



VARIANCE AND AFTER THE FACT VARIANCE 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

Variance Application Fee	\$ 2,552.56
Advertising and Noticing Fee	\$ 358.87
Fire Department Review Fee	\$ 127.63
Total Application Fee	\$ 3,039.06

After the Fact Application Fee Schedule

After the Fact Variance Application Fee	\$ 5,105.13
Advertising and Noticing Fee	\$ 358.87
Fire Department Review Fee	\$ 127.63
Total Application Fee	\$ 5,591.63

Please read the following carefully before filling out the application

This application and all required attachments should be submitted to the City Planning Department at 1300 White Street.

- Owners and 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.
- Variances are quasi-judicial hearings, and it is improper to speak to a Planning Board and/or Board of Adjustment member about the variance outside of the hearing.

Application Process

- Prior to submittal, the applicant will schedule a pre-application meeting with staff to review the application and suggest any modifications that may be necessary before submittal. A pre-application meeting is free of charge and should be the final step before submittal. To schedule a pre-application meeting, please call the Planning Department at (305) 809-3764.
- After submittal, the application will be reviewed by staff and additional modifications to the site plan may be necessary at that time. Any modifications within eight (8) days of the scheduled Planning Board meeting may result in the item being postponed till the following Planning Board meeting.
- The applicant will be responsible for submitting a landscape approval letter from the Urban Forestry Program Manager and a Stormwater approval letter from the Director of Engineering.
- **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 Environmental Opportunity (DEO) for rendering. The rendering period is 45 days.

Please include the following with this application:

1. A copy of the most recent warranty deed with the Book and Page numbers from the office of the Clerk of Circuit Court for Monroe County containing a legal description of the subject parcel. The application forms must be signed by all owners listed on the deed. For business/corporate ownership, please attach authorization for name of executive authorized to make the application.
2. An application fee is determined according to the attached fee schedule. Make the check payable to the City of Key West and include the site address on the memo portion of the check. Be advised that upon review by the Planning Department, additional or fewer variances may be required necessitating a different fee.
3. Sign and Sealed site plan(s) of the subject site, indicating the following:
 - a. **Existing and proposed** lot coverage including buildings, pools, spas, driveways and other walkways, patios, porches, covered areas, and decks.
 - b. Location and identification/names of existing trees of 3.5 inches diameter or greater on the property or extending over the proposed work (including access routes and stormwater areas). Please provide photos.
 - c. All proposed changes to what exist, including those which make the variance(s) necessary.
 - d. Lot dimensions on all drawings and the distance from all property lines of all existing and proposed structures.
 - e. Dimensions (**existing and proposed**) of all the items in (a) above, including the height and number of stories of the structure.
 - f. Parking spaces and dimensions (**existing and proposed**).
 - g. Easements or other encumbrances on the property.
4. A survey of the property no more than ten years old
5. Elevation drawings or proposed structures, indicating finished height above established grade as measured from crown of road
6. Floor Plans of existing and proposed development
7. Stormwater management plan
8. PDF version of application and all required materials submitted to the Planning Department

The attached Verification and Authorization Forms must be notarized. This can be done at City Hall or the Planning Department. Identification is required. An out-of-state notarization is acceptable, if necessary.

Make sure that the applicable application and authorization forms are signed by all people listed as owners on the recorded Warranty Deed.

Be advised that the City will not grant a variance unless the City Impact Fees of sewer and solid waste services are paid in full.

For assistance, please call the Planning Department at (305) 809-3764.



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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: 2015 Staples Ave. Key West, FL

Zoning District: SF

Real Estate (RE) #: 00046820-000000

Property located within the Historic District?

☐ Yes

☒ No

APPLICANT:

☐ Owner

☒ Authorized Representative

Name: Jonathan Tavaraz

Mailing Address: 21460 Overseas Hwy. Suite 3

City: Cudjoe Key

State: FL

Zip: 33042

Home/Mobile Phone: 305-906-1530

Office: _____

Fax: _____

Email: Nautilusdrafting@gmail.com

PROPERTY OWNER: (if different than above)

Name: Vicki Lockwood

Mailing Address: 2015 Staples Ave.

City: Key West

State: FL

Zip: 33040

Home/Mobile Phone: 305-797-6516

Office: _____

Fax: _____

Email: Fish714@aol.com

Description of Proposed Construction, Development, and Use: The addition is to move family into the home. Adding additional space for them.

List and describe the specific variance(s) being requested:

Rear yard variance for addition. Existing site conditioned already has the property over building coverage. So the new addition adds about 8% more building coverage. Impervious coverage increased by .5% and triggers the variance

Are there any easements, deed restrictions or other encumbrances attached to the property? ☐ Yes

☒ No

If yes, please describe and attach relevant documents: _____

Will any work be within the dripline (canopy) of any tree on or off the property?

☐ Yes

☐ No

If yes, provide date of landscape approval, and attach a copy of such approval.

Is this variance request for habitable space pursuant to Section 122-1078?

☒ Yes

☐ No

Please fill out the relevant Site Data in the table below. For Building Coverage, Impervious Surface, Open Space and F.A.R. **provide square footages and percentages.**

Site Data Table

	Code Requirement	Existing	Proposed	Variance Request
Zoning	SF			
Flood Zone	AE8			
Size of Site	6,000 SF			
Height	25' Max	10'7"	22'-0"	None
Front Setback	20'	26'-1"	No Change	None
Side Setback	Left 10'	6'-6 1/2"	20'-1/2" to addition	None
Side Setback	Right 5'	6'-10"	6'-10"	None
Street Side Setback	N/A	N/A	N/A	N/A
Rear Setback	25'	16'-3"	6'-2 1/2"	Yes
F.A.R	1.0	.3424	.601	None
Building Coverage	35% Max	40.74%	48.3%	Yes
Impervious Surface	50% Max	57.46%	58%	Yes
Parking	N/A	N/A	N/A	N/A
Handicap Parking	N/A	N/A	N/A	N/A
Bicycle Parking	N/A	N/A	N/A	N/A
Open Space/ Landscaping	35% Min	42.54%	41.86%	None
Number and type of units	N/A	N/A	N/A	N/A
Consumption Area or No. of seats	N/A	N/A	N/A	N/A

This application is reviewed pursuant to Section 90-391 through 90-397 of the City of Key West Land Development Regulations (LDRs). The City's LDRs can be found in the Code of Ordinances online at <http://www.municode.com/Library/FL/Key West> under Subpart B.

***Please note, variances are reviewed as quasi-judicial hearings, and it is improper for the owner or applicant to speak to a Planning Board member or City Commissioner about the hearing.**

Standards for Considering Variances

Before any variance may be granted, the Planning Board and/or Board of Adjustment must find all of the following requirements are met: Please print your responses.

1. Existence of special conditions or circumstances. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other land, structures, or buildings in the same zoning district.

The existing Footprint of the building is non conforming to current setback regulations.
The existing building is non conforming to current building regulations.

2. Conditions not created by applicant. That the special conditions and circumstances do not result from the action or negligence of the applicant.

Conditions are not created by the applicant.

3. Special privileges not conferred. That granting the variance(s) requested will not confer upon the applicant any special privileges denied by the land development regulations to other lands, buildings, or structures in the same zoning district.

Special privileges not conferred.

4. Hardship conditions exist. That literal interpretation of the provisions of the land development regulations would deprive the applicant of rights commonly enjoyed by other properties in this same zoning district under the terms of this ordinance and would work unnecessary and undue hardship on the applicant.

Owner Needs more space to be able to move there Family into the home.

5. Only minimum variance(s) granted. That the variance(s) granted is/are the minimum variance(s) that will make possible the reasonable use of the land, building or structure.

Only Minimum variancee required.

6. Not injurious to the public welfare. That granting of the variance(s) will be in harmony with the general intent and purpose of the land development regulations and that such variances will not be injurious to the area involved or otherwise detrimental to the public interest or welfare.

Not injurious to the public welfare

7. Existing nonconforming uses of other property shall not be considered as the basis for approval. That no other nonconforming use of neighboring lands, structures, or buildings in the same district, and that no other permitted use of lands, structures or buildings in other districts shall be considered grounds for the issuance of a variance.

Nonconforming uses were not considered

The Planning Board and/or Board of Adjustment shall make factual findings regarding the following:

- That the standards established in Section 90-395 have been met by the applicant for a variance.
- That the applicant has demonstrated a "good neighbor policy" by contacting or attempting to contact all noticed property owners who have objected to the variance application, and by addressing the objections expressed by these neighbors. Please describe how you have addressed the "good neighbor policy."

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 and one (1) electronic version in PDF format.

- ☒ Correct application fee, made payable to "City of Key West."
- ☒ Pre-application meeting form
- ☒ Notarized verification form signed by property owner or 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 survey (Survey must be within 10 years from submittal of this application)
- ☒ Sign and sealed site plan (sign and sealed by an Engineer or Architect)
- ☒ Floor plans
- ☐ Any additional supplemental information necessary to render a determination related to the variance request

Verification & Authorization Forms



**City of Key West
Planning Department
Verification Form**

(Where Authorized Representative is an individual)

I, Jonathan Tavaréz, being duly sworn, depose and say that I am the Authorized Representative of the Owner (as appears on the deed), for the following property identified as the subject matter of this application:

2015 Staples Ave, Key West, FL 33040
Street address of subject property

I, the undersigned, declare under penalty of perjury under the laws of the State of Florida that the information on all plans, drawings and sketches attached hereto and all the statements and answers contained herein are in all respects true and correct.

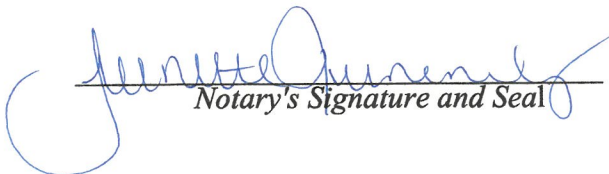
In the event the City or the Planning Department relies on any representation herein which proves to be untrue or incorrect, any action or approval based on said representation shall be subject to revocation.


Signature of Authorized Representative

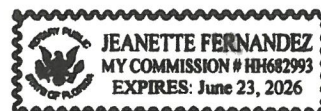
Subscribed and sworn to (or affirmed) before me on this 7/14/25 by
date

Jonathan Tavaréz
Name of Authorized Representative

He/She is personally known to me or has presented FLDL as identification.
TI42-433-90-0080


Notary's Signature and Seal

Name of Acknowledger typed, printed or stamped



June 23, 2026
Commission Number, if any



**City of Key West
Planning Department**

Authorization Form
(Individual or Joint Owner)

Please complete this form if someone other than the owner is representing the property owner in this matter.

I, Vicki Lockwood authorize
Please Print Name(s) of Owner(s) as appears on the deed

Jonathan Tavaraz
Please Print Name of Representative

to be the representative for this application and act on my/our behalf before the City of Key West.

[Signature] *Signature of Owner* [Signature] *Signature of Joint/Co-owner if applicable*

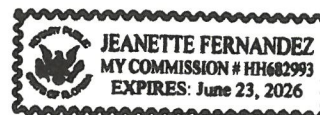
Subscribed and sworn to (or affirmed) before me on this 7/14/2025
Date

by Vicki Lockwood
Name of Owner

He/She is personally known to me or has presented _____ as identification.

[Signature]
Notary's Signature and Seal

Name of Acknowledger typed, printed or stamped



June 23 2026
Commission Number, if any

Property Card

Monroe County, FL

****PROPERTY RECORD CARD******Disclaimer**

The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

By continuing into this site you assert that you have read and agree to the above statement.

Summary

Parcel ID 00046820-000000
 Account# 1047422
 Property ID 1047422
 Millage Group 10KW
 Location Address 2015 STAPLES Ave, KEY WEST
 Legal Description LOT 4 SQR 15 TR 21 KW KW REALTY CO'S FIRST SUB PB1-43 OR10-113 OR38-159/60 OR515-779 OR2720-2497/98ORD
 (Note: Not to be used on legal documents.)
 Neighborhood 6183
 Property Class SINGLE FAMILY RESID (0100)
 Subdivision Key West Realty Co's First Sub
 Sec/Twp/Rng 05/68/25
 Affordable No
 Housing



1047422 2015 STAPLES AVE 12/8/15

Owner

LOCKWOOD VICKI
 2015 Staples Ave
 Key West FL 33040

GARTENMAYER DEBRA LEE ESTATE
 2015 Staples Ave
 Key West FL 33040

[FLECK SHARON](#)
 6800 Maloney Ave
 Lot 16
 Key West FL 33040

Valuation

	2024 Certified Values	2023 Certified Values	2022 Certified Values	2021 Certified Values
+ Market Improvement Value	\$213,801	\$202,160	\$202,160	\$179,841
+ Market Misc Value	\$5,243	\$5,257	\$5,271	\$5,285
+ Market Land Value	\$580,000	\$455,000	\$390,000	\$297,500
= Just Market Value	\$799,044	\$662,417	\$597,431	\$482,626
= Total Assessed Value	\$612,788	\$566,987	\$473,033	\$448,432
- School Exempt Value	(\$25,000)	(\$25,000)	(\$25,000)	(\$25,000)
= School Taxable Value	\$662,715	\$567,871	\$469,991	\$423,432

Historical Assessments

Year	Land Value	Building Value	Yard Item Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value	Maximum Portability
2024	\$580,000	\$213,801	\$5,243	\$799,044	\$612,788	\$25,000	\$662,715	\$111,329
2023	\$455,000	\$202,160	\$5,257	\$662,417	\$566,987	\$25,000	\$567,871	\$69,546
2022	\$390,000	\$202,160	\$5,271	\$597,431	\$473,033	\$25,000	\$469,991	\$102,440
2021	\$297,500	\$179,841	\$5,285	\$482,626	\$448,432	\$25,000	\$423,432	\$34,194
2020	\$295,000	\$169,850	\$5,300	\$470,150	\$440,322	\$25,000	\$415,322	\$29,828
2019	\$290,000	\$172,348	\$5,314	\$467,662	\$433,090	\$25,000	\$408,090	\$34,572
2018	\$250,000	\$174,845	\$5,268	\$430,113	\$415,502	\$25,000	\$390,502	\$14,611

The Maximum Portability is an estimate only and should not be relied upon as the actual portability amount. Contact our office to verify the actual portability amount.

Land

Land Use	Number of Units	Unit Type	Frontage	Depth
RESIDENTIAL DRY (010D)	5,000.00	Square Foot	50	100

Buildings

Building ID	3717	Exterior Walls	C.B.S.
Style	GROUND LEVEL	Year Built	1950
Building Type	S.F.R. - R1 / R1	EffectiveYearBuilt	2000
Building Name		Foundation	CONCR FTR
Gross Sq Ft	1958	Roof Type	FLAT OR SHED
Finished Sq Ft	1632	Roof Coverage	TAR & GRAVEL
Stories	1 Floor	Flooring Type	CONC ABOVE GRD
Condition	AVERAGE	Heating Type	FCD/AIR DUCTED with 0% NONE
Perimeter	188	Bedrooms	3
Functional Obs	0	Full Bathrooms	1
Economic Obs	0	Half Bathrooms	0
Depreciation %	32	Grade	500
Interior Walls	PLYWOOD PANEL	Number of Fire Pl	0

Code	Description	Sketch Area	Finished Area	Perimeter
FLA	FLOOR LIV AREA	1,632	1,632	0
OPF	OP PRCH FIN LL	326	0	0
TOTAL		1,958	1,632	0

Yard Items

Description	Year Built	Roll Year	Size	Quantity	Units	Grade
CH LINK FENCE	1964	1965	0 x 0	1	920 SF	1
CONC PATIO	1969	1970	0 x 0	1	755 SF	2
LC UTIL BLDG	1979	1980	0 x 0	1	90 SF	1
LC UTIL BLDG	1986	1987	0 x 0	1	60 SF	1
WALL AIR COND	1987	1988	0 x 0	1	1 UT	1
WALL AIR COND	1987	1988	0 x 0	1	1 UT	2
BRICK PATIO	2010	2011	25 x 3	1	75 SF	2

Sales

Sale Date	Sale Price	Instrument	Instrument Number	Deed Book	Deed Page	Sale Qualification	Vacant or Improved	Grantor	Grantee
12/8/2012	\$0	Order (to be used for Order Det. Heirs, Probate in		2720	2497	11 - Unqualified	Improved		
2/1/1972	\$25,000	Conversion Code		515	779	Q - Qualified	Improved		

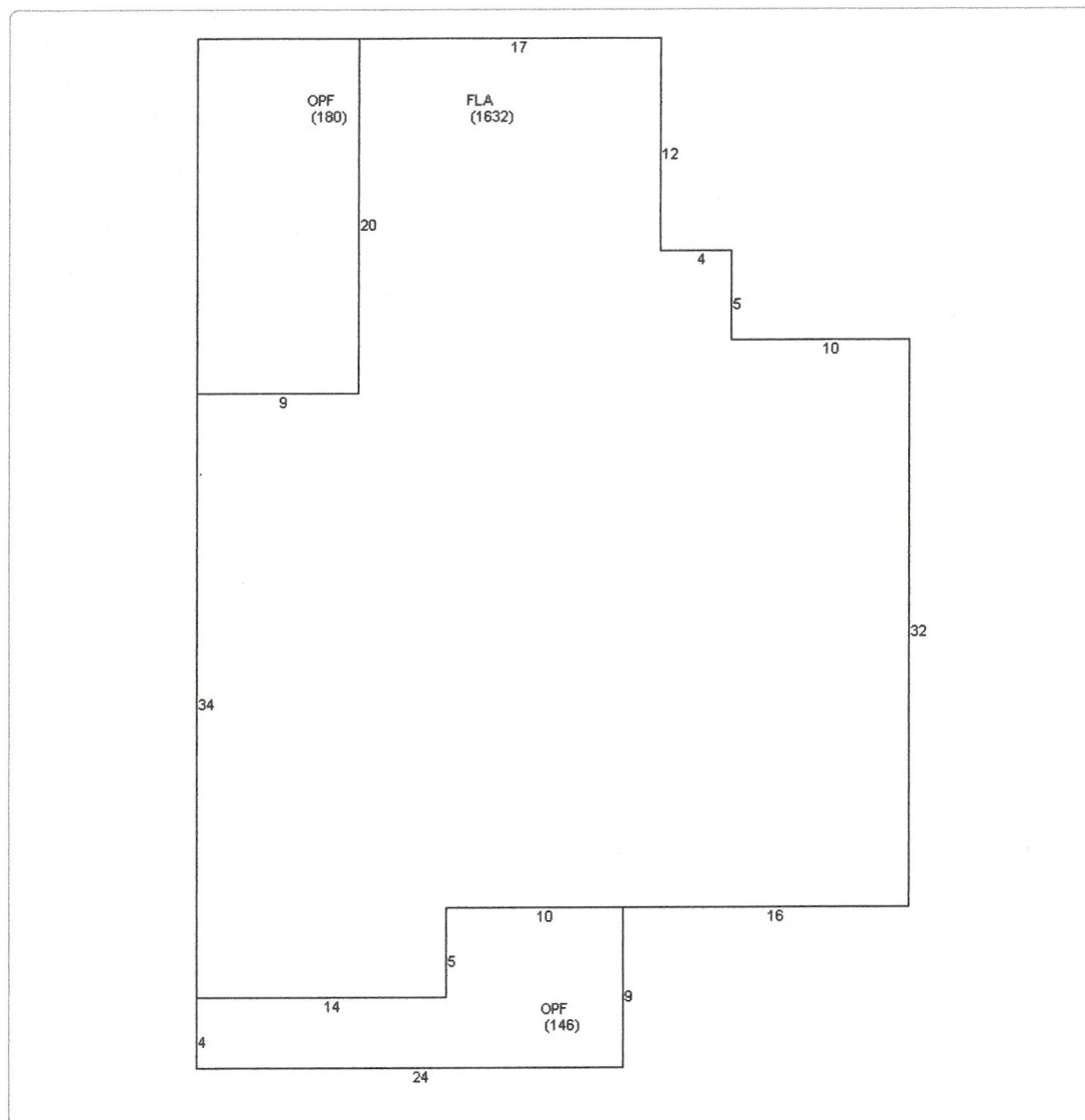
Permits

Number	Date Issued	Status	Amount	Permit Type	Notes
07-2336	05/15/2007	Completed	\$6,000	Residential	INSTALL A3 TON A.C UNIT, 1 TON MINI SPLIT UNIT AND 12 DROPS. (COUNTY PROJECT)
07-1243	03/14/2007	Completed	\$18,007	Residential	REPLACE 15 WINDOWS 3 DOORS & 16 HURRICANE DOORS
	01/01/1900		\$0		

View Tax Info

[View Taxes for this Parcel](#)

Sketches (click to enlarge)



Photos



Map



TRIM Notice

[2024 TRIM Notice \(PDF\)](#)

The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the

[User Privacy Policy](#) | [GDPR Privacy Notice](#)
Last Data Upload: 7/10/2025, 1:33:01 AM

[Contact Us](#)

Developed by
 **SCHNEIDER**
GEOSPATIAL

Warranty Deed

721 107-4079 1000
9971423 40
1045 1132-7400
10740 11 400
1212 1040 11 400 1000 1000

8056

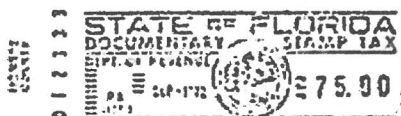
This Indenture,

Made this 15th day of August A. D. 1972, Between FRANK A. CASTILLO
 GLENDA P. CASTILLO, husband and wife,
 of the County of Monroe in the State of Florida - parties of the first part
 and
 LILLIAN C. FIECK of the County of Monroe in the State of Florida - whose post
 address is 2015 Staples Avenue, Key West, Florida 33040
 part of the second part.

Witnesseth. That the said part 100 of the first part, for and in confirmation of the sum of TWENTY-FIVE THOUSAND AND NO/100 (\$25,000.00) ----- dollars, to them in hand paid by the said party- of the second part, the receipt whereof is hereby acknowl- edged, have granted, bargained, and sold to the said party of the second part, HER heirs and assigns forever, the following described land, situate, and being in the County of Monroe State of Florida . do well:

On the Island of Key West and being Lot 4, in Block 15, according to Key West Realty Company's Subdivision of Part of Tract 21 and Lots 1, 2, 3, 4 and 5, as recorded in Plat Book 1, page 43 of the Public Records of Monroe County, Florida.

SUBJECT to that \$15,000.00 Mortgage to Kroyer Mortgage Company, dated 2/8/66, recorded in OR 366, Pages 1025/1028, Public Records of Monroe County, Florida, of which there remains an unpaid balance of \$13,393.60 which Grantee herein assumes and agrees to pay.



And the said part 123 of the first part do hereby fully warrant the title to said land and will defend the same against the lawful claims of all persons whatsoever.

In Witness Whereof, The said parties of the first part ha^{ve} hereunto set their hand^s and seal^s the day and year first above written.

Signed, sealed and delivered in the presence of:

Encke D. 1858

Frank A. Castillo

Revised Notes

Glenda P. Cortilla

UNITED STATES OF AMERICA
CANAL ZONE

I HEREBY CERTIFY that on this day, before me, as
stated to this acknowledgment, personally appeared

EDUARD A. CASTILLO and GLENDA P. CASTILLO, husband and wife.

Allyson said they returned the same

15TH day of

MY COMMISSION EXPIRES 26 JAN. 1975

8056

Ἰλὶς ἰατρικὴν ἔρμηνει δι:

ALL: 1

RECORDS IN OFFICIAL RECORD
MONTE COUNTY, FLORIDA
EARL W. ADAMS
CLERK OF CIRCUIT COURT
RECORD BUREAU

NOTARY PUBLIC



Plans