



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: 304 Truman Ave., Key West, FL 33040

Zoning District: HMDR

Real Estate (RE) #: 00025580-000000

Property located within the Historic District? ☒ Yes ☐ No

APPLICANT: ☐ Owner ☒ Authorized Representative

Name: Habitat For Humanity of the Lower Keys & Key West Mailing Address: 471 Overseas HWY, Suite 102

City: Big Coppitt Key State: FL Zip: 33040

Home/Mobile Phone: (305) 294-9006

Office: _____ Fax: _____

Email: kwelburn@habitatlowerkeys.org

PROPERTY OWNER: (if different than above)

Name: Housing Authority of the City of Key West Mailing Address: 1400 Kennedy Dr.

City: Key West State: FL Zip: 33040

Home/Mobile Phone: _____

Office: (305) 296-5621 x 254 Fax: _____

Email: sterlingr@kwha.org

Description of Proposed Construction, Development, and Use:

Renovation of existing 641sf contributing historic residential structure with a proposed 383 sf addition.

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

Applicant requests a variance to Section 122-600 (4)a - Maximum Lot Coverage to exceed the maximum

coverage of 946 sf (40%) by 165 sf for a total of 1,111 sf (47%) of building coverage, 7% over the maximum. It should be noted that the existing site is 1,635 sf less than the min. req'd site area of 4,000 sf or 59% of minimum size.

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	HMDR			
Flood Zone	X/AE-6			
Size of Site	2,365 sf			
Height	30'-0"	15'-10 1/2"	16'-4 1/2"	
Front Setback	10'-0"	6'-2"	6'-2"	
Side Setback	5'-0"	3'-1"	3'-1"	
Side Setback	5'-0"	3'-6"	3'-6"	
Street Side Setback	N/A	N/A	N/A	
Rear Setback	15'-0"	45'-5"	15'-0"	
F.A.R	1.0 (2,365 SF)	0.27 (641 SF)	0.43 (1,024 SF)	
Building Coverage	946 SF(40%)	641 SF (27%)	1,111 SF (47%)	165 SF (7%)
Impervious Surface	1,419 SF (60%)	809 SF (34%)	1,206 SF (51%)	
Parking	N/A	N/A	N/A	
Handicap Parking	N/A	N/A	N/A	
Bicycle Parking	N/A	N/A	N/A	
Open Space/ Landscaping	946 SF (40%)	1,556 SF (66%)	1,159SF (49%)	
Number and type of units	1 Residence	1 Residence	1 Residence	
Consumption Area or No. of seats	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.

Existing site does not meet minimum dimensional criteria set forth in Section 122-600 of the LDR's for lots in the HMDR District, specifically (5) Minimum Lot Size is 4,000 SF and existing lot size is 2,365 sf (59% of min area), and (5)a Minimum Lot width is 40'-0" and existing width is 25'-0". The site has an existing 641 SF single-story contributing historic residence and is in the Historic District and thus is governed by KW HARC guidelines which further restrict available options for renovation and expansion of the structure.

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

Special conditions as described above are related solely to existing inherited site conditions, City of Key West LDR's, City of Key West HARC guidelines.

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.

Request involves a proposed renovation and addition to an existing structure as is permitted within the HDMR district.

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.

As the mission of the applicant is to provide affordable housing to families in Key West, a 3 bedroom 2 bath home would accommodate a larger number of candidate families in the area. The existing structure is 2 br 1 bath in 641 sf and applicant wishes to reconfigure existing house plan that, along with a 383 SF addition, will result in a modest 3BR/2BA 1,024 SF home with an 87 sf entry porch for a total building coverage of 1,111 SF which exceeds the allowable by 165 SF (7%). HARC guidelines do not permit envelope modification of a contributing structure nor do they allow additions to be higher than the existing envelope thus dictating a single story addition in the rear. Enforcing the lot coverage limit given the undersized lot and the HARC guideline limitations on height represent an undue hardship to the applicant.

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.

As noted in the Site Data Table and the Site Plan, the proposed improvements meet all other zoning criteria but for the building coverage exceeding the maximum by 7%. As the plan illustrates, the addition is efficient and the request is the minimum deviation necessary to meet the needs of the market.

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.

The existing structure is currently abandoned and extremely distressed. In granting the variance, the existing structure will be improved and restored in a manner consistent with the historic fabric of Key West and a new family will be living in the neighborhood.

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.

The applicant makes no comparison to any other similar conditions and believes the request is reasonable given the project objectives and the unique conditions associated with the project.

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

Pre-Application Meeting Notes

City of Key West, Florida • Planning Department • 1300 White Street •
Key West, Florida 33040 • 305-809-3764 • www.cityofkeywest-fl.gov

Meeting Date: 10/14/25 Zoning District: HNC-1

Address/Location: 3041 Truman Ave

Request: Construct Rear addition on existing SF Home.

Type of Application: Variance

Attendees: Applicant, Planning Staff

Notes:

Applicant brought forward plans, explained request and
heard back from staff.

Urban forester joined to discuss trees.

-Ben Gaynon



**City of Key West
Planning Department**

Authorization Form
(Where Owner is a Business Entity)

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

I, Randall Sterling as
Please Print Name of person with authority to execute documents on behalf of entity

Executive Director of The Housing Authority of Key West
Name of office (President, Managing Member) Name of owner from deed

authorize Kristina Welburn - Executive Director, Habitat for Humanity of Key West and the Lower Keys
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 of person with authority to execute documents on behalf of entity owner

Subscribed and sworn to (or affirmed) before me on this 8, October 2025
Date

by Randall Sterling
Name of person with authority to execute documents on behalf of entity owner

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


Notary's Signature and Seal

Name of Acknowledger typed, printed or stamped

Commission Number, if any





**City of Key West
Planning Department
Verification Form**
(Where Applicant is an entity)

I, Kristina Welburn, in my capacity as Executive Director
(print name) (print position; president, managing member)
of Habitat for Humanity of Key West & Lower FL Keys, Inc
(print name of entity)

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:

304 Truman 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 I am the Authorized Representative of the property involved in this application; 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.

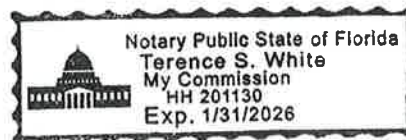
Kristina Welburn
Signature of Applicant

Subscribed and sworn to (or affirmed) before me on this 10/6/25 by
date
Kristina Welburn
Name of Applicant

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

Terence S. White
Notary's Signature and Seal

Terence S. White
Name of Acknowledger typed, printed or stamped



HH 201130
Commission Number, if any

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 00025580-000000
 Account# 1026352
 Property ID 1026352
 Millage Group 11KW
 Location 304 TRUMAN Ave, KEY WEST
 Address
 Legal KW PB1-25-40 PT LOT 7 SQR 1 TR 10 G12-457 OR37-110/11 OR1013-97/98
 Description OR1772-260/63 OR2345-87 OR2329-1885 OR2374-793/94 OR2374-795/98
 OR2539-1378/79 OR2547-2301/03
 (Note: Not to be used on legal documents.)
 Neighborhood 6021
 Property Class MUNICIPAL (8900)
 Subdivision Tracts 10 and 15
 Sec/Twp/Rng 06/68/25
 Affordable Yes
 Housing



Owner

[HOUSING AUTHORITY OF THE CITY OF KEY WEST](#)
 1400 Kennedy Dr
 Key West FL 33040

Valuation

	2025 Preliminary Values	2024 Certified Values	2023 Certified Values	2022 Certified Values
+ Market Improvement Value	\$14,299	\$14,299	\$14,299	\$14,299
+ Market Misc Value	\$317	\$317	\$317	\$317
+ Market Land Value	\$292,405	\$292,405	\$292,405	\$292,405
= Just Market Value	\$307,021	\$307,021	\$307,021	\$307,021
= Total Assessed Value	\$307,021	\$307,021	\$307,021	\$307,021
- School Exempt Value	(\$307,021)	(\$307,021)	(\$307,021)	(\$307,021)
= School Taxable Value	\$0	\$0	\$0	\$0

Historical Assessments

Year	Land Value	Building Value	Yard Item Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value	Maximum Portability
2024	\$292,405	\$14,299	\$317	\$307,021	\$307,021	\$307,021	\$0	\$0
2023	\$292,405	\$14,299	\$317	\$307,021	\$307,021	\$307,021	\$0	\$0
2022	\$292,405	\$14,299	\$317	\$307,021	\$307,021	\$307,021	\$0	\$0
2021	\$292,405	\$14,299	\$317	\$307,021	\$296,972	\$307,021	\$0	\$0
2020	\$292,405	\$14,299	\$317	\$307,021	\$269,975	\$307,021	\$0	\$0
2019	\$292,405	\$14,299	\$317	\$307,021	\$245,432	\$307,021	\$0	\$0
2018	\$292,405	\$14,299	\$317	\$307,021	\$223,120	\$307,021	\$0	\$0

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)	2,365.00	Square Foot	24.7	94.4

Buildings

Building ID	1989	Exterior Walls	WD FRAME
Style	1 STORY ELEV FOUNDATION	Year Built	1923
Building Type	S.F.R. - R1 / R1	EffectiveYearBuilt	1923
Building Name		Foundation	WD CONC PADS
Gross Sq Ft	901	Roof Type	GABLE/HIP
Finished Sq Ft	876	Roof Coverage	MIN/PAINT CONC
Stories	1 Floor	Flooring Type	SFT/HD WD
Condition	POOR	Heating Type	NONE with 0% NONE
Perimeter	140	Bedrooms	2
Functional Obs	99	Full Bathrooms	1
Economic Obs	1	Half Bathrooms	0
Depreciation %	90	Grade	350
Interior Walls	WALL BD/WD WAL	Number of Fire PI	0

Code	Description	Sketch Area	Finished Area	Perimeter
FLA	FLOOR LIV AREA	876	876	0
OPF	OP PRCH FIN LL	25	0	0
TOTAL		901	876	0

Yard Items

Description	Year Built	Roll Year	Size	Quantity	Units	Grade
FENCES	1960	1961	3 x 22	1	66 SF	4

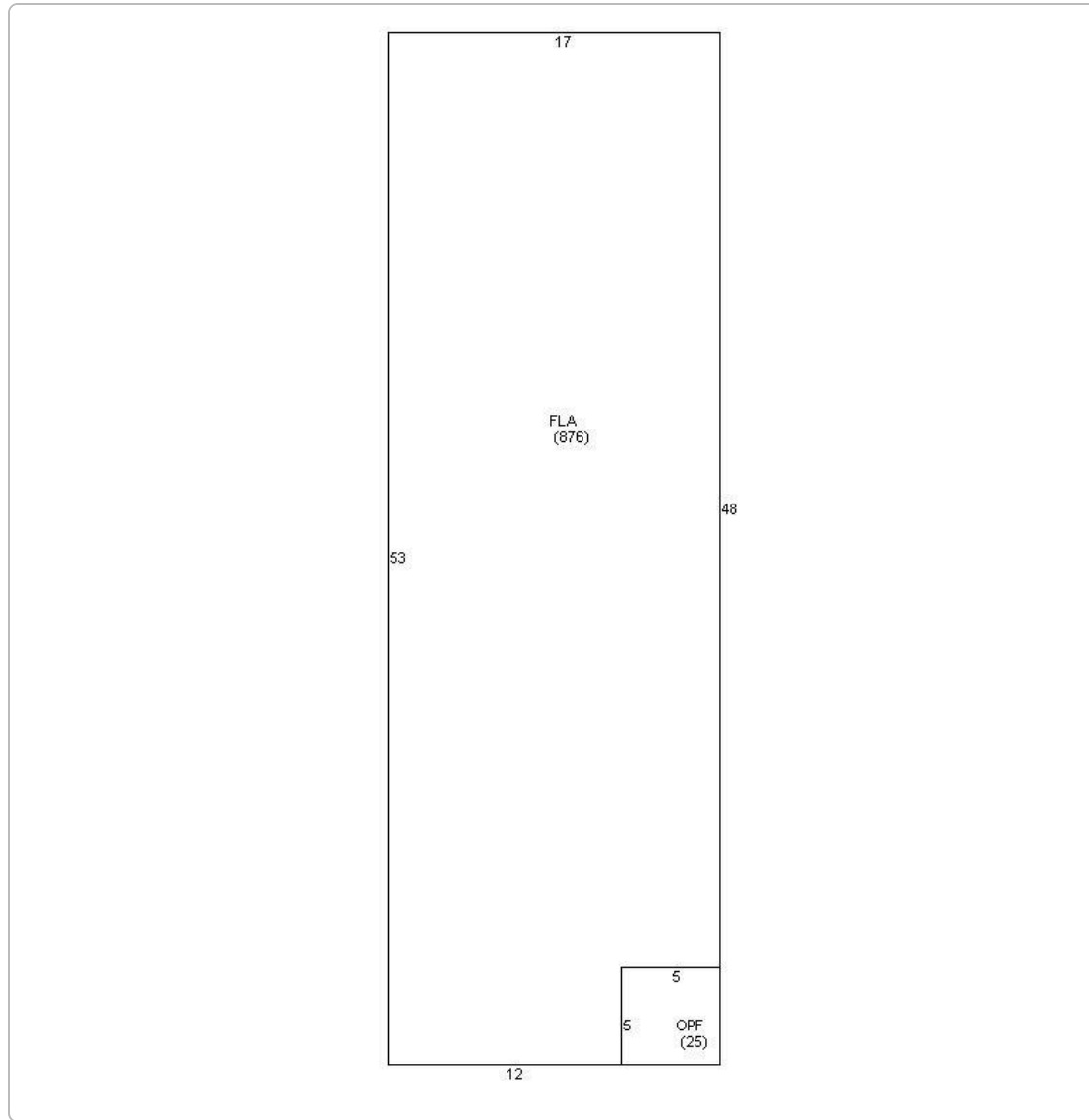
Sales

Sale Date	Sale Price	Instrument	Instrument Number	Deed Book	Deed Page	Sale Qualification	Vacant or Improved	Grantor	Grantee
10/21/2011	\$0	Warranty Deed		2547	2301	11 - Unqualified	Improved		
10/21/2011	\$160,000	Warranty Deed		2539	1378	18 - Unqualified	Improved		
7/31/2008	\$275,000	Warranty Deed		2374	793	G - Unqualified	Improved		

View Tax Info

[View Taxes for this Parcel](#)

Sketches (click to enlarge)



Photos



Map



No data available for the following modules: Permits, TRIM Notice.

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: 10/8/2025, 1:34:08 AM

Contact Us

Developed by
 **SCHNEIDER**
GEOSPATIAL

\$160,000.00

* This deed is being re-recorded to include the legal description.*

Prepared by and return to:
JOHN M. SPOTTSWOOD, JR.
Attorney at Law
Spottswood, Spottswood & Spottswood
500 Fleming Street
Key West, FL 33040
305-294-9556
File Number: 11-341-Ej
Will Call No.:

Doc# 1856028 10/25/2011 4:09PM
Filed & Recorded in Official Records of
MONROE COUNTY DANNY L. KOLHAGE

10/25/2011 4:09PM
DEED DOC STAMP CL: DS

\$1,120.00

Doc# 1856028
Bk# 2539 Pg# 1378

Doc# 1863696 12/27/2011 10:45AM
Filed & Recorded in Official Records of
MONROE COUNTY DANNY L. KOLHAGE

[Space Above This Line For Recording Data]

Warranty Deed

Doc# 1863696
Bk# 2547 Pg# 2301

This Warranty Deed made this 21st day of October, 2011 between Bahama Conch Community Land Trust of Key West, Inc., a Florida Non-Profit Corporation whose post office address is 201 Truman Avenue, Key West, FL 33040, grantor, and The Housing Authority of the City of Key West, Florida, a public body, corporate and politic created and organized pursuant to and in accordance with the provisions of Housing Authorities Law, codified as Chapter 421, Florida Statutes, as amended whose post office address is 1400 Kennedy Drive, Key West, FL 33040, grantee:

(Whenever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **Monroe County, Florida** to-wit:

See Attached Exhibit "A"

Parcel Identification Number: 00025580-000000

Subject to conditions, limitations, restrictions and easements of record and taxes for the year 2011 and subsequent years.

Subject to Declaration of Affordable Housing Restrictions recorded on even date herewith at Official Records Book 2539 at Page 1380, Monroe County, Florida.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anyway appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to **December 31, 2010**.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Bahama Conch Community Land Trust of Key West, Inc.

By: Cecil Bain
Cecil Bain, President

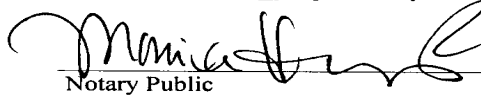
Witness Name: ERICA N. HUGHES-STERLING

Witness Name: Monica HOENYAK

State of Florida
County of Monroe

The foregoing instrument was acknowledged before me this 21st day of October, 2011 by Cecil Bain, President of Bahama Conch Community Land Trust of Key West, Inc., on behalf of said firm. He/she ☐ is personally known or ☒ has produced a driver's license as identification.

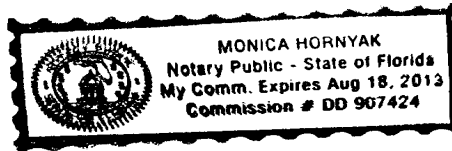
[Notary Seal]



Notary Public

Printed Name: _____

My Commission Expires: _____



Doc# 1856028
Bk# 2539 Pg# 1379

Doc# 1863696
Bk# 2547 Pg# 2302 *

MONROE COUNTY
OFFICIAL RECORDS

EXHIBIT "A"

Doc# 1863696

Bk# 2547 Pg# 2303

X

On the Island of Key West, and known on Wm. A. Whitehead's map of said Island, delineated in February, A.D. 1829 as a part of Tract Ten (10), but now better known as a part of Lot Seven (7) of Square One (1) of Tract Ten (10), according to a diagram of said Tract Ten (10) drawn by Edward C. Howe and recorded in Plat Book 1, Page 25, of Monroe County, Florida, Public Records.

Commencing at a point on Division Street distant Northeasterly from the corner of Thomas and Division Streets Fifty (50) feet and Three (3) inches and running thence in a Northeasterly direction along Division Street Twenty-five (25) feet, more or less; thence at right angles in a Southeasterly direction Ninety-four (94) feet and Seven (7) inches; thence at right angles in a Southwesterly direction Twenty-five (25) feet, more or less; thence at right angles in a Northwesterly direction Ninety-four (94) feet and Seven (7) inches, back to Division Street the Place of Beginning.

MONROE COUNTY
OFFICIAL RECORDS

X



THE CITY OF KEY WEST
Tree Commission

Post Office Box 1409 Key West, FL 33041-1409
Telephone: 305-809-3725

October 16, 2025

Habitat for Humanity of the Lower Keys and Key West
471 Overseas Hwy Suite 102
Big Coppitt Key, FL 33040

To Whom It May Concern:

In accordance with the submitted summary/survey of existing species illustrated by the Existing Site Vegetation Plan dated October 15, 2025, and documentation that the site does not feature any protected tree species or trees of any species having achieved a caliper in excess of three (3) inches, the final landscape plan for property located at 304 Truman Ave. is hereby approved.

If you have any questions, please call the office (305) 809-3768.

Sincerely,

Brett Mayle
Urban Forestry Manager
City of Key West
1300 White Street
Key West, FL 33040
Office: (305) 809-3768
Brett.Mayle@cityofkeywest-fl.gov



GENERAL SITE NOTES

- LANDSCAPING SHOWING FOR REFERENCE. OWNER TO COORDINATE WITH LANDSCAPING CONTRACTOR AND QUANTITIES WITH LANDSCAPING CONTRACTOR.
- REFER TO ELECTRICAL AND PLUMBING DRAWINGS FOR UTILITY LOCATIONS.
- G.C. TO CONNECT EXISTING UTILITIES TO NEW METER AND PANEL.
- ALL SPOTS ELEVATION CORRESPOND TO FIRST FLOOR ELEVATION: 0' - 0"
- EXISTING SITE HAS NO PROTECTED TREES AND NO TREES WITH CALIPER MEASURING 3" DIAMETER. READY TO REMOVE EXISTING SITE VEGETATION AND RE-PLANT WITH NEW TREES AND PLANTS. ALL EXISTING TREES ARE TO BE PLANTED WITH GRASS SEED AT NOTED ON PLAN.
- ALL OPEN SITE AREAS INCLUDING RETENTION AREAS ARE TO BE PLANTED WITH GRASS SEED AT NOTED ON PLAN.

SITE/DESIGN DATA

STORMWATER:
PROPERTY AREA: 2,365 SF
RETENTION REQUIRED (1" OVER ENTIRE SITE AREA): 197 CF
2,365 / 12 = 197 CF
50% OPEN SWALE REDUCTION: 98 CF REQUIRED
LANDSCAPED SWALE: 22 CF
RETENTION BASIN: 80 CF
TOTAL RETENTION PROVIDED: 102 CF

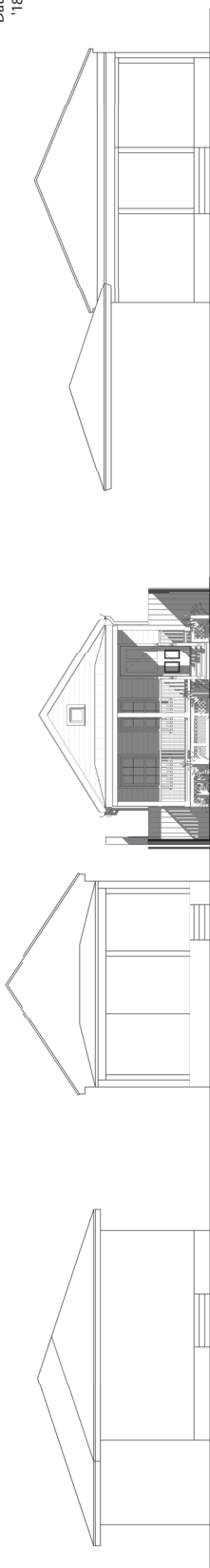
SITE/DESIGN DATA

MINIMUM SETBACKS:
FRONT YARD: 10'-0"
REAR YARD: 15'-0"
SIDE ACCESSORY: 10'-0"
SIDE YARDS: 5'-0"
OPEN SPACE: 2,365 SF
PROPERTY AREA: 1,419 SF (60%)
MAX. IMPERVIOUS SURFACE (60%): 809 SF (34%)
EXISTING IMPERVIOUS AREA: 1,231 SF (52%)
PROPOSED IMPERVIOUS AREA: 1,134 SF (48%)
OPEN SPACE PROVIDED

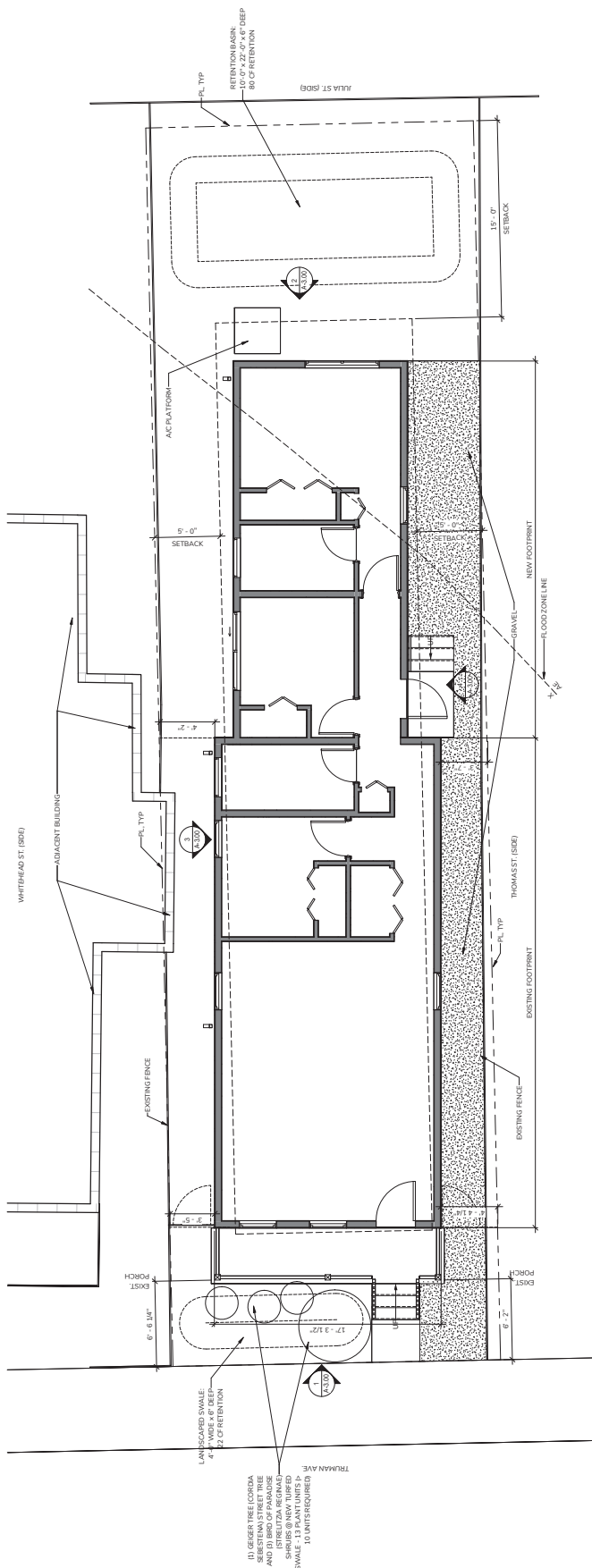
SITE/DESIGN DATA

SITE DATA
ZONING CLASSIFICATION: HISTORIC MEDIUM RESIDENTIAL DISTRICT (HMDR)
HARC CONTRIBUTING BUILDING
FLOOD ZONE: X / AE6
MAXIMUM F.A.R.: 1.0 (2,365 SF)
EXISTING F.A.R.: 0.24 (643 SF)
PROPOSED F.A.R.: 0.39 (1,024 SF)
MAXIMUM HEIGHT: 30'-0"
EXISTING HEIGHT: 15'-10.34"
PROPOSED HEIGHT: 16'-4.34"
MAXIMUM BUILDING COVERAGE: 40% (946)
EXISTING BUILDING COVERAGE: 729 SF (31%)
PROPOSED BUILDING COVERAGE: 1,111 SF (47%)

Digitally signed by
Philip D Badalamenti
Date: 2025.10.16
'18:04:56 -04'00



2 TRUMAN ST ELEVATION
SCALE: 3/8" = 1'-0"



1 SITE PLAN
SCALE: 3/8" = 1'-0"

(1) GERM TREE (CORDIA
ALLIEDI) REINSTATE
AND (2) BIRD OF PARADISE
SHAW (BIRD OF PARADISE)
SWALE - 1.1 PLANT UNITS P
SWALE - 1.1 PLANT UNITS P
10 UNITS REQUIRED



FL LIC. AR99860 exp. 12/31/2025

HABITAT FOR HUMANITY
304 TRUMAN AVE
KEY WEST, FL 33040
OF KEY WEST AND LOWER FLORIDA KEYS

SHEET TITLE
FLOOR, CEILING, AND
ROOF PLANS

ORIGINAL SIZE: PROJECT NUMBER
24 x 36 2010
DRAWN BY: PSB
CHECKED BY: PSB

CREATION DATE	DATE
2010/01/01	2010/01/01
2010/01/01	2010/01/01
2010/01/01	2010/01/01
2010/01/01	2010/01/01
2010/01/01	2010/01/01

REVISION	DATE

SHEET NUMBER:
A-2.00

PLOTTED:
2023 LITTLE RED ROOSTER LLC

- GENERAL FLOOR PLAN NOTES**
1. ALL WALLS ARE TYPE I U.N.O.
 2. NEW STUCCO WITH EXTERIOR LATEX PAINT ON WEATHER BARRIERS ON EXISTING CMU. TYPICAL.
 3. ALL DOORS ARE 4' FROM ADJACENT WALL OR CENTERED, U.N.O.
 4. ALL DOORS ARE 4' FROM ADJACENT WALL OR CENTERED, U.N.O.
 5. REFER TO STRUCTURAL FOR SHEETING AND COMPONENTS & CLOADING.
 6. REFER TO MECHANICAL FOR VENTILATION & AIR TREATMENT INFORMATION.

PLAN LEGEND

	EXISTING WALL TO REMAIN
	NEW GYP BD WALL/REFER TO WALL TYPES
	REFER TO WALL TYPE SCHEDULE
	NEW DOOR/REFER TO DOOR SCHEDULE

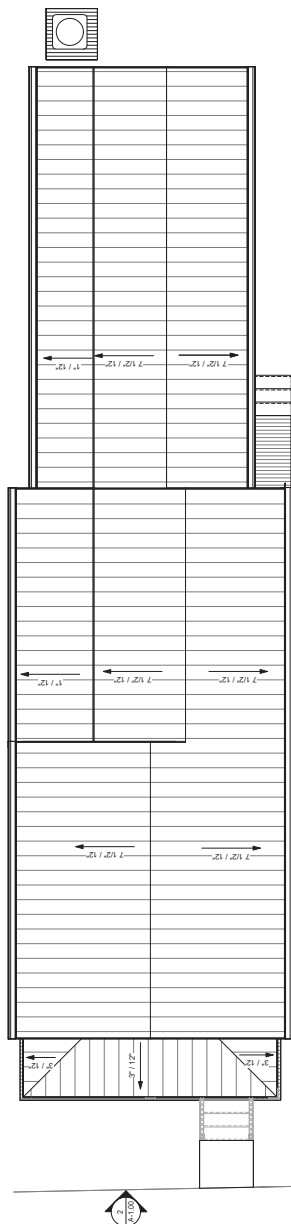
NOTE: DIMENSIONS ARE FROM FACE OF FINISHED WALL TO FACE OF FINISHED WALL UNLESS OTHERWISE NOTED

FLOOR PLAN CODED NOTES

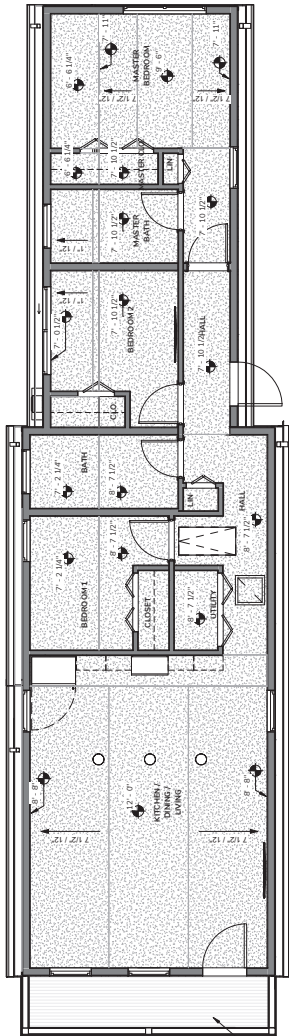
Number	Note

WALL SCHEDULE

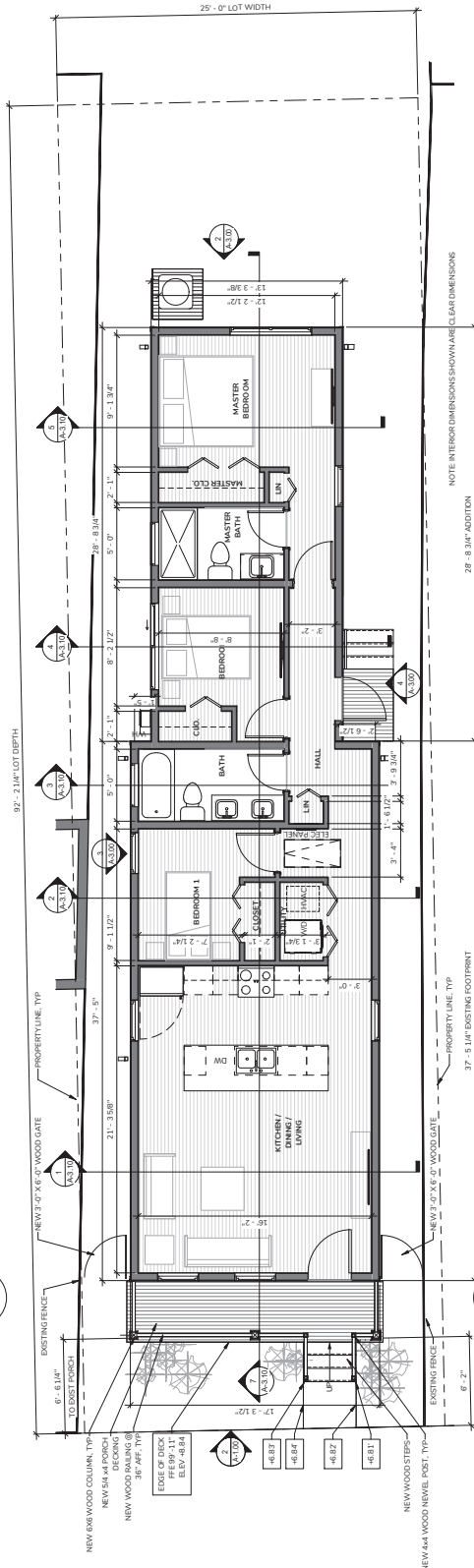
MARK	TYPE	DESCRIPTION	THICKNESS
1	2x4 WOOD STUD W/ GYPSUM BOARD	2x4 WOOD STUD WITH 5/8" SPACING @ 16" O.C.	4 1/2"
2	2x4 WOOD STUD W/ GYPSUM BOARD	2x4 WOOD STUD WITH 5/8" SPACING @ 16" O.C.	4 1/2"
3	2x4 WOOD STUD W/ GYPSUM BOARD	2x4 WOOD STUD WITH 5/8" SPACING @ 16" O.C.	4 1/2"



3 ROOF PLAN
SCALE: 3/4" = 1'-0"

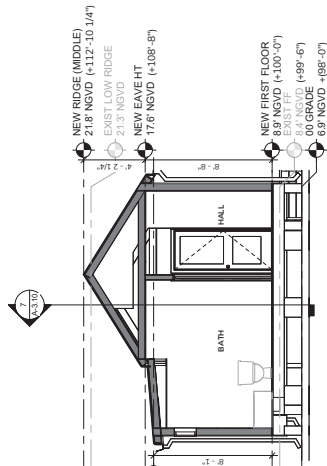


2 REFLECTED CEILING PLAN
SCALE: 3/4" = 1'-0"

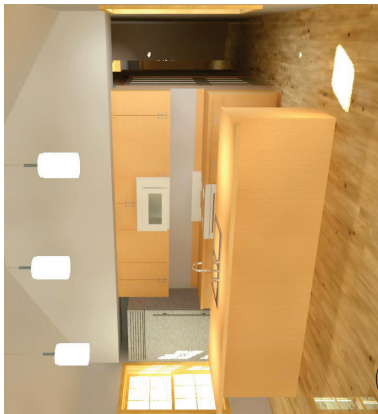


1 FIRST FLOOR PLAN
SCALE: 3/4" = 1'-0"

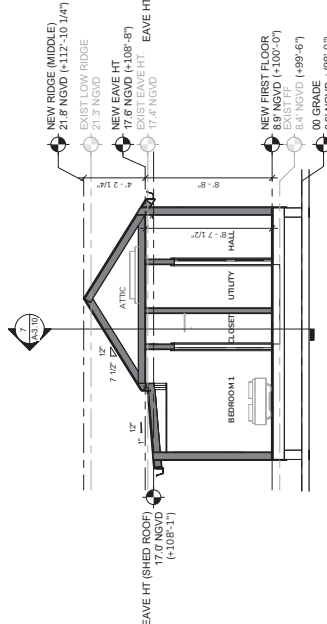




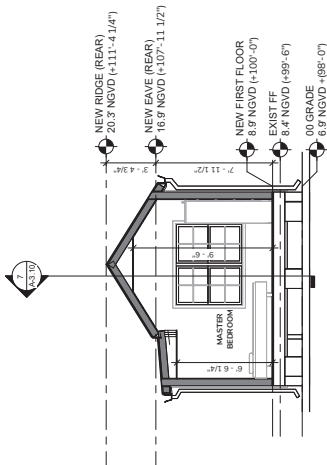
TRANSVERSE SECTION AT
BATHROOM



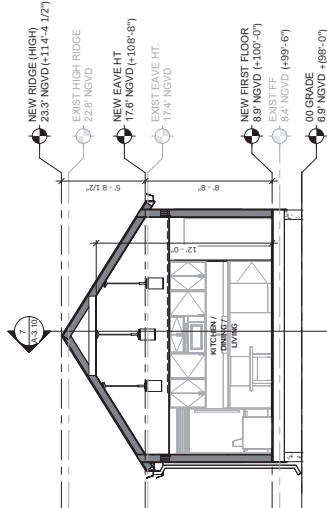
KITCHEN VIEW



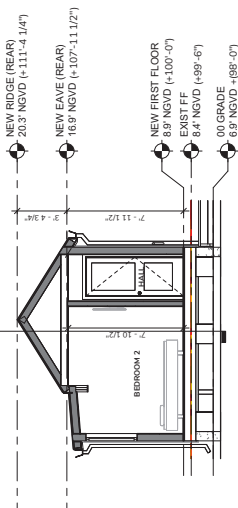
TRANSVERSE SECTION AT
BEDROOM 1



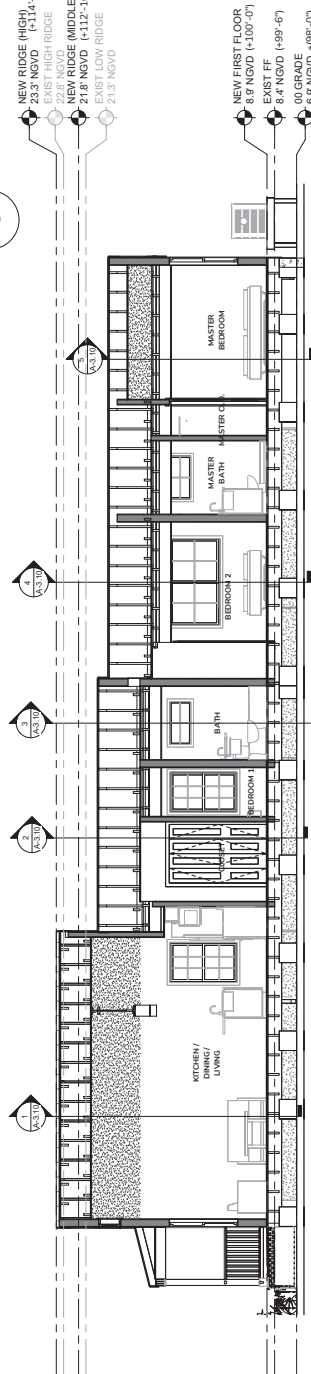
TRANSVERSE SECTION AT
MASTER BEDROOM



TRANSVERSE SECTION AT
LIVING/KITCHEN AREA



TRANSVERSE SECTION AT
EDROOM 2



LONGITUDINAL SECTION