



TRANSFER OF TRANSIENT UNIT AND 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

Application Fee Schedule

Transfer of Transient Unit and License Application	\$ 5,360.39
Advertising and Noticing Fee	\$ 376.81
Fire Department Review Fee	\$ 134.01
Total Application Fee	\$ 5,871.21

Deliver the original and 2 signed & sealed surveys and site plans to the Planning Department located at **1300 White Street, Key West, FL 33040**. Due to the complexity and individuality of each transaction, the Planning Department may need additional information prior to processing.

This application is for a transaction involving a transfer from one location (sender site) to another (receiver site). If there is an additional site at either end of the transfer process, this requires another application.

The owner(s) of both the sender site and receiver site are the applicants and must sign the application. Corporations and partnerships must sign as legally required. If another person is acting as the agent or authorized representative of the owner, supporting documentation must be provided as indicated.

Following is the application process for a Transfer of Transient Unit and License:
Development Review Committee (DRC)
Planning Board

A. Fill in the following information.

Sender Site

Receiver Site

Address of Site

Address of Site

RE# _____

RE# _____

Name(s) of Owner(s):

Name(s) of Owner(s):

Name of Agent or Person to Contact:

Name of Agent or Person to Contact:

Address: _____

Address: _____

Telephone _____ Email _____

For Sender Site:

“Local name” of property _____ Zoning district _____

Legal description _____

Current use: _____

Number of existing transient units: _____

Size of site _____ Number of existing city transient rental licenses: _____

What is being removed from the sender site? _____

What are your plans for the sender site? _____

For Receiver Site:

“Local name” of property _____ Zoning district _____

Legal description _____

Current use _____

Size of site: _____ Number of existing city transient rental licenses: _____

Number of existing transient and/or residential units: _____

Existing non-residential floor area _____

What will be transferred to the receiver site? _____

What are your plans for the receiver site? _____

Sender Site: Current Owner Information

FOR INDIVIDUALS

1. NAME _____ 2. NAME _____
ADDRESS _____ ADDRESS _____
TELEPHONE(1) _____ TELEPHONE(1) _____
(2) _____ (2) _____
FAX _____ FAX _____

FOR CORPORATIONS

A. CORPORATE NAME _____
B. STATE/COUNTRY OF INCORPORATION _____
C. REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA __ YES __ NO
D. NAMES OF OFFICERS AND DESIGNATIONS

FOR PARTNERSHIPS

A. NAME OF PARTNERSHIP: _____
B. STATE OF REGISTRATION: _____
C. GENERAL PARTNER WITH AUTHORITY TO BIND PARTNERSHIP:

FOR CORPORATIONS AND PARTNERSHIPS

NAME AND ADDRESS OF PERSON "IN HOUSE" TO CONTACT:

TELEPHONE(S) _____ FAX _____

Receiver Site: Current Owner Information

FOR INDIVIDUALS

1. NAME _____ 2. NAME _____
ADDRESS _____ ADDRESS _____
TELEPHONE(1) _____ TELEPHONE(1) _____
(2) _____ (2) _____
FAX _____ FAX _____

FOR CORPORATIONS

A. CORPORATE NAME _____
B. STATE/COUNTRY OF INCORPORATION _____
C. REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA __ YES __ NO
D. NAMES OF OFFICERS AND DESIGNATIONS

FOR PARTNERSHIPS

A. NAME OF PARTNERSHIP: _____
B. STATE OF REGISTRATION: _____
C. GENERAL PARTNER WITH AUTHORITY TO BIND PARTNERSHIP:

FOR CORPORATIONS AND PARTNERSHIPS

NAME AND ADDRESS OF PERSON "IN HOUSE" TO CONTACT:

TELEPHONE(S) _____ FAX _____

REQUIRED ATTACHMENTS

Sender Site

1. Current survey
2. Current floor plans
3. Copies of current occupational license(s) for transient rental use
OR Letter from City Licensing Official verifying number of licenses and date
4. Copy of last recorded deed to show ownership as listed on application
5. If property is mortgaged, a letter from the mortgagee consenting to the transfer of the transient licenses and the proposed disposition of the property
6. Proposed site plan if changed for future use
7. Proposed floor plans if changed for future use
8. Detailed description of how use of transient rental units will be extinguished.
9. Other _____

Receiver Site

1. Current survey
2. Current floor plans
3. Copies of current occupational license(s).
4. Copy of last recorded deed to show ownership as listed on application
5. If there is a homeowner's or condominium association, provide proof of the association's approval of the transfer. (This approval must be by a majority vote as defined by the governing documents of the association.)
6. Proposed site plan if changed for future use
7. Proposed floor plans if changed for future use
8. Other _____

***~ NOTE: The above items constitute one (1) complete application package.
Two (2) signed & sealed surveys and site plans are required ~***