



CITY OF  
**MARATHON**, FLORIDA  
Planning Department

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

<b>Office Use Only</b>	
Recv'd: _____	By: _____
App #: _____	
#: _____	
Meeting Date: _____	

### Application for Transient Residential Units (TRU's) 2017

**Fee: \$5,000** The fee is payable upon application submittal

**Applicant/Approved Project Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Phone (Alt):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**REQUIRED - Proof of ownership in Property and Entitlements (Please Attach)**

Date of most recent Conditional Use (CU) permit: CU Resolution #: \_\_\_\_\_

Development Agreement (DA): DA Resolution #: \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Legal Description of Property:**

**Key:** \_\_\_\_\_ **Mile Marker:** \_\_\_\_\_

**RE Number:** \_\_\_\_\_

*If in metes and bounds, attach a legal description on separate sheet.*

**Request (As Of Date of Application)**

Number of TRU entitlements legally associated with the Property: \_\_\_\_\_

Number of TRU allocations sought from the City: \_\_\_\_\_

Total number of TRU entitlements associated with the Property when fully (re-)developed: \_\_\_\_\_

I certify the information contained in this application. To the best of my knowledge such information is true, complete and accurate. I attest that I am aware of the provisions of TRU Ordinance 2012-07 that specifies deadlines and penalties that will supersede approved Conditional Use permit and Development Agreement timelines.

\_\_\_\_\_  
 Owner/Agent Name (Please Print)

\_\_\_\_\_  
 Owner/Agent Signature

\_\_\_\_\_  
 Date

<b>NOTARY STATE OF FLORIDA, COUNTY OF MONROE</b>	
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:

**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 3<sup>rd</sup> 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](mailto:garrettg@ci.marathon.fl.us)  
 305-289-4111

Brian Shea  
 City Planner  
[sheab@ci.marathon.fl.us](mailto:sheab@ci.marathon.fl.us)  
 305-289-4112

Geovanna Torres  
 City Planner  
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 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**

## Necessary and Sufficient Conditions In Order To Be Eligible To Apply

Conditions		
Only one application per Project.		
City TRUs shall only be used for the development of single room hotel/motel.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
City allocated TRUs shall not be allocated to property on: <ul style="list-style-type: none"> <li>• offshore islands</li> <li>• designated on the COBRA maps, or</li> <li>• that lie exclusively (100%) in a Coastal High Hazard Area.</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The property proposed for development/redevelopment using TRUs shall be developed or scarified	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Workforce Housing required per Code and approved Conditional Use.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The property shall not have outstanding code cases, fines, or liens.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The property subject to development/redevelopment must have existing TRUs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Property must have an existing Conditional Use permit.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
No more than twenty-five (25) TRUs or twenty-five percent (25%) of the total proposed project TRUs, whichever is less, shall be allocated to any project.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A minimum expenditure per TRU allocated is required and Applicant shall provide the City with an irrevocable bond or letter of credit in the amount of \$10,000 for each TRU allocated by the City. Per Ordinance 2012-07 penalties apply for failure to comply.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An applicant seeking an award of TRU allocations must demonstrate the financial capability. Must provide irrevocable letter of credit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
TRUs may not be used for any other purpose than the development/redevelopment of hotel or motel rooms.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Upon allocation TRUs shall not be redistributed, sold or transferred from the approved project location, or converted into a permanent residential dwelling unit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant owned TRUs must be used before City allocated TRUs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All projects using City allocated TRUs shall commence construction within ninety (90) days of receipt of a building permit for the project, and be completed within 18 months of commencement of construction.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Failure to comply with any of the requirements of Ordinance 2012-07 shall result in the loss of the TRU and monetary penalties.	<input type="checkbox"/> Yes	<input type="checkbox"/> No