



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: _____	

Comprehensive Plan Text or Map (FLUM) Amendment Application 2017

FEE: \$3,000.00. The fee is payable upon application submittal.

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

Please check: Comprehensive Plan Text Amendment Map Amendment (FLUM)

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 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

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:

COMPREHENSIVE PLAN TEXT AND MAP (FLUM) AMENDMENTS:

- Comprehensive Planning in the City of Marathon is the long- term planning strategy for land use regulation and the City’s Land Development Regulations are the primary implementation tool of the Comprehensive Plan. The City’s Comprehensive Plan is developed, adopted and implemented in accordance with [Chapter 163](#) and [Chapter 380](#) of Florida Statute. Adoption or amendment of the City’s Comprehensive Plan is treated as a legislative action that must be reviewed and approved in accordance with the State Coordinated Review Process established by the Department of Economic Opportunity (DEO).

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.
- All amendments to the City of Marathon Comprehensive Plan are subject to State Coordinated Review.

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 Comprehensive Plan Text And Map (FLUM) Amendments

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)
- ⇒ **Location Map and Photographs** of site from the main adjacent road and/ or aerial photograph.
- ⇒ **5 copies and 1 digital set 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.** As applicable.
- ⇒ **A Traffic Study** prepared by a licensed traffic engineer.

- ⇒ A FILE in excel or pdf. format of the names and mailing addresses of all Property Owners within 300 feet from the borders of the project obtained from the Monroe County Property Appraiser. Indicate lot, block, subdivision name and the Real Estate numbers for each address. 3 sets of mailing labels of the names and addresses of the property owners, to be provided to the City for Certified mailings.
- ⇒ 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

CITY OF MARATHON PLANNING DEPARTMENT

Chapter 102, Article 6 – COMPREHENSIVE PLAN AMENDMENT

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

Use additional sheets as necessary

1. Describe any potential impacts to the following Natural Resources arising from the proposed change

a. Wetlands

b. Estuaries

c. Living marine resources

d. Beaches / Dunes

e. Unique wildlife habitat

f. Water Quality

2. Describe any potential impacts to Historic Resources arising from the proposed change

3. Describe any potential impacts to City Infrastructure arising from the proposed change

a. Wastewater

b. Stormwater

c. Potable Water

d. Solid Waste

e. Transportation

4. Describe any potential impacts to Affordable Housing arising from the proposed change

5. Describe any potential impacts to the Coastal High Hazard Area arising from the proposed change.

6. Describe any potential impacts to Hurricane Evacuation arising from the proposed change.

7. Describe any potential impacts to Marina Siting or Ports arising from the proposed change.

8. Describe any potential impacts to the following public use items arising from the proposed change

a. Shoreline use and Access

b. Water dependant and independent activity

9. Describe any Land Acquisition associated with the proposed change