



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: _____	

Development Agreement Application 2017

FEE: \$1,725.00. 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:

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:

CITY OF MARATHON PLANNING DEPARTMENT

DEVELOPMENT AGREEMENTS:

- Development Agreements are subject approval pursuant to the Florida Local Government Development Agreement Act, Fla. Stat. §§ 163.3220—163.3243. The purpose of the development agreement is to assure a developer that, upon receipt of his permits under this chapter, he may proceed in accordance with existing ordinances and regulations subject to the conditions of the development agreement.
- A development agreement is in addition to, and not in lieu of, all other local development permits or approvals required by the City, and does not relieve the developer of the necessity of complying with all City land development regulations in effect on the date that the development agreement is fully executed.
- Development Agreements are subject to annual reporting and review requirements.
- A development agreement may be extended by mutual consent of the parties or their successors in interest, subject to public hearing requirements.
- A development agreement may be amended or canceled by mutual consent of the parties or their successors in interest. If state or federal law enacted after the execution of the development agreement precludes compliance with its terms, then the development agreement shall be modified or cancelled as necessary to comply with the relevant state or federal law.

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.

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 Use Applications

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)
- ⇒ **Proposed Development Agreement** – hard copy and electronic copy
- ⇒ **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 or 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
 - Existing and proposed fire hydrants or fire wells
 - Location of bike racks (if required)
 - Flood zones pursuant to the Flood Insurance Rate Map (FIRM)
 - **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 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 8 – Development Agreement

Use additional sheets as necessary

1. What is the proposed duration of the Development Agreement?

2. What are the proposed density and/ or intensities of development uses on the land?

3. Describe the public facilities that will serve the property, responsible entities and a schedule for concurrency.

4. Describe any reservation or dedication of land for public purposes.

5. Describe all local development permits approved or needed for development approval

6. Have you included a statement indicating that the failure of the agreement to address a particular permit, condition, term, or restriction shall not relieve the developer of the necessity of complying with the law governing said permitting requirements, conditions, term, or restriction?

Yes No

7. Does the Development Agreement include a phasing plan/ schedule? If so, briefly explain.