

**APPLICATION FOR SPECIAL EXCEPTION
PASCO COUNTY, FLORIDA**

APPLICATION NO. _____

The undersigned owner(s) of the following legally described property have formally requested consideration of a special exception in accordance with provisions of Florida Statutes and the Pasco County Land Development Code, Section 402.4. If approved, this application shall only authorize the particular use described and any conditions or provisions required by the Pasco County Planning Commission.

It shall be the responsibility of the petitioner, or her/his legal agent of record, to provide all information required below or any other information which is reasonable and relevant to the formulation of a recommendation to the special exception being considered. **No application for review shall be deemed complete until all required information is provided, which may include a Timing & Phasing Application.**

1. Name of Current Owner(s): _____
2. Owner's Mailing Address: _____
City _____ State _____ Zip Code _____
Owner's Telephone Number: _____
3. Parcel Description/Parcel ID No.: _____
4. Present Zoning District: _____
5. Existing Use: _____

6. **Proposed Special Exception (Attach Written Narrative/Description):**

Two signed and sealed legal descriptions and sketches or property survey, including wetland (if any) delineation, (by a registered surveyor) to be supplied at time of application. _____

7. Copy of Warranty Deed _____ **If the Special Exception is for a daycare we will need documentation from the State of the maximum capacity.**
8. Copy of Last Year's Paid Tax Bill _____
9. Notarized Agent of Record (if Applicable) _____
10. Site Plan for the proposed use (in duplicate) identifying the location of buildings, parking, and loading areas, traffic access and circulation, open space, landscaping, utilities, signs, service areas, etc. _____

11. Is this application the result of a Notice of Violation? _____ If so, please attach a copy of this letter.

12. **Please provide a detailed narrative of your request. (# of customers, students, hours of operation, etc) The petitioner acknowledges that all special exceptions are subject to the site/preliminary plan review in compliance with the Pasco County Land Development Code and Federal Flood Damage Prevention Ordinance.**

**** A CONTINUANCE MAY BE GRANTED IF THE REQUEST IS RECEIVED, IN WRITING, BY THIS OFFICE WITH CAUSE SHOWN A MINIMUM OF FIVE (5) DAYS BEFORE ANY MEETING. A \$300 continuance fee may apply.****

Date: _____

Fee Calculation: _____ Check No.: _____

Owner's/Representative's Signature

Owner's/Representative's Name (Print)

Representative's Address

Representative's E-mail Address

Representative's City, State, Zip Code

Representative's Telephone Number

Base Fee	\$600.00	#107
Per Acre or partial Acre	20.00	
Technology Fee	\$25.00	#269
Environmental Fee, if required	\$100.00	#154
Ad Fee (Legal Classified Ad)	\$60.00	#
Public Hearing Sign	\$12.75	#215
Public Hearing Stakes	\$ 1.36	#215

Accepted by: _____

**** ANY DOCUMENTS TO BE SUBMITTED AT ANY PUBLIC HEARING MUST BE ACCOMPANIED BY TEN (10) COPIES OF THE SAID DOCUMENTS FOR DISTRIBUTION****

ZONING SPECIAL EXCEPTION REVIEW

The Zoning/Code Compliance Division recommends denial or approval of a Special Exception Application only after study and consideration of the following items, where applicable, as listed under the Pasco County Land Development Code, Chapter 400, Section 402.4.E:

1. That the request is consistent with the Goals, Objectives, and Policies of the adopted Comprehensive Plan elements or applicable portions thereof.
2. The proposed use will not create or excessively increase traffic or parking congestion or otherwise affect public safety.
3. The site upon which the proposed use is to be located has suitable drainage, access, ingress and egress, on-site parking, loading and unloading areas, refuse collection, and adequate utilities available to service the site.
4. The site upon which the Special Exception is to be located has, or will have, screening and buffering sufficient to prevent interference with the enjoyment of adjoining or surrounding properties.
5. Proposed signs and lighting will not create any adverse glare or adversely affect traffic safety, economic value, or cause other significant problems on adjoining or surrounding properties.
6. That there is adequate yard and open space to serve the property upon which the Special Exception use will be maintained.

REQUIREMENTS FOR PUBLIC NOTICE SHALL APPLY TO ALL REZONINGS, CONDITIONAL USES & SPECIAL EXCEPTIONS.

The applicant/representative is responsible to provide public notice for all rezoning, conditional use, and special exception applications. Public notice consists of a written notice letter sent via United States Post Office to all property owners within 500-feet of the subject property and posting a Public Notice/Public Hearing sign on the subject property at least 14 days prior to the hearing(s); and, providing a notarized affidavit attesting to providing public notice at least 10 days prior to the public hearing(s). Depending on the type and scope of the application, a Neighborhood Meeting may be required. After submitting your application, Pasco County will provide additional instructions, sample forms for written notice and affidavit, and a mailing list of property owners within 500-feet of the subject property. Specialized public notice sign is available from Planning and Development Department for a nominal fee. Pasco County will publish a public notice in a newspaper of general circulation at least 14 days prior to the hearing(s).

 I prefer to receive correspondence pertaining to the application via EMAIL.

EMAIL ADDRESS: _____

AGENT OF RECORD LETTER

TO THE PASCO COUNTY ZONING AND SITE DEVELOPMENT DEPARTMENT, AND THE PASCO COUNTY BOARD OF COUNTY COMMISSIONERS:

I (We), _____, hereby designate and appoint _____ as my (our) Agent of Record for the purposes of representing me (us) during the rezoning, special exception, conditional use, variance appeal or site development application and applicable public hearing for application/project application and public hearing processes.

My (our) Agent of Record is hereby vested with authority to make any representations, agreements, or promises which are necessary in conjunction with the said application/project. My (our) Agent of Record is also authorized to accept or reject any conditions imposed by any reviewing board or entity.

Dated this _____ day of _____, _____.

APPLICANT/OWNER

APPLICANT/OWNER

PRINTED NAME OF APPLICANT/OWNER

PRINTED NAME OF APPLICANT/OWNER

EMAIL OWNER

APPLICANT'S(S) REPRESENTATIVE

PRINTED NAME OF REPRESENTATIVE

EMAIL REPRESENTATIVE

REPRESENTATIVE'S ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE NUMBER

STATE OF FLORIDA
COUNTY OF PASCO

I HEREBY CERTIFY that on this day, personally appeared before me, an officer duly qualified to administer oaths and take acknowledgments, to me known to be the person(s) described in and who executed the above and foregoing Agent of Record Letter and who acknowledged before me that (s)he (they) executed the same for the purposes therein expressed.

WITNESS my hand an official seal in the County and State last aforesaid this _____ day of _____, _____.

NOTARY PUBLIC
State of Florida at Large

My Commission Expires:

NOTE: If an Agent of Record is to be designated, all property owners of the subject property must sign this form.