



**GROWTH MANAGEMENT**  
 205 North Marion Ave  
 Lake City, FL 32055  
 Telephone: (386) 719-5750  
 E-mail: growthmanagement@lcfla.com

**FOR PLANNING USE ONLY**  
 Application # \_\_\_\_\_  
 Application Fee \$200.00  
 Receipt No. \_\_\_\_\_  
 Filing Date \_\_\_\_\_  
 Completeness Date \_\_\_\_\_

## SPECIAL EXCEPTION

### A. PROJECT INFORMATION

1. Project Name: \_\_\_\_\_
2. Address of Subject Property: \_\_\_\_\_
3. Parcel ID Number(s): \_\_\_\_\_
4. Future Land Use Map Designation: \_\_\_\_\_
5. Zoning Designation: \_\_\_\_\_
6. Acreage: \_\_\_\_\_
7. Existing Use of Property: \_\_\_\_\_
8. Proposed use of Property: \_\_\_\_\_
9. Section of the Land Development Regulations ("LDRs") for which a Special Exception is requested (Provide a Detailed Description): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### B. APPLICANT INFORMATION

1. Applicant Status       Owner (title holder)       Agent
2. Name of Applicant(s): \_\_\_\_\_ Title: \_\_\_\_\_  
 Company name (if applicable): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.**

3. If the applicant is agent for the property owner\*.  
 Property Owner Name (title holder): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.**

**\*Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.**

**C. ADDITIONAL INFORMATION**

- 1. Is there any additional contract for the sale of, or options to purchase, the subject property?  
If yes, list the names of all parties involved: \_\_\_\_\_  
If yes, is the contract/option contingent or absolute:     Contingent     Absolute
- 2. Has a previous application been made on all or part of the subject property?  Yes  No  
Future Land Use Map Amendment:     Yes \_\_\_\_\_     No \_\_\_\_\_  
Future Land Use Map Amendment Application No. \_\_\_\_\_  
Rezoning Amendment:     Yes \_\_\_\_\_     No \_\_\_\_\_  
Rezoning Amendment Application No. \_\_\_\_\_  
Site Specific Amendment to the Official Zoning Atlas (Rezoning):  Yes \_\_\_\_\_  No \_\_\_\_\_  
Site Specific Amendment to the Official Zoning Atlas (Rezoning) Application No. \_\_\_\_\_  
Variance:  Yes \_\_\_\_\_  No \_\_\_\_\_  
Variance Application No. \_\_\_\_\_  
Special Exception:     Yes \_\_\_\_\_     No \_\_\_\_\_  
Special Exception Application No. \_\_\_\_\_

**D. ATTACHMENT/SUBMITTAL REQUIREMENTS**

- 1. Analysis of Section 11.3 of the Land Development Regulations (“LDRs”):
  - a. Whether the proposed use would be in conformance with the city's comprehensive plan and would have an adverse effect on the comprehensive plan.
  - b. Whether the proposed use is compatible with the established land use pattern.
  - c. Whether the proposed use would materially alter the population density pattern and thereby increase or overtax the load on public facilities such as schools, utilities, and streets.
  - d. Whether changed or changing conditions find the proposed use to be advantageous to the community and the neighborhood.
  - e. Whether the proposed use will adversely influence living conditions in the neighborhood.
  - f. Whether the proposed use will create or excessively increase traffic congestion or otherwise affect public safety.
  - g. Whether the proposed use will create a drainage problem.
  - h. Whether the proposed use will seriously reduce light and air to adjacent areas.
  - i. Whether the proposed use will adversely affect property values in the adjacent area.
  - j. Whether the proposed use will be a deterrent to the improvement or development of adjacent property in accord with existing regulations.
  - k. Whether the proposed use is out of scale with the needs of the neighborhood or the community

2. Vicinity Map – Indicating general location of the site, abutting streets, existing utilities, complete legal description of the property in question, and adjacent land use.
3. Site Plan – Including, but not limited to the following:
  - a. Name, location, owner, and designer of the proposed development.
  - b. Present zoning for subject site.
  - c. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties.
  - d. Date, north arrow, and graphic scale not less than one inch equal to 50 feet.
  - e. Area and dimensions of site (Survey).
  - f. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
  - g. Access to utilities and points of utility hook-up.
  - h. Location and dimensions of all existing and proposed parking areas and loading areas.
  - i. Location, size, and design of proposed landscaped areas (including existing trees and required landscaped buffer areas).
  - j. Location and size of any lakes, ponds, canals, or other waters and waterways.
  - k. Structures and major features fully dimensioned including setbacks, distances between structures, floor area, width of driveways, parking spaces, property or lot lines, and percent of property covered by structures.
  - l. Location of trash receptacles.
4. Stormwater Management Plan—Including the following:
  - a. Existing contours at one foot intervals based on U.S. Coast and Geodetic Datum.
  - b. Proposed finished elevation of each building site and first floor level.
  - c. Existing and proposed stormwater management facilities with size and grades.
  - d. Proposed orderly disposal of surface water runoff.
  - e. Centerline elevations along adjacent streets.
  - f. Water management district surface water management permit.
5. Fire Department Access and Water Supply Plan: The Fire Department Access and Water Supply Plan must demonstrate compliance with Chapter 18 of the Florida Fire Prevention Code, be located on a separate signed and sealed plan sheet, and must be prepared by a professional fire engineer licensed in the State of Florida. The Fire Department Access and Water Supply Plan must contain fire flow calculations in accordance with the Guide for Determination of Required Fire Flow, latest edition, as published by the Insurance Service Office (“ISO”) and/or Chapter 18, Section 18.4 of the Florida Fire Prevention Code, whichever is greater.
6. Concurrency Impact Analysis: Concurrency Impact Analysis of impacts to public facilities. For commercial and industrial developments, an analysis of the impacts to Transportation, Potable Water, Sanitary Sewer, and Solid Waste impacts are required.

7. Comprehensive Plan Consistency Analysis: An analysis of the application's consistency with the Comprehensive Plan (analysis must identify specific Goals, Objectives, and Policies of the Comprehensive Plan and detail how the application complies with said Goals, Objectives, and Policies).
8. Legal Description with Tax Parcel Number (In Microsoft Word Format).
9. Proof of Ownership (i.e. deed).
10. Agent Authorization Form (signed and notarized).
11. Proof of Payment of Taxes (can be obtained online via the Columbia County Tax Collector's Office).
12. Fee. The application fee for a Special Exception Application is \$200.00. No application shall be accepted or processed until the required application fee has been paid.

#### **NOTICE TO APPLICANT**

- 1. All twelve (12) attachments are required for a complete application. Once an application is submitted and paid for, a completeness review will be done to ensure all the requirements for a complete application have been met. If there are any deficiencies, the applicant will be notified in writing. If an application is deemed to be incomplete, it may cause a delay in the scheduling of the application before the Board of Adjustment.**
- 2. A total of two (2) copies of proposed Special Exception Application and support material, and one (1) PDF copy on a CD, are required at the time of submittal. See LDR submittal requirements for more detail.**
- 3. All property owners within three hundred (300) feet be notified by certified mail by the proponent and proof of the receipt of these notices be submitted as part of the application package submittal.**  
***The Growth Management Department shall supply the name and addresses of the property Owners, the notification letters and the envelopes to the proponent.***

Before any Special Exception shall be granted, the Board of Adjustment shall make a specific finding that it is empowered under Article 3 of the Land Development Regulations to grant the Special Exception described in the petition, and that the granting of the Special Exception will not adversely affect the public interest. Before any Special Exception shall be granted, the Board of Adjustment shall further make a determination that the specific rules governing the individual Special Exception, if any, have been met by the petitioner and that, further, satisfactory provision and arrangement has been made.

In granting any Special Exception to the provisions of Article 4 of the Land Development  
Lake City – Growth Management Department  
205 North Marion, Lake City, FL 32055 ♦ (386) 719-5750

Regulations, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with such regulations, including but not limited to, reasonable time limits within which the action for which the Special Exception requested shall be begun or completed, or both. Violation of such conditions and safeguards, when made a part of the terms under which the Special Exception is granted, shall be deemed a violation of the Land Development Regulations.

The Board of Adjustment requires that the applicant or representative be present at the public hearing to address and answer any questions the Board may have during the public hearing. The application may be continued to future dates if the applicant or representative is not present at the hearing.

The City of Lake City Land Development Regulations require that a sign must be posted on the property ten (10) days prior to the Board to Adjustment hearing date. Once a sign has been posted, it is the property owner's responsibility to notify the Planning and Zoning Department if the sign has been moved, removed from the property, torn down, defaced or otherwise disturbed so the property can be reposted. If the property is not properly posted until all public hearings before the Board of Adjustment are completed, the Board reserves the right to continue such public hearing until such time as the property can be property posted for the required period of time.

There is a thirty (30) day appeal period after the date of the decision. No additional permitting will be issued until that thirty (30) day period has expired.

I (we) hereby certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and correct to the best of my (our) knowledge and belief.

**APPLICANT ACKNOWLEDGES THAT THE APPLICANT OR REPRESENTATIVE MUST BE PESENT AT THE PUBLIC HEARING BEFORE THE BOARD OF ADJUSTMENT. OTHERWISE THE REQUEST MAYBE CONTINUED TO A FUTURE HEARING DATE.**

\_\_\_\_\_  
Applicant/Agent Name (Type or Print)

\_\_\_\_\_  
Applicant/Agent Signature

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (name of person acknowledging).

(NOTARY SEAL or STAMP)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_  
OR On - Line \_\_\_\_\_ Type of Identification \_\_\_\_\_