORIDA  
Planning Department

9805 Overseas Hwy, Marathon, FL 33050  
Phone (305) 743-0033 www.ci.marathon.fl.us

**Site Plan Review Application**

Fee: \$ 1,250.00

\*Any Additional Meeting with Mailed & Published Notice will be charged @ \$1,500

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: \_\_\_\_\_ Phone (Alt): \_\_\_\_\_

Email: \_\_\_\_\_

**Agent Name:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Phone (Alt): \_\_\_\_\_

Email: \_\_\_\_\_

\*Property owner must submit a notarized letter authorizing the agent to act on his/her behalf.

**Property Owner Name:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Phone (Alt): \_\_\_\_\_

Email: \_\_\_\_\_

**Legal Description of Property:**

Key: \_\_\_\_\_ Mile Marker: \_\_\_\_\_

RE Number: \_\_\_\_\_

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

**Property Description:**

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

Land Use District: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Property Site Size: \_\_\_\_\_

Gross Floor Area in Sq Ft (Non-Residential Use): \_\_\_\_\_

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?  Yes  No

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

\_\_\_\_\_  
Name Date

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.

\_\_\_\_\_  
Applicant or Agent Name (Please Print)

\_\_\_\_\_  
Signature of Applicant or Agent Date

**NOTARY STATE OF FLORIDA,  
COUNTY OF MONROE**

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_ who is personally known or who produced  
\_\_\_\_\_ for identification.

\_\_\_\_\_  
Signature of Notary Public – State of Florida My commission Expires: \_\_\_\_\_

**SUPPORTING DOCUMENTS**

The following is a list of supplemental documents. To determine whether an item is appropriate to a particular submittal, please contact the City Planning and Development staff.

- \_\_\_\_\_ PROOF OF OWNERSHIP: deed, lease or pending sale contract.
- \_\_\_\_\_ LOCATION MAP showing where the project is located.
- \_\_\_\_\_ PHOTOGRAPHS of site from the main adjacent road. A recent aerial photograph with property boundaries delineated may be substituted.
- \_\_\_\_\_ SEALED AND SIGNED SURVEY by a Florida registered surveyor. The survey should include elevations and location of all existing structures, paved areas, location of all utility structures, bodies of water, docks, piers, mean high water line, acreage by Land Use District and acreage by habitat.
- \_\_\_\_\_ VEGETATION SURVEY or Habitat Evaluation Index, if applicable.
- \_\_\_\_\_ ENVIRONMENTAL DESIGNATION SURVEY or COMMUNITY IMPACT STATEMENT
- \_\_\_\_\_ SITE PLAN prepared by a Florida registered architect, engineer or landscape architect at a standard engineering scale as appropriate for the size and shape of the project. **MAY NEED TO INCLUDE:**
  - \_\_\_\_\_ Property lines and mean high-water shoreline and outside dimensions of the entire parcel;
  - \_\_\_\_\_ All areas and dimensions of existing and proposed structures;
  - \_\_\_\_\_ Adjacent roadways and uses of adjacent property;
  - \_\_\_\_\_ Setbacks as required by the Land Development Regulations;
  - \_\_\_\_\_ Parking (including handicap parking) and loading zone locations and dimensions;
  - \_\_\_\_\_ 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);
  - \_\_\_\_\_ Adjacent Land Use Districts.
- \_\_\_\_\_ FLOOR PLANS at an appropriate standard architectural scale including handicap accessibility features:
- \_\_\_\_\_ LANDSCAPE PLANS at the same scale as the site plan. May be on a separate plan or shown on the site plan. **MAY NEED TO INCLUDE:**
  - \_\_\_\_\_ Building footprints, driveways, parking areas and other structures;
  - \_\_\_\_\_ 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: 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.

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

\_\_\_\_\_ CONSTRUCTION MANAGEMENT PLAN (State how impacts on nearshore water and surrounding property will be managed – i.e. construction barrier, siltation fencing, flagging, etc.).

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

\_\_\_\_\_ LIST of the names and addresses of **all Property Owners** within 300 feet from the borders of the project. Indicate lot, block, subdivision name and the Real Estate numbers for each address. Compile the list from the tax rolls located in the Property Appraiser’s Office. A map showing the affected surrounding properties, address labels and envelopes (or pre-addressed envelopes), and postage

LETTERS OF COORDINATION MAY BE REQUIRED FOR YOUR PROJECT. These may include:

- \_\_\_\_\_ Florida Keys Aqueduct Authority (FKAA)
- \_\_\_\_\_ Florida Department of Health (DOH)
- \_\_\_\_\_ Florida Keys Electric Cooperative (FKEC)
- \_\_\_\_\_ Fire Marshall
- \_\_\_\_\_ South Florida Water Management District (SFWMD)
- \_\_\_\_\_ Florida Department of Environmental Protection (FDEP)
- \_\_\_\_\_ Florida Department of State, Division of Historic Resources
- \_\_\_\_\_ Florida Fish & Wildlife Conservation Commission (FFWCC)
- \_\_\_\_\_ U.S. Army Corps of Engineers (ACOE)
- \_\_\_\_\_ U.S. Fish and Wildlife Service (FWS)
- \_\_\_\_\_ Florida Department of Transportation (FDOT)

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