ALCOHOL SALES SPECIAL EXCEPTION
APPLICATION INFORMATION SHEET
City of Key West Planning Department
1300 White Street, Key West, FL
(305) 809-3764

Please read the following carefully before filling out the application

Application Process

• 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 Economic Opportunity (DEO) 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

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Alcohol Sales Special Exception</td>
<td>$2,315.25</td>
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<tr>
<td>Advertising and Noticing Fee</td>
<td>$ 310.00</td>
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<tr>
<td>Fire Department Review Fee</td>
<td>$ 110.25</td>
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<tr>
<td>TOTAL APPLICATION FEE</td>
<td>$2,735.50</td>
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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
☐ Boundary Survey (Survey must be within 10 years from submittal of this application)
☐ Photographs showing the proposed project area

If you have any questions, please call the Planning Department at 305-809-3764. We will be happy to assist you in the application process.