



# ALCOHOL SALES SPECIAL EXCEPTION APPLICATION INFORMATION SHEET 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)

**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, a 10-day appeal period will be in effect.
- 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.

Application Fee Schedule	
Alcohol Sales Special Exception Application	\$ 2,814.20
Advertising and Noticing Fee	\$ 376.81
Fire Department Review Fee	\$ 134.01
<b>Total Application Fee</b>	<b>\$ 3,325.02</b>

**REQUIRED SUBMITTALS:** *All materials listed below must be submitted to complete the 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 the materials on a flash drive.**

- Correct application fee. Check may be payable to "City of Key West."
- Notarized verification form signed by the property owner or the authorized representative.
- Notarized authorization form signed by the property owner if the applicant is not the owner.
- Copy of recorded warranty deed
- Monroe County Property record card
- Boundary Survey (Survey must be within 10 years of submitting 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.