

# COMBINATION APPLICATION: FLOODPLAIN, CONSTRUCTION AND HARC

**\$50.00 APPLICATION FEE NON-REFUNDABLE**



## City of Key West

1300 WHITE ST.  
KEY WEST, FLORIDA 33040

Phone: 305.809.3956

[www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)

HARC PERMIT NUMBER		BUILDING PERMIT NUMBER		INITIAL & DATE
FLOODPLAIN PERMIT		ZONING		REVISION #
FLOOD ZONE	PANEL #	ELEV. L. FL.	SUBSTANTIAL IMPROVEMENT ___ YES ___ NO _____%	

ADDRESS OF PROPOSED PROJECT:

RE # OR ALTERNATE KEY:

NAME ON DEED:

OWNER'S MAILING ADDRESS:

CONTRACTOR COMPANY NAME:

CONTRACTOR'S CONTACT PERSON:

ARCHITECT / ENGINEER'S NAME:

ARCHITECT / ENGINEER'S ADDRESS:

AUTHORIZED AGENT'S NAME:

AGENT'S ADDRESS:

			# OF UNITS
			OWNER PHONE NUMBER
			OWNER EMAIL
CITY	STATE	ZIP	
			CONTR. PHONE NUMBER
			CONTR. EMAIL
			A/E PHONE NUMBER
			A/E EMAIL
			AGENT PHONE NUMBER
			AGENT EMAIL

HARC: PROJECT LOCATED IN HISTORIC DISTRICT OR IS CONTRIBUTING: \_\_\_ YES \_\_\_ NO (SEE PART C FOR HARC APPLICATION.)

CONTRACT PRICE FOR PROJECT OR EST. TOTAL FOR MAT'L., LABOR, OH & PROFIT:

FLORIDA STATUTE 837.06: WHOEVER KNOWINGLY MAKES A FALSE STATEMENT IN WRITING AND WITH THE INTENT TO MISLEAD A PUBLIC SERVANT IN THE PERFORMANCE OF HIS OR HER OFFICIAL DUTY SHALL BE GUILTY OF A MISDEMEANOR OF THE SECOND DEGREE PUNISHABLE PER SECTION 775.082 OR 775.083.

**DETAILED, SPECIFIC PROJECT DESCRIPTION...**(The applicant further hereby acknowledges that the scope of work as described shall be the scope of work that is permitted by the City. Should further action be taken by the City for exceeding the scope of the description of work as described herein versus the scope of work shown on the plans or other documents submitted with the application, the DESCRIPTION of work shall be controlling.)

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Printed name of property owner or agent or licensed contractor.	Signature.
<b>Notary Signature as to applicant. State of Florida, County of Monroe, Sworn to and subscribed before me.</b>	
Personally known or produced _____ as identification.	

**Official Use Only:**

## **PART B: STATE OF FLORIDA OFFICIAL NOTIFICATIONS AND WARNINGS**

FLORIDA STATUTE 713.135: WARNING TO OWNER: YOUR FAILURE TO RECORD A 'NOTICE OF COMMENCEMENT' MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED WITH THE COUNTY RECORDER AND A COPY POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING A NOTICE.

FLORIDA STATUTE 469: ABESTOS ABATEMENT. AS OWNER / CONTRACTOR / AGENT OF RECORD FOR THE CONSTRUCTION APPLIED FOR IN THIS APPLICATION, I AGREE THAT I WILL COMPLY WITH THE PROVISIONS F. S. 469.003 AND TO NOTIFY THE FLORIDA D. E. P. OF MY INTENT TO DEMOLISH / REMOVE ASBESTOS. IN ADDITION TO THE REQUIREMENTS OF THIS PERMIT APPLICATION, THERE MAY BE DEED RESTRICTIONS AND / OR ADDITIONAL RESTRICTIONS APPLICABLE TO THIS PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF MONROE COUNTY AND THERE MAY BE ADDITIONAL PERMITS REQUIRED FROM OTHER GOVERNMENT ENTITIES SUCH AS AQUADUCT ATHORITY, FLORIDA DEP OR OTHER STATE AGENCIES; ARMY CORPS OF ENGINEERS OR OTHER FEDERAL AGENCIES.

FEDERAL LAW REQUIRES LEAD PAINT ABATEMENT PER THE STANDARDS OF THE USDEP ON STRUCTURES BUILT PRIOR TO 1978.

ALL NECESSARY APPROVALS FROM ASSOCIATIONS, GOV'T. AGENCIES, AND OTHER PARTIES ARE THE APPLICANT'S RESPONSIBILITY.

**PART C: HARC APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS**

APPLICATION FEES: PAINTING SINGLE FAMILY: \$10 STAFF APPROVAL: \$50

PLEASE ATTACH APPROPRIATE VARIANCES / RESOLUTIONS FROM HARC, PLANNING BOARD OR TREE COMMISSION.

ATTENTION: NO BUILDING PERMITS WILL BE ISSUED PRIOR TO HARC APPROVAL.

PLEASE SEND ELECTRONIC SUBMISSIONS TO: [harc@cityofkeywest-fl.gov](mailto:harc@cityofkeywest-fl.gov)

INDICATE TYPE OF CERTIFICATE. OF APPROPRIATENESS:  GENERAL  DEMOLITION  SIGN  PAINTING  OTHER

ADDITIONAL INFORMATION: \_\_\_\_\_

PROJECT SPECIFICATIONS: PLEASE PROVIDE PHOTOS OF EXISTING CONDITIONS, PLANS, PRODUCT SAMPLES, TECHNICAL DATA		
ARCHITECTURAL FEATURES TO BE ALTERED:	ORIGINAL MATERIAL:	PROPOSED MATERIAL:

DEMOLITION: PLEASE FILL OUT THE HARC APPENDIX FOR PROPOSED DEMOLITION.

DEMOLITION OF HISTORIC STRUCTURES IS NOT ENCOURAGED BY THE HISTORIC ARCHITECTURAL REVIEW COMMISSION (HARC).

TYPE OF SIGNAGE \_\_\_\_\_ FRONTAGE LINEAL FEET OF FACADE \_\_\_\_\_

SIGN SPECIFICATIONS		
SIGN COPY:	PROPOSED MATERIALS:	SIGNS WITH ILLUMINATION:
		TYPE OF LTG.:
		LTG. LINEAL FTG.:
MAX. HGT. OF FONTS:		COLOR AND TOTAL LUMENS:
IF USING LIGHT FIXTURES PLEASE INDICATE HOW MANY: _____ INCLUDE SPEC. SHEET WITH LOCATIONS AND COLORS.		

OFFICIAL USE ONLY:	HARC STAFF OR COMMISSION REVIEW
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> DEFERRED FOR FUTURE CONSIDERATION <input type="checkbox"/> TABLED FOR ADD'L. INFO.	
REASONS OR CONDITIONS:	
STAFF REVIEW COMMENTS:	
HARC PLANNER SIGNATURE AND DATE:	HARC CHAIRPERSON SIGNATURE AND DATE:

PART D: PERMIT APPLICATION - CHECKLIST OF MINIMUM REQUIREMENTS

	Building											Trades				Sign	
	Interior only	Addition or Accessory	Exterior Renovation	Minor Exterior, no change to footprint	New Bldg	Awnings	Roofing	Pool/Spa	Demolition	Site Work Pavers/Paving	Fence	Mech & HVAC	Mech/HVAC Replace in same loc.	Plumbing	Electric		Fuel Gas
Appl. completed <b>legibly</b> , all contact info (owner <sup>8</sup> , architect, GC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specific, written DETAILED PROJECT DESCRIPTION (not "per plans")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Ownership (Deed or <b>WWW.MCPAFL.ORG</b> property report)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantities (e.g., LF for fencing, SF for roofing, paving, signs)							<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>
Value of work (Contract Value) include materials, labor, OH, profit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Survey (current and legible)		<input type="checkbox"/>	<input type="checkbox"/> <sup>10</sup>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <sup>10</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/> <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Elevation Certificate <sup>4</sup> (sealed originals only, no copies)		<input type="checkbox"/>	<input type="checkbox"/> <sup>9</sup>		<input type="checkbox"/>							<input type="checkbox"/> <sup>5</sup>	<input type="checkbox"/> <sup>5</sup>		<input type="checkbox"/> <sup>5</sup>		
Building Height Certificate		<input type="checkbox"/>			<input type="checkbox"/>												
Site plan, show all structures, setbacks, property, proposed work		<input type="checkbox"/>	<input type="checkbox"/> <sup>10</sup>	<input type="checkbox"/> <sup>10</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <sup>11</sup>	<input type="checkbox"/> <sup>10</sup>	<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> <sup>3,6</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Plan view of proposed work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Elevation views of proposed work	<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>				
Notices of Acceptance (NOAs)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>				
Wind load data: design pressures, wind speed, exposure, risk, etc.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>				
Documents: Two hardcopies <sup>1</sup> and one electronic set (PDF) (includes drawings, NOAs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <sup>6</sup>		<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/> <sup>6</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Occupancy, existing & proposed, change of use, zoning, flood zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>												
Building coverage, existing and proposed		<input type="checkbox"/>	<input type="checkbox"/> <sup>7</sup>		<input type="checkbox"/>												
Impervious surface, existing and proposed		<input type="checkbox"/>	<input type="checkbox"/> <sup>7</sup>		<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>							
Stormwater calculations		<input type="checkbox"/>	<input type="checkbox"/> <sup>7</sup>		<input type="checkbox"/>					<input type="checkbox"/>							
Energy Performance Level (EPL) display card		<input type="checkbox"/>			<input type="checkbox"/>												
Keys Energy approval of proposed pool or spa location								<input type="checkbox"/>									
Keys Energy approved meter location															<input type="checkbox"/> <sup>3b</sup>		
Electrical service riser diagram															<input type="checkbox"/> <sup>3bc</sup>		
Indicate "Install new" or "Replace existing" (in Project Description)	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revocable license <sup>12</sup>						<input type="checkbox"/> <sup>12</sup>											<input type="checkbox"/> <sup>12</sup>
Height, quantity and design of fence											<input type="checkbox"/>						
Neighbor consent letter <sup>2</sup> for 6 ft solid fence (shared property line)											<input type="checkbox"/>						

- Notes:**
- 1 One hardcopy set will be returned to applicant to remain at jobsite as "FIELD COPY FOR INSPECTIONS"
  - 2 If 6-ft **solid** fence is proposed along side and/or rear, consent letter(s) from adjacent neighbor(s) required.
  - 3 Required for a.) underground work or b.) new service or c.) replace existing service connection, panel or meter.
  - 4 Elevation certificate required for properties in flood zone (Not Zone X).
  - 5 Elevation only (cert. not req'd) showing equipment above Base Flood Elevation (BFE).
  - 6 Recommended for complex and commercial projects.
  - 7 If proposed work alters coverage.
  - 8 Do not substitute owner contact info with that of contractor, architect or agent.
  - 9 Required for major renovation/modification.
  - 10 Not required for replastering or repairs.
  - 11 Required if building footprint or roof overhangs are modified.
  - 12 If proposed work is in or over right-of-way.