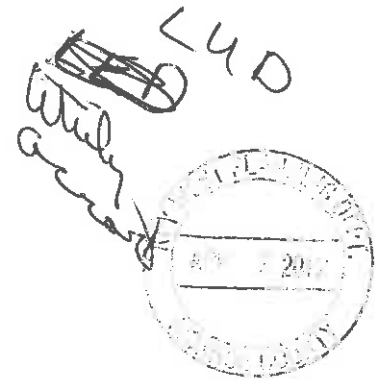


APPLICATION
CITY OF KEY WEST
PLANNING DEPARTMENT



Request for a Letter of Lawful Unit Determination (LUD)

Application Fee: \$400.00

Please print or type a response to the following:

1. Site Address 417 United Street
2. Name of Applicant Peter Janker
3. Applicant is: Owner Authorized Representative _____
(please submit Verification & Authorization Forms)
4. Address of Applicant 417 United Street
5. Phone # of Applicant 703-992-8192 Mobile# 703-850-0986 Fax# _____
6. E-Mail Address psjanker@yahoo.com
7. Name of Owner, if different than above _____
8. Address of Owner _____
9. Phone Number of Owner _____ Fax# _____
10. Email Address _____
11. Zoning District of Parcel _____ RE# _____

Number of known Permanent Residential Dwelling Units on Property: _____

Number of known Transient Residential Units on Property: _____

Other uses (i.e. commercial) on Property: _____

Please submit the following to ensure application completeness:
(Please check as you attach each required item to the application)

- Complete application;
- \$400.00 check made out to The City of Key West;
- Proof of ownership;

APPLICATION

- Current Property Record Card(s) from the Monroe County Property Appraiser;
- FKAA Water and Keys Electric utility records (indicating when service was initiated)

If applicable:

- Notarized Agent Authorization Letter (note: authorization is needed from all owner(s) of the subject property)

If available:

- Other records that indicate the existence of residential units (please see the attached Code of Ordinances Section 108-991, BPAS Ordinance for procedures, requirements and guidance)

✓ A site visit by City Staff is required to complete application processing. If deemed necessary the Planning Department may request additional information. Please submit the complete application package to the City of Key West Planning Department, 604 Simonton Street, Key West Florida, 33040.

Section 108-991, Development Not Affected by the Building Permit Allocation System Ordinance:

(3) Units in existence at the time the April 1, 1990, Census was prepared are presumed not to be affected by BPAS. The Administrative Official shall review available documents to determine if a body of evidence exists to support the existence of units on or about April 1, 1990. Units existing in 1990 will be documented through a mandatory site visit by City Staff and at least two of the following records:

- a. Aerial photographs and original dated photographs showing that the structure existed on or about April 1, 1990;
- b. Building permits issued prior to April 1, 1990;
- c. Copies of City Directory entries on or about April 1, 1990;
- d. Site visits which indicate that the age of the structure and associated improvements likely pre-date 1990;
- e. Rental, occupancy or lease records from before and including April 1, 1990, indicating the number, type and term of the rental or occupancy;
- f. Copies of state, county, and city licenses on and about April 1, 1990, indicating the number and types of rental units;
- g. Documentation for Keys Energy Service and Florida Keys Aqueduct Authority indicating the type of service (residential or commercial) provided and the number of meters on or about April 1, 1990;
- h. Documentation for the Monroe County Property Appraiser's Office for the time on or about April 1, 1990 (Green Card); and
- i. Similar documentation as listed above.

Provision of affidavits to support the existence of a unit is allowed, but cannot be the sole record upon which a decision is based. Provision of documents is the responsibility of the applicant. The Administrative Official's decision shall be rendered to the Department of Community Affairs for a determination of consistency with the Principals for Guiding Development.

APPLICATION

Units which are determined not to be affected by the Building Permit Allocation System per this subsection but which have not been previously acknowledged by the Administrative Official are presumed to be lawfully established per Chapter 122, Article II, Nonconformities, if the additional following requirements are met:

- a. The applicant satisfies the Building Department that the unit meets the Florida Building Code, through as built certifications or other means acceptable to the Building Official; and
- b. All back fee payments, including impact fee payments, from 1990 onward, as determined by the Building Department, are made in full.

Transient units which meet the criteria in this subsection will be licensed by the City.