



CITY OF  
**MARATHON**, FLORIDA  
Planning Department

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

**Pre-Application Concept Meeting**  
**FEE: \$300.** The fee is payable upon application submittal.

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

Applicant Name (If Not Owner): \_\_\_\_\_

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.*

Size of Prperty: \_\_\_\_\_

Descripton 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.