

APPLICATION  
MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



**Request for a Time Extension to a Conditional Use Permit**

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**An application must be deemed complete and in compliance with the Monroe County Code by the Staff prior to the item being scheduled for review**

Minor Conditional Use Permit Application Fee: \$986.00

*In addition to the application fee, the following fees also apply:*

Advertising Costs: \$245.00

**Date of Submittal:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

**Property Owner:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

**Agent (if applicable):**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

**Development Order / Resolution Number:** \_\_\_\_\_

**Applicant on Conditional Use Application:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

APPLICATION

Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet)

Block	Lot	Subdivision	Key
Real Estate (RE) Number		Alternate Key Number	
Street Address (Street, City, State, Zip Code)		Approximate Mile Marker	

Unless otherwise specified in the approved conditional use approval, application for a building permit(s) shall be made within six (6) months of the date of the approval of the conditional use, and all required certificates of occupancy shall be procured within two (2) years of the date of issuance of the initial building permit, or the conditional use approval shall become null and void with no further action required by the county. Approval time frames do not change with successive owners. An extension of time may be granted only by the planning commission for a period not to exceed one (1) year and only within the original period of validity. When a hearing officer has ordered a conditional use approval initially denied by the planning commission, the planning commission shall nonetheless have the authority to grant or deny a time extension under this section. If the planning commission denies a time extension, the holder of the conditional use may request an appeal of that decision under the hearing officer appellate article of these regulations by filing the notice required by that article within thirty (30) days of the written denial of the planning commission.

Has a documented, government-caused delay occurred which affected the time required to meet the conditions of the subject development order? If yes, please explain. (If necessary, attach additional sheets)

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Please describe any actions of other parties that may have precluded compliance with the conditions of the subject development order within the time requirement. (If necessary, attach additional sheets)

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Please describe all attempts by the applicant to complete the conditions of the subject development order within the time requirement. (If necessary, attach additional sheets)

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**APPLICATION**

**Please provide any changed circumstances that have interfered with the ability of the applicant to complete the conditions of the subject development order within the time requirement. (If necessary, attach additional sheets)**

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**All of the following must be submitted in order to have a complete application submittal:**  
(Please check as you attach each required item to the application)

- Complete conditional use permit time extension application (unaltered and unbound);**
- Correct fee (check or money order to Monroe County Planning & Environmental Resources);**
- Copy of Signed Development Order or Resolution;**
- Proof of ownership (i.e. Warranty Deed);**
- Current Property Record Card(s) from the Monroe County Property Appraiser**

**If applicable, the following must be submitted in order to have a complete application submittal:**

- Notarized Agent Authorization Letter (note: authorization is needed from all owner(s) of the subject property)**

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

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.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.