Application For Revocable License

City of Key West, Florida • Planning Department
1300 White Street • Key West, Florida 33040 • 305-809-3764 • www.cityofkeywest-fl.gov

Application Fee: $1,050.00
(includes $210.00 advertising/noticing fee and $105.00 fire review fee)

Please complete this application and attach all required documents. This will help staff process your request quickly and obtain necessary information without delay. If you have any questions, please call 305-809-3764.

PROPERTY DESCRIPTION:
Site Address: ____________________________________________
Zoning District: ____________________________ Real Estate (RE) #: ____________________________
Property located within the Historic District? ☐ Yes ☐ No

APPLICANT: ☐ Owner ☐ Authorized Representative
Name: ____________________________________________
Mailing Address: ____________________________________________
City: ____________________________ State: __________ Zip: ________
Home/Mobile Phone: ____________________________ Office: ____________________________ Fax: ________
Email: ____________________________________________

PROPERTY OWNER: (if different than above)
Name: ____________________________________________
Mailing Address: ____________________________________________
City: ____________________________ State: __________ Zip: ________
Home/Mobile Phone: ____________________________ Office: ____________________________ Fax: ________
Email: ____________________________________________

Description of requested revocable license and use: ____________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Are there any easements, deed restrictions or other encumbrances attached to the property? ☐ Yes ☐ No
If yes, please describe and attach relevant documents: ____________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
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REQUIRED SUBMITTALS: All of the materials listed below must be submitted in order to have a complete application. Applications will not be processed until all materials are provided. Please submit one (1) paper copy of the materials to the Planning Department along with one (1) electronic copy of materials on a flash drive.

☐ Correct application fee. Check may be payable to “City of Key West.”

☐ Notarized verification form signed by property owner or the authorized representative.

☐ Notarized authorization form signed by property owner, if applicant is not the owner.

☐ Copy of recorded warranty deed

☐ Monroe County Property record card

☐ Signed and sealed Specific Purpose Surveys with a legal description of the revocable license area requested with the City of Key West named on whom the survey was created for in addition to the property owner and/or entity.

☐ Photographs showing the proposed area

☐ Certificate of Liability Insurance, with the City of Key West listed as additional Certificate Holder. If certificate is not provided at time the application was accepted, the certificate shall be provided to the Planner within 7 days after the application is placed on a Development Review Committee (DRC) Agenda.