

# ALCOHOL SALES SPECIAL EXCEPTION APPLICATION INFORMATION SHEET

City of Key West Planning Department  
3140 Flagler Avenue, Key West, FL  
(305) 809-3720



**Please read the following carefully before filling out the application**

## **Application Process**

- After submittal, the application will be reviewed by the Development Review Committee (DRC).
- **When the application is determined to be complete**, it will be brought forth to the Planning Board. If the application is approved, there is a 10 day appeal period.
- After the 10 day appeal period, the application will be sent to the Department of Community Affairs (DCA) for rendering. The rendering period is 45 days.

## **PLEASE NOTE:**

- Applicants are notified of their scheduled Planning Board hearing date.
- Attendance at the formal public hearing is mandatory.
- Notice of Public Meeting is published in the newspaper.
- Owners of property within 300 feet of the subject property or parcels are notified by mail.
- Notice of public hearing will be posted on the property and must be left up until after the hearing.

## **FEE SCHEDULE**

Alcohol Sales Special Exception	\$2,000.00
Advertising and Noticing Fee	\$ 100.00
Fire Department Review Fee	\$ 50.00

**Please include the following with this application:**

1. A **copy of the most recent recorded** warranty deed with the Book and Page numbers from the office of the Clerk of Circuit Court for Monroe County containing a legal description of the subject parcel. The application forms must be signed by all owners listed on the deed. For business/corporate ownership, please attach authorization for name of executive authorized to make the application.
2. An application fee is determined according to the attached fee schedule. Make the check payable to the City of Key West and include the site address on the memo portion of the check.
3. Verification and Authorization Forms (available online at [keywestcity.com](http://keywestcity.com) under forms and applications or they can be picked up at the Planning Department)
4. PDF or compatible electronic format of entire application on compact disk.

If you have any questions, please call the Planning Department. We will be happy to assist you in the application process.



THE CITY OF KEY WEST  
Planning Department

**SPECIAL EXCEPTIONS ARE QUASI-JUDICIAL HEARINGS  
AND IT IS IMPROPER TO SPEAK TO PLANNING BOARD  
MEMBERS ABOUT THE REQUEST  
OUTSIDE OF THE HEARING**

***Alcohol Sales Special Exception  
Application***

Please print or type a response to the following:

1. Site Address \_\_\_\_\_
2. Name of Applicant \_\_\_\_\_
3. Applicant is: Owner \_\_\_\_\_ Authorized Representative \_\_\_\_\_  
(please see the attached Verification & Authorization Forms)
4. Address of Applicant \_\_\_\_\_  
\_\_\_\_\_
5. Phone # of Applicant \_\_\_\_\_ Mobile# \_\_\_\_\_ Fax# \_\_\_\_\_
6. **E-Mail Address** \_\_\_\_\_
7. Name of Owner, if different than above \_\_\_\_\_
8. Address of Owner \_\_\_\_\_  
\_\_\_\_\_
9. Phone Number of Owner \_\_\_\_\_ Fax# \_\_\_\_\_
10. Email Address \_\_\_\_\_
11. Zoning District of Parcel \_\_\_\_\_ RE# \_\_\_\_\_
12. Description of Use and Exception Requested  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note that any special exception granted hereunder may be approved with conditions, which conditions shall be monitored in accordance with Section 18-610. The exception shall be to the applicant only, shall not be transferable and shall only be effective in conjunction with the use(s) specified in the application. The Planning Board recognizes public input and how the applicant has demonstrated a “good neighbor policy” by contacting or attempting to contact all noticed property owners who have objected to the application, and by addressing the objections expressed by these neighbors. Further, the Planning Board can consider any other factors they determine relevant to the public’s health, safety and welfare.**

**The Planning Board may only grant the requested alcohol sales special exception after considering the following criteria. Please provide a response as to how this proposed use and exception meet or fulfill these criteria:**

13. Demonstrate compatibility with surrounding existing uses:

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14. Demonstrate the extent of conflict between the proposed use and the hours of operation of the facilities:

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15. What are the mitigative measures proposed to be implemented by the applicant:

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