

**SPECIAL EXCEPTION APPLICATION
LEVY COUNTY, FLORIDA**

Filing Date _____ **Petition Number** SE
Fee _____ (See fee schedule) **Validation Number** _____

TO THE LEVY COUNTY PLANNING COMMISSION:

Special Exceptions are intended to provide for land use and activities not permitted “By Right” in the applicable zoning district. Because a Special Exception is not normally permitted in a particular district, the burden is placed upon the applicant to document that the granting of the Special Exception will not create a hardship upon adjoining properties as they are currently being used or as they may be used in the future. [Source: Levy County Code of Ordinances, Section 50-796]

This application is hereby made to the County Commission of Levy County, Florida pursuant to the provisions of Chapter 163, Florida Statutes, the adopted Levy County Comprehensive Plan and the Levy County Zoning Ordinance petitioning for a Special Exception on the following described property:

I. APPLICANT AND REQUEST INFORMATION: Please print unless otherwise specified	
Applicant's Name _____	Owner's Name _____
Address _____	Address _____
Zip Code _____	Zip Code _____
Phone No. (____) _____	Phone No. (____) _____

II. PARCEL INFORMATION:		
Parcel Number (s)	Section/Township/Range	Acreage
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
Total Acreage:		_____
Subdivision name (if applicable): _____ Lot _____ Block _____		
Current Zoning:	F/RR <input type="checkbox"/> A/RR <input type="checkbox"/> RR <input type="checkbox"/> Industrial <input type="checkbox"/>	
	C-1 <input type="checkbox"/> C-2 <input type="checkbox"/> C-3 <input type="checkbox"/> C-4 <input type="checkbox"/> RMU <input type="checkbox"/>	
Current Land Use:	LDR <input type="checkbox"/> MDR <input type="checkbox"/> HDR <input type="checkbox"/> Commercial <input type="checkbox"/> RCN <input type="checkbox"/>	
	F/RR <input type="checkbox"/> A/RR <input type="checkbox"/> RR <input type="checkbox"/> Industrial <input type="checkbox"/> Public <input type="checkbox"/>	
Current Use (Actual) and Improvements on the Property: (i.e. Single-family home, well and septic, pole barn, etc...)		

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Directions to the Property: (Please start directions from a State or County Road): _____

III. TO BE SUPPLIED AT THE TIME OF SUBMISSION: Attach the items in the order listed below. The application will not be processed without these items. Any information changes must be submitted, in writing, to the Development Department and received one week prior to the Planning Commission Public Hearing.

*** Upon completion of the above application, **please submit the original and 24 copies** to the Levy County Development Department, 622 East Hathaway Avenue, Bronson, Florida, for processing.

Surrounding Land Owners & Mapping

- A list of names and addresses of property owners within 300 feet of the subject property (excluding rights-of-way) with corresponding address labels. This information shall be based on the latest available property records of the property appraiser's office. The applicant shall also provide a map clearly showing the subject property and all of the other properties within 300 feet.

Property Description

- Property Deed:** The most recent one pertaining to the proposed amendment property; obtained from the Clerk of the Circuit Court's Office.
- Certified property boundary survey.** Provide a certified legal boundary survey of the proposed amendment site. If the proposed Special Exception is to be on only part of the parcel, indicate that area. The legal description of the parcel or portion of the parcel must be described and signed and stamped by a certified Registered Land Surveyor (RLS), (PLS, PMS) or a Civil Engineer.
- Detailed Site Plan.** See Section IV of this application for required information to be shown on the site plan.
- Photographs.** Provide at least four (4) photographs showing site views from the site looking north, south, east and west. Identify the photo viewpoint and provide a brief description beneath each view (see Application Photo Directions, attached). Additional photos showing relevant information may also be included.

Maps: All required maps and information can be obtained at the Levy County Property Appraiser's Office.

- Property Appraiser's Parcel Map.**
 1. Identify the proposed site clearly using a color or pattern.

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2. Identify on the map the existing uses within 300 (three hundred) feet of the subject property's boundary using the following descriptive types: Residential, Commercial, Industrial, Recreation, Crops/Farming, Silviculture and Undeveloped. Please indicate all uses on the adjacent property. For example, residence and crops/farm, or Commercial/restaurant and recreational/golf course.
3. Identify the FLUM designation and zoning classifications for those properties identified by question #2.

- Property Appraiser's Aerial Photograph with Parcel Overlay.** Identify the proposed site clearly using a bright color or pattern taking care to obscure as little information as possible.

Documentation

- Existing Conditions and Compatibility on Property adjacent to the proposed amendment site.** Provide a cover letter for this application which documents in writing how you believe the proposed Special Exception will be compatible with the adjoining development and the proposed zoning district where it is to be located.
- A narrative description of the total project in sufficient detail to provide an understanding of the nature of the development proposal and a statement describing how the special exception meets all requirements, criteria, and standards for approval set forth in division 5.

Note: The development department director or the board of county commissioners, or other provisions of this code, may require additional information to be included in any site plan submitted pursuant to this section.

IV. Detailed Site Plan: The developer shall submit a site plan of his proposed Special Exception to be reviewed by the Planning Commission and the Board of County Commissioners. The site plan should be detailed at a scale of 1" = 20' or larger [subject to the Zoning Official's approval], showing the relationship of existing and proposed structures and uses to the parcel on which it is located. Where site plan approval is required, and the development is not being submitted as a PUD as provided in Section 50-796, the following shall be required:

1) Project identification:

- (a) Title of project or development
- (b) Name of engineer, architect and developer
- (c) North point, scale, date and legal description of the entire property encompassing the special exception.

2) Existing conditions:

- (a) Boundaries of the property involved, all existing easements, existing buildings, section lines, property lines, existing street paving and rights-of-way, topography, existing surface water areas, existing water mains, sanitary and storm sewers, culverts and other underground structures in and adjacent to the property.
- (b) A 1" equals 200' aerial photograph of sufficient quality to delineate existing vegetation, or a tree survey prepared by a licensed surveyor or engineer.

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3) Proposed development plans:

- (a) Proposed placement of structures on the property, provisions for ingress and egress, off-street parking and off-street loading areas, refuse and service areas and required yards and other spaces.
- (b) Plan showing proposed locations for utility hookups.
- (c) Plan for screening and buffers, with reference to type, dimensions and character.
- (d) Proposed landscaping.
- (e) Proposed signs and lighting, including type, dimensions and character.
- (f) Size of proposed lot (s) or parcel (s).

4) Tabulation of proposed development plans:

- (a) Tabulations of total number of gross acres in the site and the acreages and percentages thereof proposed to be devoted to the uses including: uses (residential, commercial, industrial or other nonresidential), streets parking and open and enclosed storage areas.
- (b) Tabulations of total number of dwelling units by dwelling type within the project.
- (c) Proposed development schedule and phasing.
- (d) Square footage of floor area by type of structure.

V. Additional Written and Mapping Documentation is required for the specific proposed Special Exceptions listed in Schedule I in applicable Zoning Districts. These uses include, but are not limited to, Mining, Excavation and Quarries, development in the Airport Overlay Zone, and Concentrated Commercial Farming Operations. Confirm with the Zoning Department whether the proposed use requested has additional requirements.

VI. In order for a special exception to be approved, the applicant must show that it meets the following criteria at a minimum and any other applicable requirements, criteria or standards as set forth in the Land Development Regulations.

- 1. That the use is a special exception use as set forth in Schedule 1. Use Regulations, of section 50-676 hereof or as set forth in the Levy County Comprehensive Plan.
- 2. That the use is so designated, located and proposed to be operated so that the public health, safety, welfare and convenience will be protected.
- 3. That the use will not cause substantial injury to the value of other property in the neighborhood where it is to be located.
- 4. That the property that is the subject of the special exception is suitable for the type of use proposed by virtue of its location, shape, topography, and by virtue of its compatibility with adjacent development, with uses allowed in adjacent land use and zoning districts, and with the character of the zoning district where it is located.

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5. That adequate buffering, landscaping and screening are provided as required in this article, or as necessary to provide a visual and sound barrier between adjacent property and the property that is the subject of the special exception.
6. That adequate off-street parking and loading are provided and ingress and egress are so designed as to cause minimum interference with or congestions of vehicular or pedestrian traffic on abutting streets or of boat or vessel traffic on adjacent waterways.
7. That the use conforms with all applicable regulations governing the district where located, as may otherwise be determined for large-scale developments.
8. That the use is consistent with the provisions of the Levy County Comprehensive Plan and the Land Development Code, and that the application and use comply with the applicable provisions of subdivision II of division 5 and with any specific requirements for the use contained in subdivision II of division 3 hereof.

VII. COMPREHENSIVE PLAN. The proposed use must be compatible with the Comprehensive Plan and Future Land Use Map. Refer to the adopted Levy County Comprehensive Plan for applicable goals, objective and policies. For assistance, call the Levy County Planning Department at 352/486-5405.

VIII. The Applicant states that she/he has read and understands the instructions and submission requirements stated in this application. Approval granted by said Commission in no way constitutes a waiver from any applicable Local, State, or Federal regulation.

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the legal owner or authorized agent of the above described property.

Applicant's Signature _____ Date _____

IX. APPLICATION INSTRUCTIONS:

- (a) An application for a Special Exception must be accompanied with a fee as per the most recent fee schedule. Please note, application fees may be subject to change. Confirm fee at the time of application.
- (b) If the applicant is not the owner of record of the property, the owner must agree to this application either by signing the application form, or by submitting a notarized letter authorizing the applicant to act as an agent. **Owner's authorization is required at the time this application is submitted.**
- (c) **All required documentation and submission material is required to accompany the application at the time the request is submitted. Applications are screened for completeness. Depending on the proposed use, additional information may be required. Failure to provide all information and submission material required shall delay the public review of the application until such time as all materials are received.**

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- (d) The minimum criteria for the applicable zoning district must be met uniformly by every change of zoning. These standards are not exclusive of any other standards which may be established by the Board of County Commissioners due to particular circumstances which are unique to the property for which the special exception is being requested.
- (e) Special Exception applications are processed once a month. Applications received by the first day of the month will tentatively be scheduled, advertised and presented at a public hearing the following month. Applications received after the first day of the month will not be scheduled for the following month.
- (f) Any information changes must be submitted, in writing, to the Development Department and received one week prior to the Planning Commission Public Hearing.
- (g) Applications may be submitted as follows:
 - In Person: Levy County Zoning Department, located on Alternate 27 (622 East Hathaway Avenue), within the Levy County Building and Zoning Office.
 - By Mail: Levy County Zoning Department, Levy County Courthouse, Post Office Box 672, Bronson, Florida, 32621.
- (h) This office will prepare the poster and place it on the property involved in this request.
- (i) Abutting property owners will be notified by mail of the request. “Abutting property” is any property immediately adjacent or contiguous to the property which is the subject of this request or located within 300 (three hundred) feet of the subject property lines including, immediately across any road or public right-of-way for said property.
- (j) **The parties in interest shall appear at the hearings in person, by agent, or by attorney. [Levy County Land Development Code, Chapter 50, Section 798, Application Procedures]**
The Commission, at its discretion, may defer action, or take decisive action on any application.

Additional Assistance: If you require further information, please contact the Levy County Development Department at (352) 486-5203 or visit the above address in person.

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OFFICE USE ONLY:

Planning Commission Public Hearing Date: _____

Planning Commission Recommendation: Approval Denial

BOCC Public Hearing Date: _____

BOCC Action: Approval Denial

Ordinance Number: _____ Adoption Date: _____

Notes, Instructions and Comments:

IX. CERTIFICATION

The undersigned has read and understands the application, and has received, read and understands the submittal requirements. It is agreed and understood that the undersigned will be held responsible for the accuracy of the application and information submitted. The undersigned hereby attests to the fact that the parcel number (s) and legal description (s) provided is/are the true and proper identification of the area of which the petition is being submitted. Signatures of all owners or their agents are required on this form. Signatures by other than the owner (s) will be accepted only with notarized proof of authorization by the owner (s).

Owner of Record

Name: _____

Address: _____

Phone: _____

Owner of Record

Name: _____

Address: _____

Phone: _____

No person submitting an application may rely upon any comment concerning a proposed amendment, or any expression of any nature about the proposal made by any participant, at the pre-application conference as a representation or implication that the proposal will be ultimately approved or rejected in any form. To meet with staff to discuss the proposal, please call (352) 486-5203 for an appointment.

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OWNER VERIFICATION

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the legal owner of the above described property.

Date Owner Signature

STATE OF FLORIDA
COUNTY OF _____

Owner Signature

Sworn to and scribed before me this _____ Day of _____ 20 _____, by (name)
_____ .

Signature - Notary Public

Personally known _____ Identification Expiration Date _____

AGENT VERIFICATION (if applicable)

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the authorized agent of the above described property.

Date Authorized Agent Signature (if applicable)

STATE OF FLORIDA
COUNTY OF _____

Sworn to and scribed before me this _____ Day of _____ 20 _____, by (name)
_____ .

Signature - Notary Public

Personally known _____ Identification Expiration Date _____