



# REVOCABLE LICENSE APPLICATION

## CITY OF KEY WEST, FLORIDA • PLANNING DEPARTMENT

Address: 1300 White Street • Key West, Florida 33040  
Phone: 305-809-3764  
Website: [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)

### Application Fee Schedule

Revocable License Application	\$ 850.86
Advertising and Noticing Fee	\$ 376.81
Fire Department Review Fee	\$ 134.01
<b>Total Application Fee</b>	<b>\$ 1,361.68</b>

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.