



City of Minneola
Planning Department
800 N Highway 27, Minneola, FL 34715
(352) 394 – 3598 x172

Special Exception Permit Application

This Checklist is based on the relevant provisions of Chapter 106.2 – Special Exception Use Permit – of the Minneola, FL Code of Ordinances. The Code is available online at www.municode.com. The requirements below are minimums that may be adjusted in the pre-application conference.

Special Exception Permit Review Criteria

The general requirements and review criteria are describe in Section 106.2(e) of the City Code. The City Council shall consider the following requirements:

- a. Traffic generation and access for the proposed use shall not adversely impact adjoining properties and the general public safety
- b. Off-street parking, loading and service areas shall be provided and located such that there is no adverse impact on adjoining properties, beyond that generally experienced in the district (area)
- c. Required yards, screening or buffering and landscaping shall be consistent with the district (zoning) in general and specific needs of abutting land uses
- d. Size, location and number of conditional uses in an area shall be limited as to maintain the overall character of the district (zoning) as intended by this land development code
- e. Architectural and signage treatments shall comply with the general provisions applicable to permitted uses in the district, to the greatest extent possible, and be sensitive to surrounding development
- f. The availability of utilities services (such as water, sewer and solid waste) and recreational facilities

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Application Review Process

Development Review Process (DRP)

- The DRP reviewers shall review every application and make recommendations to the Planning & Zoning Commission (P&Z)
- The DRP will provide written comments/recommendations to the applicant and the P&Z

Planning and Zoning Commission (P&Z)

- An application package which has been determined complete by the Dept prior to the P&Z agenda deadline date will be considered at their meeting the following month
- A P&Z application package will NOT be scheduled for consideration until all DRP recommended Conceptual Plan revisions are completed and/or exhibits submitted
- The Dept is responsible to ensure the proper legal advertising is done in a timely manner
- The applicant is responsible to correctly post the required signs on the site in a timely manner and pursuant to the instructions provided by the Dept
- The P&Z will provide written comments to the applicant and the City Council

Applications need to be submitted by the 1st of the month to be considered at the next month's Planning & Zoning Commission meeting. Any and all supporting documents that need to be reviewed by the Commission need to be submitted by the 15th of the same month to be included in the packet for review.

City Council (CC)

- The City Council must conduct one public hearing regarding the proposed special exception permit
- The Council may defer consideration of the subject application at any time

Special Exception Permits (SEP) apply to the land regardless of who owns it. A SEP which has not been initiated within one year OR which is abandoned for one year expires and must re-apply. The conditions to be established for specific special exception permits are found in subsection (g) [(1) through (45)]. All SEP must comply with the relevant requirements of the Section 102 of the City Code – Landscaping.

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The following items are required for all Special Exception Permit Applications:

Rec'd	Requirement
	(1) Copy of the Legal Description or Warranty Deed
	(10) 11" x 17" Boundary Survey signed and sealed by a licensed Florida surveyor
	(3) 24" x 36" copy of the recorded lot split/minor subdivision plat, if required
	(3) 24" x 36" copies of the Conceptual Plan
	(10) 11" x 17" copies of the Conceptual Plan
	(1) copy of the completed application with checklist forms
	(1) copy of the signed and notarized property owner's authorization form
	(1) copy of the first page of property records cards for all parcels within 300 ft of property.
	CD in PDF format which includes applications and all documents
	\$1,000.00 non-refundable application fee

The Conceptual Plan shall be at a suitable scale and shall include:

- Location of all existing and proposed structures including elevations
- Location of existing and proposed parking areas
- Location of existing and proposed access points to the adjacent roadway
- Points of potable water and/or sewer and/or natural gas service
- Existing and proposed landscaping
- Existing and proposed storm water mgmt. facilities, if applicable
- Other requirements identified in the pre-application meeting

Transmit to:

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The application material described herein is based on the provisions of Section 106-2 of the City Code. A conceptual site plan is a mandatory part of this application.

Applicant Name: _____

Applicant Address: _____

Applicant Phone #: _____ Fax and/or E-mail: _____

Applicant Is: Owner Agent Purchaser Other

General Location and/or Street Address: _____

Alternate Key Number(s): _____

Owner Name: _____

Owner Address: _____

Owner Phone #: _____ Fax and/or E-mail: _____

Subject Site Area (acres or sq. ft.): _____

Existing FLUM: _____ Existing Zoning: _____

Present Use & List Of Structures By Use: _____

Has this site been subject to other development permit action in the last two years? If Yes, provide the type of action and date of final action below: _____

Potable Water Source: _____ Sewage Disposal Method: _____

Proposed Use: _____

Reasons for the Request: _____

Cite the specific applicable subsection and paragraph of the Land Development Code for which the Special Exception Permit is requested: Section _____

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Certification

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project.

I further understand that I am responsible to reimburse the City for the actual advertising costs and the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice or further processing of the application will cease until the invoice is paid in full.

I understand that only application packages that are determined complete by the Department will be scheduled for review.

Applicant Signature

Date

Office Use:

Applicant Name: _____

Application For: _____

Amount: _____ Check: _____

Amount: _____ Check: _____

Rec'd by: _____ Date: _____ Receipt #: _____

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Owner's Authorization

(required if the property owner is not the applicant)

STATE OF FLORIDA
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared _____

who is being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcels in this application.
2. That he/she desires to apply for an annexation of land generally located at:

3. That he/she has appointed _____
to act as agent in his/her behalf to accomplish the above.

Owner's Signature

This is to certify that on _____, 20__ before me,
an officer duly authorized to take acknowledgements in the State and County aforesaid, personally
appeared _____ he/she is personally know to me or has
produced _____ as identification and did (did not) take an oath.

SEAL

Signature of Acknowledger

Acknowledger Name

Serial Number

My Commission Expires

