



## **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**

Alcohol Sales Special Exception	\$2,205.00
Advertising and Noticing Fee	\$ 210.00
<u>Fire Department Review Fee</u>	<u>\$ 105.00</u>
<b>TOTAL APPLICATION FEE</b>	<b>\$2,520.00</b>

**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.



**Application For Alcohol Sales Special Exception**

City of Key West, Florida • Planning Department  
1300 White Street • Key West, Florida 33040 • 305-809-3764 • [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)

**Application Fee \$2,520.00**  
**(Includes \$210.00 advertising / noticing fee and \$105.00 fire review fee)**

Special Exceptions are Quasi-Judicial Hearings and it is Improper to Speak to Planning Board Members about the Request Outside of the Hearing.

Please print or type a response to the following:

1. Site Address \_\_\_\_\_

2. Name of Applicant \_\_\_\_\_

3. Applicant is: Owner \_\_\_\_\_ Authorized Representative \_\_\_\_\_

*(please see the attached Verification & Authorization Forms)*

4. Address of Applicant \_\_\_\_\_  
\_\_\_\_\_

5. Phone # of Applicant \_\_\_\_\_ Mobile# \_\_\_\_\_

6. **E-Mail Address** \_\_\_\_\_

7. Name of Owner, if different than above \_\_\_\_\_

8. Address of Owner \_\_\_\_\_  
\_\_\_\_\_

9. Phone Number of Owner \_\_\_\_\_ Mobile# \_\_\_\_\_

10. Email Address \_\_\_\_\_

11. Zoning District of Parcel \_\_\_\_\_ RE# \_\_\_\_\_

12. Description of Use and Exception Requested

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**Please note that any special exception granted hereunder may be approved with conditions, which conditions shall be monitored in accordance with Section 18-610. The exception shall be to the applicant only, shall not be transferable and shall only be effective in conjunction with the use(s) specified in the application. The Planning Board recognizes public input and how the applicant has demonstrated a “good neighbor policy” by contacting or attempting to contact all noticed property owners who have objected to the application, and by addressing the objections expressed by these neighbors. Further, the Planning Board can consider any other factors they determine relevant to the public’s health, safety and welfare.**

**The Planning Board may only grant the requested alcohol sales special exception after considering the following criteria. Please provide a response as to how this proposed use and exception meet or fulfill these criteria:**

13. Demonstrate compatibility with surrounding existing uses:

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14. Demonstrate the extent of conflict between the proposed use and the hours of operation of the facilities:

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15. What are the mitigative measures proposed to be implemented by the applicant:

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