



Special Exception Application

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| Staff Use Only APPLICATION NUMBER: SE - ____ - ____ |
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Please complete the application to the best of your knowledge, and submit the completed form and any required materials to the City of DeLand Planning Department, Room 103, 120 South Florida Avenue, DeLand.

DESCRIBE REQUESTED ACTION: _____

SUPPORTING STATEMENT: *(attach separate sheet if necessary)* _____

PROPERTY INFORMATION:

SHORT PARCEL ID (12 DIGITS): _____

ADDRESS OF PROPERTY: _____

CROSS STREETS: _____ AND _____

SIZE OF EXISTING PARCEL: _____ SQ. FT./ACRES *(circle one)*

LEGAL DESCRIPTION *(attach separate sheet if necessary)*: _____

ZONING: _____ FUTURE LAND USE: _____

SURROUNDING LAND USE & ZONING DESIGNATIONS:

| | LAND USE | ZONING |
|-------|----------|--------|
| NORTH | | |
| SOUTH | | |
| EAST | | |
| WEST | | |

| <u>APPLICANT/AGENT:</u> | |
|-------------------------|------|
| NAME: | |
| COMPANY: | |
| ADDRESS: | |
| CITY, STATE, ZIP: | |
| TELEPHONE: | FAX: |
| EMAIL: | |

| <u>OWNER (IF DIFFERENT FROM APPLICANT):</u> | |
|---|------|
| NAME: | |
| COMPANY: | |
| ADDRESS: | |
| CITY, STATE, ZIP: | |
| TELEPHONE: | FAX: |
| EMAIL: | |

SIGNATURE OF APPLICANT: _____

SIGNATURE OF OWNER (IF DIFFERENT): _____

**Please attach a notarized Authorization of Owner and/or notarized power of attorney, if different from applicant.
 *If owner of the property is a corporation or company, a corporate resolution must be submitted with the application. An original resolution currently on file in the Planning Dept. that is less than 1 year old may be used. The resolution must state the name of the person(s) who have been resolved by the company as having authority to execute documents on behalf of the company. It must 1) be current; 2) state a termination date; 3) be signed and certified by the secretary; 4) be embossed with the corporate seal; and 5) be an original document.
 For every person doing business under a fictitious name, an Affidavit of Publication must be submitted.

THE FOLLOWING MUST BE SUBMITTED AT THE TIME OF APPLICATION:

- Two (2)** current (*no older than 2 years*) signed and sealed surveys of the subject property, including acreage
- Legal Description of the subject property
- Seventeen (17)** copies of a to-scale site plan, folded to fit in a 8 ½ x 14" folder; showing the following information (Sec. 33-134.02):
 1. Dimensions of the property
 2. Existing and proposed location of structure(s) on the property
 3. Vehicular accessways, driveways, circulation areas (include widths)

4. Off-street parking and loading areas
 5. Refuse and service areas
 6. Required setbacks; landscape or buffer areas; and other open spaces
 7. Existing and proposed adjacent rights-of-way, showing widths and centerlines
 8. Distances between buildings
 9. Interior and terminal landscape islands
 10. All existing and proposed sidewalks
 11. Landscape plan
- If applicable, one (1) copy of all plans reduced to 8 ½ x 14"
 - A tabular summary describing the proposed use of the property, including: existing and proposed use of property; conditions on the use; hours of operation; numbers of residents; area of the property; floor area of existing and proposed structure(s) and uses; existing and proposed density (where applicable); number of existing and proposed units; pervious and impervious areas and percentage of coverage; and number of required and provided off-street parking and loading spaces
 - For special exceptions for primary use on a parcel containing an outdoor advertising sign only:
 - A copy of the terms of the lease, license, agreement, or other contract for the outdoor advertising sign; stating it will expire in no more than ten (10) years time from the date of this application for special exception, notwithstanding any option provided to the property owner to buy out the remaining term of the contractual obligation.
 - Any information or exhibits necessary to demonstrate that the grant of a special exception will be in harmony with the general intent and purpose of the Land Development Regulations, including but not limited to: signs; lighting or other utilities; or any other additional information deemed necessary by any reviewing department or agency.
 - Authorization of owner, power of attorney, and/or affidavit of publication, if required (see above section).
 - Check made payable to the City of DeLand in the amount of \$750.00 + \$100 Fire Review Fee

NOTE: The application will be reviewed by the Technical Review Committee (TRC), Planning Board, and City Commission. The TRC meets the 3rd Thursday of the month in the Planning Department, TRC Conference Room, 120 S. Florida Ave. The Planning Board meets the 3rd Wednesday of the month at 5:00 pm in the City Commission Chambers. The City Commission meets the 3rd Monday of the month at 7:00 pm in the City Commission Chambers. Deadline for submittal is attached. Applications are due at noon on the dates listed. Incomplete applications will not be accepted. Comments and agenda will be emailed prior to the TRC meeting.

Staff Use Only

Complete Application Received By & Date: _____

Incomplete Application Received By & Date: _____

(missing items): _____

Scheduled Application Closing Date: _____

Scheduled Planning Board Meeting Date: _____

Scheduled City Commission Meeting Date: _____

Payment Received: Check Amount: \$_____ Date Paid: _____

SAMPLE OF CORPORATE RESOLUTION

Accepted by the City of DeLand Planning Department

RESOLUTION OF BOARD OF DIRECTORS

(Place Name of Corporation Here)

Resolved, That (name of person) is hereby appointed President of the Corporation with the power to make all purchases, contracts, contributions, acts, decisions, proceedings, elections, and deeds and any other papers that need to be signed, on behalf of this Corporation, in his/her own name and in the name of the Corporation, (name of Corporation), Inc.

I, (name of person), do hereby certify that I am the duly elected and qualified (title) and the keeper of the records and corporate seal of (name of Corporation), Inc., a corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of a resolution fully adopted at a meeting of the Board of Directors thereof, convened and held in accordance with the laws and Bylaws of said Corporation on (date), and that such resolution is now in full force and effect.

IN WITNESS WHEREOF, I have affixed my name as (title) and have caused the corporate seal of said Corporation to be hereunto affixed the (date).

Name and Title

SAMPLE OF NOTARIZED AUTHORIZATION OF OWNER

Accepted by the City of DeLand Planning Department

I/We, _____,

(Name of owner) as the sole or joint fee simple title holder(s) of the property described as:

authorize _____ (Name of applicant) to act as my agent to seek a _____ (e.g. Special Exception, Change of Zoning, etc.) for the above-referenced property.

My application will be heard at a public hearing on _____ (mo/day/yr) before the Technical Review Committee, before the Planning Board on _____ (mo/day/yr), and before the City Commission on _____ (mo/day/yr), unless continued or otherwise rescheduled.

OWNER'S SIGNATURE

OWNER'S SIGNATURE

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ (Date) by

_____, (Name of person acknowledging) who is personally known to me or who has produced _____ (Type of ID) as identification and who did not take an oath.

NOTARY PUBLIC, STATE OF FLORIDA

Type or Print Name:

Commission No.:

My Commission Expires: _____