



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: _____	

Conditional Use Application 2017

FEE: \$2,500.00. The fee is payable upon application submittal.

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

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:

CITY OF MARATHON PLANNING DEPARTMENT

9805 Overseas Highway, Marathon, FL 33050

Phone (305) 743-0033 | planning@ci.marathon.fl.us | www.ci.marathon.fl.us/government/planning/

OWNER'S AUTHORIZATION FOR AGENT REPRESENTATION

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:

CITY OF MARATHON PLANNING DEPARTMENT

CONDITIONAL USES:

- Conditional uses are uses which, because of their character, size and potential impacts, may or may not be appropriate in particular zoning districts. The conditional use requirement is intended to allow for the integration of certain land uses and structures within the City of Marathon, based on conditions imposed by the Council. Review is based primarily on compatibility of the use with its proposed location and with surrounding land uses and on the basis of all zoning, subdivision and other ordinances applicable to the proposed location and zoning district.
- Conditional uses shall not be allowed where the conditional use would create a nuisance, traffic congestion, a threat to the public health, safety or welfare of the community or a violation of any provision of the City Code, state law, rule or regulation.
- For proposed uses not specifically described as a permitted or conditional use, the Director, shall in writing, determine if the proposed use is substantially similar to a described permitted or conditional use in that particular zoning district.

IMPORTANT NOTES:

- A concept meeting with the Planning Department is **required** 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.
- Completed applications are due by the 1st day of the month and will be scheduled for the following month. Applications can be turned in at City Hall Monday through Friday between the hours of 8:00am and 5:00pm (excluding holidays). Cases are heard by the Planning Commission and a recommendation is forwarded to the City Council for action.
- Conditional Use approval is valid for one (1) year and may be extended for a maximum of one (1) year by the Planning Director.

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

APPEALS: 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).

CITY OF MARATHON PLANNING DEPARTMENT

APPLICATION REQUIREMENTS CONDITIONAL USES

These requirements are not to be considered ALL inclusive of the requirements for the proposed work. The Planning Department 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)
- ⇒ **Vegetation Survey or Habitat Evaluation Index** (as applicable)
- ⇒ **Location Map and Photographs** of site from the main adjacent road and/ or aerial photograph.
- ⇒ **5 copies and 1 digital set (CD of DVD, No Flash Drives) of the following plans, drawn to scale, signed and sealed by a Florida registered Surveyor, Architect or Engineer:**
 - **Property Survey** no older than two years from date of application.
 - **Site Plans.** 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 and Buffers
 - 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
 - Location of bike racks (if required)
 - Flood zones pursuant to the Flood Insurance Rate Map (FIRM)
 - Indicate type of construction per the Florida Building code, and whether the structures are of protected or unprotected construction.
 - Show Fire hydrants per following schedule:
 - Commercial Non-Fire Sprinkler Protected Buildings:
 - 350 feet between hydrants
 - No building further than 175 feet from a fire hydrant.

CITY OF MARATHON PLANNING DEPARTMENT

9805 Overseas Highway, Marathon, FL 33050

Phone (305) 743-0033 | planning@ci.marathon.fl.us | www.ci.marathon.fl.us/government/planning/

- Commercial Buildings Protected by Approved Fire Sprinkler System 500 feet between hydrants.
 - No building further than 250 feet from a hydrant.
 - Provide location of fire lanes (marked fire apparatus roads) and fire lane marking details on plans. **NFPA 1 (2012) 18.2.3.5.1**
 - Provide a minimum 42 ft curb radius at driveways. Reference City of Marathon Turning Radius requirements **NFPA 1 (2012) 18.2.3.4.3.1**
 - Provide minimum 13' 6" vertical clearance for all canopies and road overhangs. **NFPA 1 (2012) 18.2.3.4.1.2.**
 - Fire department access roads shall have an unobstructed width of not less than 20'. **NFPA 1 (2012) 18.2.3.4.1.1**
 - Dead-end fire department access roads in excess of 150ft in length shall be provided with approved provisions for the fire apparatus to turn around. **NFPA 1 (2012) 18.2.3.4.4**
 - Marine areas shall comply with **NFPA 303**
 - **Landscape Plans.** 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)
 - **Floor Plans and Elevations** 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.
 - **Drainage Plans with drainage calculations.** The plan must show existing and proposed topography, all drainage structures, retention areas and drainage swales, and existing and proposed permeable and impermeable areas.
 - **Construction Management Plan:** (State how impacts on near-shore water and surrounding property will be managed - i.e. erosion control, construction barriers, hay bales, flagging. etc.).
 - **Construction Phasing Plan** (as applicable)
- ⇒ **A Traffic Study** prepared by a licensed traffic engineer.
- ⇒ 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 Marshall's Office – (305) 289-8938
 - City of Marathon, Utilities Manager- (305) 289-5009

CITY OF MARATHON PLANNING DEPARTMENT

9805 Overseas Highway, Marathon, FL 33050

Phone (305) 743-0033 | planning@ci.marathon.fl.us | www.ci.marathon.fl.us/government/planning/

- 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

CITY OF MARATHON PLANNING DEPARTMENT

9805 Overseas Highway, Marathon, FL 33050

Phone (305) 743-0033 | planning@ci.marathon.fl.us | www.ci.marathon.fl.us/government/planning/

[Chapter 102, Article 13 – Conditional Use Permits](#)

Explain how this application complies with the approval criteria listed below.

Use additional sheets as necessary

1. The proposed use is consistent with the Comprehensive Plan and LDRs:

2. The proposed use is compatible with the existing land use pattern and future uses designated by the Comprehensive Plan:

3. The proposed use shall not adversely affect the health, safety, and welfare of the public:

4. The proposed conditional use minimizes environmental impacts, including but not limited to, water, air, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment:

CITY OF MARATHON PLANNING DEPARTMENT

9805 Overseas Highway, Marathon, FL 33050

Phone (305) 743-0033 | planning@ci.marathon.fl.us | www.ci.marathon.fl.us/government/planning/

5. Satisfactory provisions and arrangements have been made concerning the following matters, where applicable:

- 1) Ingress and egress to the property and proposed structures thereon with particular reference to automotive, bicycle, and pedestrian safety and convenience, traffic flow and control and access in case of fire or catastrophe:

- 2) Off-street parking and loading areas where required, with particular attention to 1). above:

- 3) The noise, glare or odor effects of the conditional use on surrounding properties:

- 4) Refuse and service areas, with particular reference to location, screening and 1) and 2) above:

- 5) Utilities, with reference to location and availability:

CITY OF MARATHON PLANNING DEPARTMENT

6) Screening and buffering with reference to type, dimensions and character:

7) Signs, if any, and proposed exterior lighting with reference to glare, traffic safety and compatibility with surrounding properties:

8) Required yards and other open space:

9) General compatibility with surrounding properties:

10) Any special requirements set forth in the LDRs for the particular use involved. See [Chapter 104, Article 1 – General Provisions](#)

CITY OF MARATHON PLANNING DEPARTMENT