City of ALACHUA

THE GOOD LIFE COMMUNITY

FOR PLANNING USE ONLY
Case #: _____
Application Fee: $_____
Filing Date: _____
Acceptance Date: _____
Review Type: P&Z; CC

Special Exception Permit Application

Reference City of Alachua Land Development Regulations Article 2.4.4

A. PROJECT

1. Project Name: _____
2. Address of Subject Property: _____
3. Parcel ID Number(s): _____
4. Existing Use of Property: _____
5. Future Land Use Map Designation : _____
6. Zoning Designation: _____
7. Acreage: _____

B. APPLICANT

1. Applicant's Status ☐ Owner (title holder) ☐ Agent
2. Name of Applicant(s) or Contact Person(s): _____Title: _____

   Company (if applicable): _____

   Mailing address: _____

   City: _____ State: _____ ZIP: _____

   Telephone: (___)_____FAX: (___)_____e-mail:_____
3. If the applicant is agent for the property owner*:

   Name of Owner (title holder): _____

   Mailing Address: _____

   City: _____ State: _____ ZIP: _____

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

C. ADDITIONAL INFORMATION

1. Is there any additional contact for sale of, or options to purchase, the subject property? ☐ Yes ☐ No

   If yes, list names of all parties involved: _____

   If yes, is the contract/option contingent or absolute? ☐ Contingent ☐ Absolute

D. ATTACHMENTS

1. Statement of proposed special exception including the identification of the provision of the Land Development Regulations under which the special exception permit is sought, and stating the grounds on which it is requested.

2. Analysis of compliance with the Standards for a Special Exception, as defined in Section 2.4.4 of the Land Development Regulations (LDRs), and listed below:
   a. Complies with Use Specific Regulations
   b. Compatibility
   c. Design Minimizes Adverse Impact
   d. Design Minimizes Environmental Impact
   e. Roads and Other Public Facilities
   f. Not Injure Neighboring Land or Property Values
   g. Site Plan
   h. Complies will All Other Relevant Laws and Ordinances

3. Materials which demonstrate that the special exception permit would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or the general welfare, which shall include (at a minimum):

a. A site plan showing the proposed placement of structures on the property; provisions for ingress and egress, off-street parking and off-street loading areas, and refuse and service areas; and required yards and other open spaces;
b. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.)
c. Plans for screening and buffering with reference to type, character and dimensions;
d. Proposed landscaping, signs and lighting, including type, dimensions and character;
e. Any specific requirements of the zoning district.

4. Two (2) sets of labels for all property owners within 400 feet of the subject property boundaries – even if property within 400 feet falls outside of City limits. (Obtain from the Alachua County Property Appraiser).

5. Neighborhood Meeting Materials, including:
   i. Copy of the required published notice (advertisement) – must be published a newspaper of general circulation, as defined in Article 10 of the City's Land Development Regulations
   ii. Copy of written notice (letter) sent to all property owners within 400 feet, and mailing labels or list of those who received written notice
   iii. Written summary of meeting – must include (1) those in attendance; (2) a summary of the issues related to the development proposal discussed; (3) comments by those in attendance about the development proposal; and, (4) any other information deemed appropriate.

6. Map of the subject property and surrounding area with zoning.

7. Legal description with tax parcel number.

8. Proof of ownership.

9. Proof of payment of taxes.

10. **Fee.** Please see fee schedule for fee determination. No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any necessary technical review will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any legislative and/or quasi-judicial action of any kind on the petition, appeal, or development application.

    All 10 attachments are required for a complete application. A completeness review of the application will be conducted within 5 business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge.

_____ _____

Signature of Applicant Signature of Co-applicant

_____ _____

Typed or printed name and title of applicant Typed or printed name of co-applicant

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20__, by _____

_____, who is/are personally known to me, or who has/have produced _____

as identification.

NOTARY SEAL

_____

Signature of Notary Public, State of _____