

INSTRUCTIONS FOR APPLICANTS FILING
ZONING SPECIAL PERMIT APPLICATIONS

A special permit is a use that would not be appropriate generally or without restriction throughout a zoning division or district but which, if controlled as to number, acres, location, size or relation to the neighborhood, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity, or the general welfare. Such uses may be permissible in a zoning classification or district as a special permit if specific provision for such a special permit is made in the Land Development Regulations (LDRs).

The following information is required from an applicant filing a zoning special permit application:

1. Copy of property deed.
2. Site plan (see attachment for list of required items on site plan).
3. Copy of aerial map from Property Appraiser's Office with the subject property highlighted.
4. Legal description of subject property, if the legal description in the deed is larger than the actual property being applied for.
5. \$650 application fee.
6. Completed application (attached).
7. Authorization letter from owner, if owner is represented by an agent (see attached sample).

The above information must be submitted to the Planning & Zoning Office, 224 Pine Avenue, Live Oak, Florida 32064 by the 15th day of the month. The application will be considered by the Board of County Commissioners on the fourth Tuesday of the following month. Meeting dates are subject to change. The Planning & Zoning Office will notify the applicant by mail of the exact date, time and place of the hearing.

The County LDRs require that a public notice be published once in the legal section of a local newspaper at least 10 days prior to the hearing date. The LDRs also require that a sign be posted on the subject property. The Planning & Zoning Office will ensure these requirements are met. In addition, the Planning & Zoning Office will send letters to all landowners who own property in close proximity to the subject property.

The burden is on the applicant to furnish competent evidence to prove that the request is consistent with the Comprehensive Plan and LDRs and complies with all procedural requirements. The proceedings will be quasi-judicial in nature, and the parties will be able to present evidence, cross-examine witnesses, and be informed of all the facts upon which the Board of County Commissioners acts. Anyone may appear before the Board comment on the application.

The Board of County Commissioners is required to base its decision to grant or deny applications on requirements in Section 14.6.1.1(2) of the LDRs. A copy of said section is attached.

For further information, contact the Planning & Zoning Office at 386/364-3401.

APPLICATION FOR ZONING SPECIAL PERMIT

Name of Title Holder(s): _____

Address: _____ City, State, Zip: _____

Phone Number: _____

Agent's Name & Address (if applicable): _____

_____ Phone Number: _____

Please provide the following information:

1. Legal Description: _____

_____ Attach separate sheet if necessary.)

2. Driving Directions to Subject Property: _____

3. Describe the proposed use, including, where applicable, size of buildings, number of employees, expected average daily traffic, and any other data pertinent to this use: _____

4. Has a zoning application been applied for on the subject property in the past? _____. If so, please provide the Application No.: _____

5. List the specific special permit and section number from the Land Development Regulations for which you are applying: _____

IF REPRESENTED BY AN AGENT, A LETTER OF CONSENT FROM THE TITLE HOLDER(S) MUST BE ATTACHED.

HEREBY CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND ALL INFORMATION PROVIDED IN ANY PAPERS OR PLANS SUBMITTED HERewith ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Title Holder(s) _____ Date _____

FOR OFFICE USE ONLY

Zoning District: _____ Land Use Plan Map Category: _____

Date Filed: _____ Special Permit Request No. _____

Fee amount: \$650 _____

Date hearing held: _____

Action by Board: _____

(Granted, Denied, etc.)

Additional Comments: _____

Planning & Zoning Director _____ Date _____
Suwannee County, Florida

AUTHORIZATION FOR AGENT TO REPRESENT
OWNER(S) IN ZONING/LAND USE MATTERS

I (We), the undersigned owner(s), do hereby authorize _____
to act as my (our) agent in any and all zoning/land use requests and to represent
us at all zoning/land use hearings pertaining to the following described real estate:

Date

Owner

Date

Owner

2. Findings. Before any special permit shall be granted, the Board of County Commissioner shall make a specific finding that it is empowered under these land development regulations to grant the special permit described in the application, and that the granting of the special permit would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity, or the general welfare. Before any special permit shall be granted, the Board of County Commissioners shall further make a determination that the specific rules governing the individual special permits, if any, have been met by the applicant and that, further, satisfactory provision and arrangement has been made concerning the following matters, where applicable:
 - a. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
 - b. Offstreet parking and loading areas, where required, with particular attention to the items in (a) above economic, noise, glare, or odor effects of the special permit on adjoining properties generally in the district.
 - c. Refuse and service areas, with particular reference to the items in (a) and (b) above.
 - d. Utilities, with reference to locations, availability, and compatibility.
 - e. Screening and buffering with reference to type, dimensions, and character.
 - f. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effects, and compatibility and harmony with properties in the district.
 - g. Required yards and other open space.
 - h. Considerations relating to general compatibility with adjacent properties and other property in the district including but not limited to:
 - (1) Conformity with the County's Comprehensive Plan and the effects upon the County's Comprehensive Plan;
 - (2) The existing land use pattern;
 - (3) The impact of the proposed use upon the load on public facilities such as schools, utilities, and streets;
 - (4) Changed or changing conditions which find the proposed use to be advantageous to the community and the neighborhood;
 - (5) The impact of the proposed use upon living conditions in the neighborhood;

- (6) The impact of the proposed use upon traffic congestion or other
- (7) The impact of the proposed use upon drainage;
- (8) The impact of the proposed use upon light and air to adjacent areas;
- (9) The impact of the proposed use upon property values in the adjacent area;
- (10) The impact of the proposed use upon the improvement or redevelopment of adjacent property in accordance with existing regulations; and
- (11) The impact of the proposed use with regard to the scale of needs of the neighborhood or the County.

- 3. Limitations on subsequent written petition for a special permit. No written petition by an owner of real property for a special permit for a particular parcel of property, or part thereof, shall be filed with the Land Development Regulation Administrator until the expiration of twelve (12) calendar months from the date of denial of a written application for a special permit for such property, or part thereof, unless the Board of County Commissioners specifically waives said waiting period based upon a consideration of the following factors.
 - a. The new written application constitutes a proposed special permit different from the one (1) proposed in the denied written application.
 - b. Failure to waive said twelve (12) month waiting period constitutes a hardship to the applicant resulting from mistake, inadvertence, or newly discovered matters of consideration.

