



CITY OF  
**MARATHON**, FLORIDA  
Planning Department

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

**Application for Commercial Building Permit Allocation System**  
**Application Fee: \$600.00**

Once this application is accepted and deemed complete, revision to your application will only be accepted if this currently application is withdrawn and a new application is submitted. This application must be fill out completely. 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.*

Total Square Feet Requested: \_\_\_\_\_

Please check the statements that apply to your proposal and attached the requested documents, if applicable:

**The proposal includes a dedication of vacant, buildable land located in areas proposed for acquisition.** Attachments required with this application are: 1) letter from the Biologist stating the property is dedicateable, 2) proof of ownership, 3) proposed WARRANTY DEED(S) (Quit Claim Deeds will not be accepted). Please list the RE'(s) of the land to be dedicated

**The proposal will reduce the permitted floor area ratio (FAR) to 23% or less.** Attachments required with this application are: 1) a legally binding restrictive covenant running in favor of the City limiting the FAR to 23% or less for a period of 20 years.

**The proposal provides an affordable/employee residential dwelling unit.** Attachments required with this application are: 1) a legally binding restrictive covenant restricting the use of the units in accordance with the City's affordable/employee housing regulations for a period of 50 years.

*I certify 1) I have read and examined this application including attachments and know the same to be true and correct, 2) All provisions of laws and ordinances governing this type of work are complied with whether specified herein or not, including the provision of Local, State, or Federal requirement regulating construction or the performance of construction.*

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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:

**To Be Completed By Staff**

Received By	Date	Time	CBPAS#

## CBPAS Application Procedure

### Permit Application:

All applications must be complete and contain the following information:

1. The property owner's name, signature or affidavit must be notarized.
2. The contractor and agent information including phone and email address, if applicable.
3. Agent Authorization Letter (if applicable).
4. Survey
5. The address of the proposed project.
6. A description of the proposed project or improvement.
7. The square footage of the proposed project or improvement.
8. Proof of ownership, i.e. Property Record Card from the Property Appraiser's Office dated within the last month or a copy of the recorded Warranty Deed for the property.

### Plans or Drawings:

All submitted plans or drawings (3 sets) must be complete, to scale or dimensioned, signed and sealed by the appropriate design professional, if applicable, and contain the following information: (Minimum drawing size for sealed plan 24" x 36")

1. The cover or first sheet must include the following information: the name of the project, owner, legal description, and address
2. Flood zone information including the flood zone, the base flood elevation (BFE), the proposed elevation of the first habitable floor or the lowest horizontal member in "VE" zones, the proposed elevation of the ground slab, if utilized, and the proposed elevation of the grade immediately adjacent to the structure
3. Overall height/elevation of the existing and proposed structure and number of stories
4. All required CBPAS information including estimated points
5. The square footage of:
  - existing and proposed habitable or conditioned area of each floor
  - existing and proposed porches, balconies or stairs
  - any existing and proposed enclosed area below BFE
  - all roof areas
6. Existing and proposed front, side, and rear setbacks from property lines
7. Proposed Floor Area Ratio (FAR)
8. Proposed Open Space Ratio (OSR)
9. Drainage calculations and method (swale or berm)
10. Parking requirements and details
11. Landscaping requirements and details

**\*A CBPAS allocation does not constitute a building permit; a building permit is still required for any building activity. At the time of applying for a building permit, the applicant must submit full sets of building and site plans as required before the application can be reviewed and the building permit issued.\***