



CITY OF
MARATHON, FLORIDA
Planning Department

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

Minor Plat Review Application 2017
FEE: \$150.00. The fee is payable upon application submittal.

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: _____

Surveyor's Name: _____ **Cert #:** _____

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: _____

Proposed Use of Property: _____

Property Site Size: _____

Existing Number of Lots: _____

Proposed Number of Lots: _____

Proposed Size of New Lots:: _____

Proposed Linear Feet of Street Frontage: _____

Has an Application Been Submitted 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:

Minor Plat Reviews

- *Minor Plat Review:* A legal lot of record may be divided into no more than two (2) separate lots, parcels, tracts or other subdivision of land through the minor plat review process, provided all of the conditions of Section 102.68(D) are met:
 - The legal lot of record must have frontage on and have direct access to an existing publicly maintained street. The access may be provided by a legally established joint driveway access to the public street in lieu of public street frontage for both lots upon approval by the City and City Attorney.
 - The resultant lots shall meet the requirements of the Plan and the LDRs.
 - Approved lot division must be memorialized in a document recorded in the public record, which shall include the following disclosure statement:

"The parcel of land described in this instrument is located in the City of Marathon. The use of the parcel of land is subject to and restricted by the goals, policies and objectives of the Plan and land development regulations adopted as a part of, and in conjunction with and as a means of implementing the Plan. The Land Development Regulations provide that no building permit shall be issued for any development of any kind unless the proposed development complies with each and every requirement of the regulations, including minimum area requirements for residential development. You are hereby notified that under the City Land Development Regulations, the division of land into parcels of land which are not approved as platted lots under these regulations confer no right to develop a parcel of land for any purpose."
 - Any further division of a legal lot of record shall be deemed a subdivision and shall comply with these regulations.
 - Reconfigured lots must be unified through a Unity of Title or a declaration of restrictions and covenants in a form approved by the City Attorney.

- *Lot of Record:*
 - A lot which had been assigned a parcel number by the Property Appraiser's Office prior to May 2, 2007, and which met the applicable subdivision regulations of City of Marathon at the time the lot was created.
 - A lot that was created by a deed or by a contract for deed executed prior to May 2, 2007, and which met the applicable subdivision regulations of City of Marathon at the time the lot was created.
 - A lot created by a separate legal description where a building permit has been issued.

IMPORTANT NOTES:

- To guide you through the process and ensure that your application is understood and properly processed, it is recommended that you 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 can be turned in at City Hall Monday through Friday between the hours of 8:00am and 5:00pm (excluding holidays).

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).

Application Requirements Minor Plat Review 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:

- ⇒ Proof of ownership (copy of deed or tax statement)
- ⇒ Agent authorization (as applicable)
- ⇒ 3 copies of the following plans, drawn to scale, signed and sealed by a Florida registered Surveyor.
 - Existing Boundary Survey no older than two (2) years from date of application.
 - Proposed Boundary Survey no older than six (6) months from date of application