

City of Key West Planning Department  
3140 Flagler Avenue, Key West, FL 33040  
(305) 809-3720



## Application for Change of a Nonconforming Use City of Key West Planning Department

**Please print or type a response to the following:**

1. Site Address \_\_\_\_\_
2. Name of Applicant \_\_\_\_\_
3. Applicant is: Owner \_\_\_\_\_ Authorized Representative \_\_\_\_\_  
(attached Authorization Form must be completed)
4. Address of Applicant \_\_\_\_\_  
\_\_\_\_\_
5. Phone Number of Applicant \_\_\_\_\_ Email \_\_\_\_\_
6. Name of Owner, if different than above \_\_\_\_\_
7. Address of Owner \_\_\_\_\_  
\_\_\_\_\_
8. Phone Number of Owner \_\_\_\_\_ Fax Number \_\_\_\_\_
9. Zoning District of Parcel \_\_\_\_\_ RE# \_\_\_\_\_
10. Is Subject Property located within the Historic District? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, Date of HARC \_\_\_\_\_ HARC # \_\_\_\_\_
11. Are there easements, deed restrictions or other encumbrances attached to the subject property? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please describe and attach the documents. \_\_\_\_\_  
\_\_\_\_\_
12. Description of existing use and proposed use. Please be specific. If there is more than one use please describe each use (use a separate sheet of paper if necessary).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Pursuant to Section 122-32(e) of the Municipal Code, a nonconforming use of a building or structure may be changed to another nonconforming use if the Planning Board finds: (1) that the new use is equally or more appropriate to the

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zoning district; and (2) the change of use would not intensify the use of the premises by increasing the need for parking facilities; increasing vehicular traffic to the neighborhood; increasing noise, dust, fumes or other environmental hazards; or by having an adverse impact on drainage. Please explain how the change complies with this standard (use a separate sheet of paper if necessary).

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Please include the following with this application:

1. A copy of a **recorded warranty deed** containing a legal description of the subject parcel,
2. An application fee of **\$1,000.00** plus a **separate** additional fee of **\$50.00** for Fire Department Review, and an advertising and noticing fee of **\$100.00**. If paying with a check, please make payable to the City of Key West and include your name, address, driver's license number and date of birth on the back of the check.
3. Elevations of proposed buildings or structures, including finished height above grade. Photo may be substituted for existing buildings.
4. Recent Survey of the site by a licensed Surveyor with:
  - Size of site
  - Buildings & structures
  - Topography
  - Easements
  - Parking arrangement & material
  - Utility Lines
- b. Site Plan of area showing:
  - Buildings on Site
  - Existing size, type and location of trees, hedges, and other features.
  - Existing storm-water retention areas and drainage flows
  - Adjacent land uses, buildings, and driveways.

**If you have questions regarding this application, please contact the Planning Department at 809-3720.**