

THE SPECIAL EXCEPTION APPLICATION AND REVIEW PROCESS

1. The applicant **must** schedule a pre-application meeting with a Planner in the Zoning Department to discuss the proposed Special Exception. This application will not be accepted until such a meeting takes place and proof of same is provided by signature of the Planner verifying the date and time of such meeting in the space provided below.

2. The applicant **must** complete and submit an application according to the instructions provided in this packet. The application may not be accepted unless the application is completed in full with all of the proper information and documentation. You will receive notification stating whether or not the submitted application is sufficient. If all deficiencies are not corrected, the applicant may not be scheduled for a public hearing. If the application is sufficient, you will be advised of the hearing date and time.

3. The applicant **must** obtain from the Putnam County Property Appraiser, a list of all property owners within 300 feet of the property that the Special Exception pertains to. This list must be turned into the Town Office at least 45 days prior to the public hearing. At the present time there is a charge of \$25.00 for this service.

4. Staff will post signs for notice of public hearing 15 days prior to the scheduled hearing. The signs must be posted in public view on each street side of the subject property. If the property does not have frontage on a public street, a sign must be erected on the nearest street right-of-way with an attached notation indicating generally the direction and distance to the subject property.

5. Staff will conduct at least one site visit to the parcel that is the subject of the application. ***Submittal of a completed application represents express permission to the Zoning staff to enter onto the property to conduct a site visit.*** When only a piece of a larger parcel is subject to the rezoning, such a site visit necessarily includes the entire parcel and not just the portion that is the subject of the rezoning. Such site visits will be conducted during regular business hours (8:00 am to 5:00 pm Monday through Friday) between the date of submittal of a completed application and the date of the hearing. The express purpose of the site visit is: to place signs noticing the hearing, verify information submitted with this application and complete an analysis of the proposed special exception for consistency with the Comprehensive Plan and compliance with Town Ordinances. ***Denial or refusal to grant such access shall be grounds for rejecting the application.***

6. The applicant, at his/her own expense, is required to place a legal advertisement for the Zoning Board of Adjustment Hearing in the Palatka Daily News fifteen (15) days prior to the hearing. Proof of publication (the Palatka Daily News will furnish you with a "Proof of Publication Affidavit" upon request) **MUST** be submitted to the Town Office prior to Zoning Board of Adjustment public hearing. If the affidavit is not provided, the case **will not** be heard. The legal advertisement is prepared by the Town's Zoning Department, but the applicant **must** submit it to the Palatka Daily News at least three (3) days prior to publication.

7. You will receive a copy of a staff report, prior to the Zoning Board of Adjustment public hearing, which analyzes the application for consistency with the special use permit issuance criteria in Section 3.4.3 of Zoning Ordinance 2012-1. A listing of the criteria is provided with this application package. **However, please be advised that you are ultimately responsible for presenting and arguing your own case under each of the issuance criteria. Additionally, the Zoning Board of Adjustment’s decision shall be final and any appeal of the decision shall be to the Interlachen Town Council.**

8. Once the application has been advertised for public hearing, if you withdraw the application or cause the hearing to be postponed, you are responsible for payment of the original application fee and any cost incurred by the Town for additional public notices.

9. Hearing Procedures and Criteria for Special Exceptions. The order of proceedings for the Zoning Board of Adjustment Special Exception hearing shall be as follows:

ORDER	ITEM
1	Introduction of Petition
2	Applicant Presentation
3	Staff Presentation
4	Interested Party For
5	Interested Party Against
6	Rebuttals
7	Close of Formal Proceedings
8	Public Input
9	Close Public Input, Deliberation and Vote

Interested Party: For purposes of these proceedings, an “interested party” is a person who is prepared to present evidence to the reviewing board and willing to be subject to cross examination. Persons simply wishing to provide comment or other input without being subject to cross-examination may do so during the “public input” portion of the hearing.

Direct and Cross Examination: Direct and cross-examination of witnesses by interested parties shall be permitted in the course of the above proceedings.

Time Limits: The time limits for public input presentations at the public input stage may be limited to 3 minutes per speaker at the discretion of the Chairman.

Zoning Board of Adjustment Deliberation and Review Criteria: Decisions shall be decided by motion, and they shall be final. The Zoning Board of Adjustment shall not grant the Special Exception unless it makes written findings that the special exception satisfied the following criteria:

- a. The use is consistent with the Comprehensive Plan. A detailed statement of details of compliance shall be attached.
- b. The use is allowed as a Special Exception use in the zoning district in which the property is located.

- c. The establishment, maintenance, or operation of the Special Exception will not be detrimental to or endanger the public health, safety or general welfare and is not contrary to established standards, regulations, or ordinance of other governmental agencies.
- d. Each structure or improvement is so designed and constructed that it is not unsightly, undesirable, or obnoxious in appearance to the extent that it will hinder the orderly and harmonious development of the Town and the zoning district in which it is proposed.
- e. The Special Exception will not adversely impact the permitted uses in the zoning district nor unduly restrict the enjoyment of other property in the immediate vicinity nor substantially diminish or impair property values within the area.
- f. The establishment of the Special Exception will not impede the orderly development and improvement of the surrounding property for uses permitted in the zoning district.
- g. Adequate water supply and sewage disposal facilities will be provided in accordance with State and County health requirements.
- h. Adequate access roads, on-site parking, on-site loading and unloading berths and drainage have or will be provided where required.
- i. Adequate measures have been taken to provide ingress and egress to the property which is designed in a manner to minimize traffic congestion on local roads.
- j. Adequate screen and buffering of the Special Exception will be provided, if needed.
- k. The Special Exception will not require signs or exterior lighting which will cause glare, adversely impact area traffic safety or have a negative economic effect on the area. Any signs or exterior lighting required by the Special exception shall be compatible with development in the zoning district.
- l. There will be no undue risks to persons or property from hazardous substances.
- m. The use does not unduly affect lateral support of adjoining lands.
- n. The drainage from the use will not adversely affect adjoining lands.
- o. The Special Exception will conform to all applicable regulations of the zoning district in which it is proposed.
- p. Adequate School Facilities.

If you have any questions, please call (386) 684-3811.

Pre-application Meeting Verification:

Date: _____ Time: _____ am/pm Staff Signature: _____

INSTRUCTIONS FOR FILING A SPECIAL EXCEPTION APPLICATION

ITEM #1: The owner(s) must list their name(s) and address(es) in ITEM #1. **The applicant(s) must be the property owner(s).**

ITEM #2: The parcel identification number for the property is on your tax notice or can be obtained from the Property Appraisers Office or Planning & Development Services.

ITEM #3: Provide the subdivision name, unit, block and lot, if the subject property is part of a subdivision. If not, print N/A in the space provided.

ITEM #4: Provide road numbers, street names, and distances.

ITEM #5: Calculate the acreage of the area to be covered by the special use permit.

ITEM #6: Provide the current zoning designation and future the land use designation (this information is available from the Department); and describe the current use of the property; for example, is it vacant, residential or commercial (type of business)?

ITEM #7: State the nature of your requested Special Exception.

ITEM #8: If a prior Rezoning, Special Exception or Variance application has been submitted for the property, print YES and provide the case number(s). If none, print NO.

ITEM #9: Each of the following items must be submitted with the application:

APPLICATION FEE - A Special Exception application requires a **\$350.00** processing fee. In addition to the application fee, you are required to purchase signs for posting on the property. **Signs are \$2.00 each.** The number of public streets that front the property and the length of the frontage determines the number of signs required.

SITE PLAN – A site plan **MUST** be provided on a sheet of paper no larger than a legal size (8 ½ " x 14") and must be legible. The site plan shall include, at a minimum, all applicable details listed below:

- (1) Location of the site in relation to surrounding properties, including driveways to the properties.
- (2) Date, north arrow and graphic scale (i.e. 1" = 25').
- (3) The length of all property lines.
- (4) Location and width of existing and proposed driveways.
- (5) The location and dimensions of all proposed AND existing structures.
- (6) Distances between structures and distances from structures to all property lines, and to any major features such as lakes, wetlands, and rivers.
- (7) The total area to be covered by structures in square feet and percentage of the site.
- (8) The total area to be covered by structures and other impervious surfaces in square feet and percentage of the site.
- (9) The location, size and number of parking spaces.
- (10) The location and dimensions of proposed loading areas, if required.
- (11) Location, size and design of landscaped areas and building screens or architectural enclosures.
- (12) Location, size and type of required and/or proposed buffers or screening.
- (13) Location and dimensions of open space and storm water retention/detention areas.

AGENT DESIGNATION FORM - This can be submitted any time prior to the hearing and is not required unless the applicant(s) choose to designate an agent to represent them at the public hearings. If no agent is designated, print N/A in the space provided. Please note that the notarized signatures of the owner(s) and the agent are required on this form. The owner(s) signatures must be the same as in ITEM #12 on the application form.

RECORDED DEED - A copy of the recorded deed to the property involved in the request must be provided.

LEGAL DESCRIPTION - A legal description of the area for the special use permit must be provided, if the area is different from the legal description in the deed to the property.

PARCEL MAP- A dated quarter section from the most current parcel map showing the parcel that is the subject of the application. Date stamped copies are available from the Putnam County Property Appraiser.

ITEM #10: ALL OWNERS OF RECORD must sign the application. If all owners are unable to appear before the notary public, then a duplicate completed application must be signed by each owner and notarized. All signatures submitted must be originals.

IF THE OWNER IS A CORPORATION OR A BUSINESS ENTITY, all officers/partners must sign, or one officer may sign if written proof in a form acceptable to the Department is provided establishing that the one person has been delegated authority to represent the corporation or business entity.

Office Use Only

Initials of Reviewer: _____

Case No.: _____

SPECIAL EXCEPTION APPLICATION

1. Name of property owner(s) _____ Address(es): _____

2. Parcel ID number(s): _____

3. Subdivision name: _____ (If applicable)

4. Driving directions to property from Interlachen Town Office: _____

5. Size of property to be covered by the special use permit: _____ acres

6. Current zoning: _____ Future Land Use Designation: _____
Current Use: _____

7. Special Exception to allow: _____
Applicable Ordinance Section(s) _____

8. Prior zoning actions on this property (include case number): _____

9. Attach the following to the application form: (see instructions)

- Application Fee
- Site Plan
- Agent Designation form (if applicable)
- Recorded Deed
- Legal Description
- Parcel Map (quarter section)

NOTICE: Submittal of a completed application represents express permission to Planning & Development Services staff to enter onto the property to conduct a site visit under the conditions described in paragraph 6 on page 1 of the application packet. If you desire to be present during the site visit, contact the Department to schedule the site visit. Denial or refusal to grant such access shall be grounds for rejecting the application.

10. Signature(s) of property owner(s): _____ Telephone Number(s) _____

THE FOREGOING instrument was acknowledged before me, this ___ day of _____, 20___,
by _____, who is personally known/produced ID (type of ID) _____ State
of Florida, County of _____ Notary Signature: _____

Office Use Only

Initials of Reviewer: _____

Case No.: _____

AGENT DESIGNATION FORM

The applicant(s) does(do) hereby appoint and designate _____
as agent in fact for the owner(s) of parcel(s) _____

_____ to present an application for a Special Exception for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Town of Interlachen Zoning Board of Adjustment, and to respond to and furnish all information and data requested by said Board.

Print name of property owner(s)

Signature(s) of property owner(s)

State of _____ County of _____ Dated this _____ day of _____, 20____.

Personally known/produced ID (type of ID):

Notary Signature: _____

Date Commission Expires: _____

AGENT OATH AND SIGNATURE:

The undersigned _____, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking a special use permit and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: _____

Address: _____

Telephone Number _____ Fax Number : _____

State of _____ County of _____ Dated this _____ day of _____, 20____

Personally known/produced ID (type of ID) _____

Notary Signature: _____

Date Commission Expires: _____

THIS PAGE IS FOR OFFICE USE ONLY

Staff Sufficiency Review Comments:

1. Submittals Check List:

- | | |
|--|---|
| <input type="checkbox"/> Application Fee (including signs) | <input type="checkbox"/> Completed Site Plan |
| <input type="checkbox"/> Completed Application form | <input type="checkbox"/> Agent Designation form (if applicable) |
| <input type="checkbox"/> Recorded Deed | <input type="checkbox"/> Legal Description |
| <input type="checkbox"/> Parcel Map (quarter section) | |

2. Property is currently/proposed to be serviced by: central sewer _____ package treatment plant _____
septic tank _____ central water _____ public supply well _____ private well _____.

Health Department

Comments: _____

3. Case Number: _____

4. Hearing Date: _____

5. Special Comments: _____

Reviewed by: _____ Date: _____

