

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



Please read carefully before submitting applications

Easement Application

Please print or type a response to the following:

1. Name of Applicant _____

2. Site Address _____

3. Applicant is: Owner _____ Authorized Representative _____
(attached Authorization Form must be completed)

4. Address of Applicant _____

5. Phone # of Applicant _____ Mobile# _____ Email _____

6. Name of Owner, if different than above _____

7. Address of Owner _____

8. Phone Number of Owner _____ Email _____

9. Zoning District of Parcel _____ RE# _____

10. Description of Requested Easement and Use. Please itemize if more than one easement is requested _____

11. Are there any existing easements, deed restrictions or other encumbrances attached to the subject property? Yes _____ No _____ If Yes, please describe and attach relevant documents. _____

The following must be included with this application:

1. Copy of a recorded warranty deed showing the current ownership and a legal description of the property. (Typically a description of the property without the easement).
2. Two (2) original, signed and sealed copies of site surveys (No larger than 11"x 17") illustrating buildings and structures existing on the property as of the date of the request with a **legal description of the entire property.**
3. Two (2) original, signed and sealed Specific Purpose Surveys (No larger than 11"x 17") illustrating buildings and structures **with a legal description of the easement area requested.**
4. Color photographs from different perspectives showing the proposed easement area.
5. Application Fee by check payable to the City of Key West in the amount of **\$2000.00**, plus **\$400.00** for each additional easement on the same parcel. Please include a **separate** fee of **\$50.00** for Fire Department Review and an advertising and noticing fee of **\$100.00**.
6. Notarized Verification Form.
7. Notarized Authorization Form, if applicable. An Authorization form is required if a representative is applying on behalf of the owner.