



CITY OF
MARATHON, FLORIDA
Planning Department

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

Office Use Only	
Recv'd: _____	By: _____
App #: _____	
#: _____	
Meeting Date: _____	

Appeal Application 2017

FEE: \$1,500.00. The fee is payable upon application submittal.

*Any additional meeting with mailed & published notice will be charged additional \$1,500.00

Please check: Administrative Appeal Planning Commission Appeal

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:

Parcel Number(s): _____

Land Use District: _____

Zoning District: _____

Present Use of Property: _____

Proposed Use of Property: _____

Property Size: _____

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 as 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? No Yes 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.

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:

OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

CITY OF MARATHON PLANNING DEPARTMENT

I/WE _____
Print name(s) of property owner(s)

Hereby
Authorize: _____
Print name of Agent

to represent me/us in processing an application
for: _____
Type of Application

on our behalf. In authorizing the agent to represent me/us, I/we, as owner/owners, attest that the application is made in good faith and that any information contained in the application is accurate and complete.

(Signature of owner)

(Signature of owner)

(Print name of owner)

(Print name of owner)

**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:

Appeals

- An appeal of the decision of the administrative official or body may be made **within 30 working days from the date of such decision**. If filed, an appeal stays any further action on the permit until final resolution of the appeal, unless the administrative official or body, whose action is the subject of the appeal, certifies in writing that the stay poses an imminent peril to life or property.

IMPORTANT NOTES:

- A concept meeting with the Planning Department is recommended prior to submitting your application; this informal meeting allows you to become acquainted with all requirements and processes involved with your application. To guide you through the process and ensure that your application is understood and properly processed, it is recommended that you also meet with a City Planner at the time you submit your completed application. Appointments can be scheduled by contacting the Department ahead of time.
- The Council and PC shall consider only those items cited in the appeal. In its deliberation, it may use the record and any additional evidence relative to the application and may confirm, reverse, or modify the appealed action based upon its interpretation of the findings required and the evidence submitted.
 - *Commission:* The PC shall hear and make decisions on appeals of an action by any administrative official or the TRC made pursuant to the provisions of the LDRs.
 - *Council:* The Council shall hear and make decisions on appeals of an action taken by the PC made pursuant to the provisions of the LDRs.
- The decision of the Council and PC on an appeal shall be effective immediately.
- An appeal of the decision of the Planning Commission may be made within 30 working days from the date of such decision. The appeal will be heard by the City Council within 45 working days of receipt of a complete appeal application.
- **In accordance with FL Statute 286.0105** if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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. The requirements of this section do not apply to the notice provided in s. 200.065(3).

2017 Planning Commission Meeting Schedule

Application Deadline											
12/01/16	01/01/17	02/01/17	03/01/17	04/01/17	05/01/17	06/01/17	07/01/17	08/01/17	09/01/17	10/01/17	11/01/17
Planning Commission Meeting Date											
01/17/17	02/21/17	03/20/17	04/17/17	05/22/17	06/19/17	07/17/17	08/21/17	09/18/17	10/16/17	11/20/17	12/18/17

Meetings are held the 3rd Monday of the month at 5:30pm.

STAFF CONTACTS: The Planning Department will guide your application from start to finish, engaging other City departments or agencies as needed. You will receive a copy of the staff report one week before your meeting.

George Garrett
 Planning Director
garrettg@ci.marathon.fl.us
 305-289-4111

Brian Shea
 City Planner
sheab@ci.marathon.fl.us
 305-289-4112

Geovanna Torres
 City Planner
torresg@ci.marathon.fl.us
 305-289-4109

CITY OF MARATHON PLANNING DEPARTMENT

Application Requirements Appeal Applications

These requirements are not to be considered ALL inclusive of the requirements for the proposed work. The City may require additional drawings, specifications or information in order to complete the review of the application.

THE FOLLOWING MUST BE PROVIDED IN ORDER TO BE A COMPLETE APPLICATION:

- ⇒ **Application completed in full.**
- ⇒ **Proof of ownership** (copy of deed or tax statement)
- ⇒ **Agent authorization** (as applicable)
- ⇒ **Property Survey** no older than two years from date of application.
- ⇒ **Site Plans.** As applicable
- ⇒ **A copy of the document(s) which comprise the decision being appealed.**
- ⇒ Letters of Coordination may be required. 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
 - City of Marathon, Utilities Manager- (305) 289-5009
 - 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

[Chapter 102, Article 17 – Appeals](#)

Provide an explanation of the basis for the appeal and any other evidence that may be pertinent to the application.

Use additional sheets as necessary