



GROWTH MANAGEMENT DEPARTMENT
DEVELOPMENT SERVICES
201 SE 3rd STREET, (Second Floor), OCALA, FL 34471
Phone: (352) 629-8404 Fax: (352) 629-8242
Email: gmd@ocalafl.org Website: www.ocalafl.org

SPECIAL EXCEPTION REQUEST
(\$1,250)

Due Date: Complete application 45 days prior to Zoning Board of Adjustment meeting held on the third Monday of the month. Incomplete applications will not be processed until all required information is submitted. Staff may request additional information to properly review the application.

1. Name of Petitioner(s): _____

Address of Petitioner(s): _____

City _____ State _____ Zip Code _____ Phone # _____

Fax # _____ Email address _____

2. a. Parcel account number(s) [from tax roll]: _____

b. Section _____ Township _____ Range _____ Size of Property _____

c. Legal Description: (Please attach)

NOTE: It shall be the applicant's responsibility to provide the correct legal description for the subject property. The application will not be processed until a correct legal description is provided. An electronic file of the legal description in Word format must be submitted with the application.

3. Street address of the property (if the property has no street address Development Services will complete this section):

4. a. Present Land Use designation: _____

b. Present Zoning District: _____

5. a. Description of the request: _____

b. Is a variance being requested along with this special exception? _____

6. The following items are required (The application will not be processed if these items do not accompany the application.):
- a. Deed or other proof of ownership
 - b. Notarized signature of the current property owner(s) and the agent's signature, if applicable
 - c. The appropriate fee in cash or check (Payable to the City of Ocala)
 - d. Site plan or site sketch drawn to scale submitted electronically as a pdf.
 - e. Electronic file of legal description in Word format

I, _____, as _____ of _____, a
 [Name] [Title] [Entity name]
 _____, being first duly sworn, affirm and say that I am the owner of the property
 [State registry& type (i.e.,Inc., LLP, etc.)]
 described above.

 Owner's Signature Address (Street)

 Phone Number City, State, Zip Code

State of _____
 County of _____

The foregoing instrument was acknowledged before me this _____, day of _____, 20_____,
 by _____, as _____ of _____, a
 [Name] [Title] [Entity name]
 _____, who is personally known to me or has produced
 [State registry& type (i.e.,Inc., LLP, etc.)]
 _____ as identification and who did / did not take an oath.

 NOTARY PUBLIC
 Commission No.: _____
 Commission Expires: _____

AUTHORIZED AGENT:

I, _____, am the legal representative of the owner and I am authorized to speak in his/her behalf for the subject matter.

Agent's Signature

Address (Street)

Phone Number

City, State, Zip Code

Email Address

ATTENDANCE at the public hearing by the applicant
or agent (as designated in writing) **IS RECOMMENDED**

STAFF USE ONLY:

- a. Date received: _____
- b. Petition contains all required information: Y N
- c. Petition is consistent with the zoning code: Y N
- d. Petition is consistent with the comprehensive plan: Y N
- e. Site lies within an historic district: Y N
 If yes, what district: _____
- f. Petition rejected: Y N (see attached reason)
- g. Petition accepted: Y N Case #: _____
- h. Land use: Case #: _____

A special exception shall not be granted by the board of adjustment unless and until

- (1) A written application for a special exception is submitted indicating the section of this article under which the special exception is sought and stating the grounds on which it is requested. The application shall include a site plan or sketch of the subject property drawn to scale;
- (2) Notice of public hearing on the special exception shall be given in the manner prescribed in Section 7-620, subsection (3)(c);
- (3) The public hearing shall be held. Any party may appear in person or by agent or attorney;
- (4) The board of adjustment shall make findings that it is empowered under the section of this article described in the application to grant the special exception and that the granting of the special exception, with any appropriate conditions and safeguards that the board may deem necessary, will not adversely affect the public interest;
- (5) In reaching its conclusion and in making the findings required in paragraph (4) above, the board of adjustment shall consider and weigh the following factors and standards, among others, and shall show in its record these factors and the disposition made thereof. Further, the board shall find in the case of any of these factors and standards, where they may be relevant and applicable; that the purposes and requirements for granting the special exception have been met by the applicant:
 - a. Ingress and egress to the property and the proposed structures thereon, if any, including such considerations as automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe;
 - b. Off-street parking and loading areas, where required, including consideration of relevant factors in subparagraph (a) above, and the economic, noise, glare, or odor effects of the locations of such off-street parking and loading areas on adjacent and nearby properties and properties generally in the district;
 - c. Refuse and service areas, including consideration of relevant factors in subparagraphs (a) and (b) above;
 - d. Utilities, including such considerations as hook-in locations and availability and compatibility of utilities for the proposed use;
 - e. Screening and buffering, including considerations of such relevant factors as type, dimensions, and character to preserve and improvement compatibility and harmony of use and structure between the proposed special exception and the uses and structures of adjacent and nearby properties and properties generally in the district;
 - f. Signs, if any, and proposed exterior lighting, if any, with reference to glare, traffic safety, and economic effects of same on properties in the district and compatibility and harmony with other properties in the district;
 - g. Required yard and open spaces;

- h. Height of structure where related to uses and structures on adjacent and nearby properties and properties generally in the district;
- i. Economic effect on adjacent and nearby properties and properties generally in the district of the grant of the special exception.
- j. Visual, physical, and economic impact of the proposed project or use on a historically designated property and district.

In granting any special exception, the board of adjustment may prescribe appropriate conditions and safeguards in conformity with this article. 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 this article. In making a grant of a special exception, the board of adjustment shall prescribe a time limit within which the action for which the special exception is granted shall be begun or completed, or both. Failure to begin or complete, or both, such action within the time limit shall void the special exception.