CITY OF MINNEOLA, FLORIDA
SPECIAL EXCEPTION PERMIT APPLICATION CHECKLIST

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.

SEP 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

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 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

CITY OF MINNEOLA, FL
SPECIAL EXCEPTION PERMIT APPLICATION CHECKLIST (cont'd)

- 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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<u>The following items are required for all Special Exception Permit Applications</u>:

___ 1 - Copy of the Legal Description (could be on the survey) or Warranty Deed [not both]
___ 3 –Copies of the Boundary Survey by a Florida licensed surveyor at 24" x 36" – one copy shall be signed and sealed
___ 10 copies reduced to no greater than 11" x 17" [reductions do not need signing and sealing]
___ 3 – Copies of the Conceptual Plan for the subject site at 24" x 36"
___10 – Copies reduced to no greater than 11" x 17" (color copies only)
___ 1 – Copy of the completed Application with Checklist forms
___ 1 – Copy of the signed and notarized property Owner's Authorization form (if applicable)
___ 1 – Copy of only first page of the Property Record Cards for ALL parcels within 300 feet of all sides of the subject property -- or --
___ 1 - Copy of the completed Adjacent Property Owners form in ***Microsoft Word Format***
___ 1 – Set of Address Labels for ALL parcels within 300 feet of all sides of the subject property
___ CD in PDF format which includes ALL the Application package text and graphics
___ **A Non-Refundable Fee of $1,000**

<u>The Conceptual Plan shall be at a suitable scale and shall include</u>:

___ 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 stormwater mgmt facilities, if applicable
___ Other requirements identified in the pre-application meeting

Transmit To: Planning & Zoning Department, 800 N. U.S Hwy 27, Minneola, FL 34715
Phone: 352-394-3598, extension 2200 or 2202

Fax or e-mail submissions are not acceptable.

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CITY OF MINNEOLA, FLORIDA
800 N. US Hwy 27
SPECIAL EXCEPTION PERMIT APPLICATION

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 __ Lessee__ 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?

NO: __ 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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CITY OF MINNEOLA, FLORIDA
SPECIAL EXCEPTION PERMIT APPLICATION (cont'd)

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 understand that the application fee is non-refundable.

I further understand that I am responsible to reimburse the City for the actual advertising costs, mailings, **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

****

Payment Record for Office Use:

Applicant Name: _____

Application for: _____

Amount: _____ Check #: _____

Amount: _____ Check #: _____

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

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ADJACENT PROPERTY OWNERS

Type a list of owner's names and mailing addresses for all property owners lying within 300-ft of all sides of the property described in the attached application, as recorded on the current County tax rolls, or attach photocopies of the appropriate Property Record Cards. **[not both]**

Alternate Key #	Property Owner	Address (inc zip code)

Use additional pages as necessary

OWNER'S APPLICATION AUTHORIZATION

(Required if the property owner of record is not the applicant)

STATE OF FLORIDA

COUNTY OF LAKE

Before me, the undersigned authority, personally appeared _____ who being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcel(s) in this application.

2. That he/she desires to apply for a Special Exception Permit on land generally located at (insert legal description)

   _____

   _____

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 acknowledgments in the State and County aforesaid,

personally appeared _____ he/she is

personally known 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