



CITY OF COCOA BEACH
 P.O. Box 322430 Cocoa Beach, FL 32932-2430
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www.cityofcocoa-beach.com

APPLICATION FOR CONDOMINIUM CONVERSION

Condominium Conversion (760)

Case# _____ Date _____

Applicant Information: (Please Print or Type)

NOTE: Three (3) copies required, unless otherwise noted. There is no fee for this review.
 Staff will have up to 10 days to review this application.

“CBC” indicates Cocoa Beach Code. “LDC” indicates Land Development Code.

Applicant/Agent and Address: _____

Business Phone: _____ **Business Fax:** _____

E-Mail Address: _____ [Recommended]

Owner Name and Address: _____

Owner Phone: _____

E-Mail Address: _____ [Recommended]

Project Name: _____

Project Address: _____

Zoning: _____ **Future Land Use:** _____

This application was prepared and approved with the full knowledge and consent of the undersigned (Owner) _____, and is a full and complete representation of the proposed actions/development of the subject property. The Owner authorizes the agent (Agent) _____ to pursue this request for zoning and/or building/planning review. The Owner further authorizes City Staff, as necessary, reasonable right of entry to the subject premises, for review purposes, based upon this application.

Date _____ **Signature of Owner** _____

Subscribed before me this _____ day of _____,

Personally known _____, or produced identification _____

Signature of Notary: _____

APPLICATION CHECKLIST

Pursuant to Land Development Code (LDC) Section 4-22 – Minor Subdivisions; Lot Splits and Summary Plats and Florida Statutes Chapter 718.616:

SUBMITTAL DOCUMENTS:

- _____ 3 Copies of Survey
(The survey for the property subject to the petition must meet the minimum technical standards of LDC Section 4-21– Survey Requirements.)
- _____ One (1) electronic PDF formatted copy, and three (3) paper copies of the Proposed Condominium Documents.
- _____ 3 Copies of Application.
- _____ 1 Copy of Proof of Ownership.
- _____ 3 Copies of Applicant’s Narrative” describing proposed action. Include written synthesis statement, addressing the following:
(Items b-q are requirements of Florida Statutes):
 - a) Whether water and sanitary sewer services are available to the property.
 - b) Disclose the condition of improvements and condition of certain components, identifying current estimated replacement costs.
 - c) Date and type of construction.
 - d) What was the prior use?
 - e) Status of termite condition and/or evidence of treatment.
 - f) Disclose condition of roof.
 - g) Disclose condition of structure.
 - h) Disclose condition of fire systems.
 - i) Disclose condition of elevators.
 - j) Disclose condition of plumbing.
 - k) Disclose condition of heating/cooling systems.
 - l) Disclose condition of electrical.
 - m) Disclose condition of swimming pool.
 - n) Disclose condition of seawall.
 - o) Disclose condition of parking areas.
 - p) Disclose condition of stormwater drainage.
 - q) For each of the items (f-q) above, disclose:
Age of component, estimated remaining useful life, estimated replacement value (total + “per unit”).

Note: With this action, the Applicant is notified that additional follow-up administrative review requirements (examples: site plan, variance) might be identified.