# APPLICATION FOR SPECIAL EXCEPTION

PASCO COUNTY, FLORIDA

**(Pasco County Land Development Code, Section 402.4)**

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.**

Please call the Planning, Development & Economic Growth Department to schedule a content meeting before submittal at 727-847-8142 or email at das@pascocountyfl.net.

**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 in accordance with LDC Section 304, Public Notice Requirements. Depending on the type and scope of the application, a Neighborhood Meeting may be required pursuant to LDC Section 305, Neighborhood Meeting. 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.

***SOME AREAS MAY REQUIRE 1000 FEET TO BE DETERMINED BY STAFF.**



Revision Date: 4/1/2026
DS Admin Approved: 4/6/2026

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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 zoning amendment being considered. **No application for review shall be deemed complete until all required information is provided.**

**All proposed Special Exception uses shall meet the standards set forth in LDC Section 402.4.F.**

*ALL PROPERTY OWNERS ARE REQUIRED TO SIGN INDIVIDUAL AGENT OF RECORD DOCUMENTS*

1. Project Name (If Applicable): _____

2. Project No. (If Applicable): _____

3. Name of Owner: _____
   Mailing Address: _____
   City: _____ State: _____ Zip Code: _____
   Telephone #: _____ Fax #: _____
   E-Mail Address: _____

4. Name of Developer: _____
   Mailing Address: _____
   City: _____ State: _____ Zip Code: _____
   Telephone #: _____ Fax #: _____
   E-Mail Address: _____

5. Name of Agent, if applicable: _____
   Mailing Address: _____
   City: _____ State: _____ Zip Code: _____
   Telephone #: _____ Fax #: _____
   E-Mail Address: _____

*(attach completed Agent of Record)*

6. Parcel Description/Parcel ID #: _____

7. Present Zoning District: _____

8. Existing Use: _____

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

_____

**10. <u>One signed and sealed boundary legal description and sketch, or property survey (by a registered surveyor)</u> to be supplied at time of application**

**If the Special Exception is for a daycare we will need documentation from the State of the maximum capacity.**

11. Copy of Warranty Deed ☐
12. Copy of Last Year's Paid Tax Bill ☐
13. Notarized Agent of Record (if Applicable) ☐
14. 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. ☐
15. Is this application the result of a Notice of Violation? _____ If so, please attach a copy of this letter.
16. Please provide a detailed narrative of your request (# of customers, students, hours of operation, etc).
17. All applicable documents pursuant to LDC Section 402.4. - Special Exceptions.

**A CONTINUANCE MAY BE GRANTED IN ACCORDANCE WITH LDC SECTION 307, CONTINUANCE PROCEDURES. A FEE MAY APPLY TO ANY CONTINUANCE REQUESTS.**

Date: _____ _____
Owner's/Representative's Signature

Fee Calculation:_____ _____
Owner's/Representative's Name (Print)

Check #: _____ _____
Owner's/Representative's Address

Accepted by: _____ _____
Owner's/Representative's City, State, Zip

_____
Owner's/Representative's Phone Number

**Additional Documents (if applicable):** Agent of Record



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