

Application for Condo Conversion Acknowledgement Letter
City of Key West Planning Department
3140 Flagler Avenue, Key West, FL 33040
(305) 809-3720



Application for Condo Conversion Acknowledgement Letter

The Planning Department is responsible for distributing an opinion letter regarding the status of property for condominium conversion. In order to begin the Condo Conversion process the applicant must first apply to the State of Florida. After completing the State of Florida application you may then proceed with the City of Key West Condominium Conversion application process. Please apply to the State at the address provided below:

Department of Business and Professional Regulations
Division of Florida Land Sales, Condominiums and Mobile Homes
850-487-1395
www.myflorida.com/dbpr/lsc/index.shtml

Please Print or Type:

- 1) Site Address _____
- 2) Property Owner (as it appears on the deed) _____
- 3) Property Owner Address _____
- 4) Property Owner Phone # _____ Email _____
- 5) Authorized Representative (if applicable) _____
- 6) Authorized Representative Address _____
- 7) Authorized Representative Phone # _____ Email _____
- 8) Zoning District of Parcel _____ RE# _____
- 9) Is Subject Property located within the Historic District? Yes _____ No _____
If Yes: Date of HARC approval _____ HARC approval # _____
OR: Date of scheduled meeting _____ Please attach approval and site plans
- 10) Description of request including, proposed development and use. Please be specific, list existing proposed buildings and uses, number of dwelling units, parking etc. (Use a separate sheet if necessary)

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- 11) Number and type of units currently on property _____
Number and type of units proposed _____
- 12) Are there any Easements or other encumbrances on the property. If so please list and attach.

Required Attachments:

1. A complete set of declaration of condominium and exhibits thereto
2. Recorded Warranty Deed, Notarized Authorization and Verification forms
3. Proof of number of units (typically a copy of City Occupational License)
4. Current Survey of the property
5. Site Plans – see Development Plan Site Plan Requirements Form
6. Copy of completed State of Florida application
7. Payment: Check for \$400.00 payable to City of Key West

Please note: the opinion letter is good for one year past the date of the letter.