

SPECIAL EXCEPTION SITE PLAN (SPSE) APPLICATION FORM

PROJECT NAME (Please Print): _____

PROPOSED PROJECT USE: _____

CORRESPONDING PRE-APPLICATION CONFERENCE PROJECT NAME AND CDPLUS ASSIGNED FILE NUMBER (IF ANY): _____

PROJECT#: _____ SP-SE- _____ - _____ - _____

OWNER: (PLEASE PRINT)

AGENT (PLEASE PRINT)

NAME

NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP

CITY, STATE, ZIP

PHONE NUMBER

PHONE NUMBER

EMAIL ADDRESS

EMAIL ADDRESS

CONTACT PERSON

CONTACT PERSON

SIGNATURE OF OWNER OR AGENT

PROJECT ENGINEER: (PLEASE PRINT)

PROJECT SURVEYOR: (PLEASE PRINT)

NAME

NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP

CITY, STATE, ZIP

PHONE NUMBER(s)

PHONE NUMBER(s)

EMAIL ADDRESS

EMAIL ADDRESS

CONTACT PERSON

CONTACT PERSON

● DOES THE REQUEST INCLUDE A CONCEPTUAL PLAN ONLY OR A CONCEPTUAL AND "FINAL" SITE PLAN?: _____

● AMOUNT OF NEW IMPERVIOUS SURFACE: (SQ.FT.) _____

● SITE ADDRESS: _____

● SITE TAX PARCEL ID#(s): _____

● IS ALL OR A PORTION OF PROJECT IN ENVIRONMENTALLY SENSITIVE AREA AS DESIGNATED IN THE COMPREHENSIVE PLAN OR ADDRESSED IN A PRE-APP CONFERENCE?
_____ YES _____ NO

● FLOOD ZONE: _____ ZONING: _____ FLUE: _____

● TOTAL (GROSS) ACREAGE OF PARCEL: _____

● AREA OF DEVELOPMENT (NET) ACREAGE: _____
=====

● PROPOSED CHANGES TO EXISTING DEVELOPMENT (IF APPLICABLE):

A. NUMBER OF UNITS: FROM _____ TO _____

B. DENSITY: FROM _____ UNITS PER ACRE TO _____ UNITS PER ACRE

● CHANGE IN USES BY SQUARE FEET GROSS BUILDING AREA

USE: FROM _____ SQ.FT. OF _____ (USE)

TO _____ SQ. FT. OF _____ (USE)

COMMENTS: _____

****PLEASE COMPLETE APPLICATION CHECKLIST ON NEXT PAGE****

SPECIAL EXCEPTION SITE PLAN APPLICATION SUBMISSION CHECKLIST

<u>MATERIAL</u> (note N/A where applicable)	YES	NO
1. EVIDENCE OF PRE-APP CONFERENCE IF PROJECT OVER 20 UNITS OR 40,000 SQ. FT. NEW IMPERVIOUS SURFACE	_____	_____
2. Fee: Administrative Approval \$200.00 Minor \$650.00 Major < or = 5 acres: \$1000.00 > 5 but < 10 acres: \$1200.00 = or > 10 acres: \$1400.00	_____	_____
Special Exception Use fees required <u>in addition</u> to above site plan fees: \$975.00 less than 40 acres \$1075.00 40 - 100 acres \$1275.00 over 100 acres +\$ 50.00 for each additional 25 acres over 100 acres		
3. Completed Application Form, and if pre-app conference already held, then a pre-application conference discrepancy letter response or summary of plan revisions	_____	_____
4. Ten (10) Copies of the Site Plan	_____	_____
5. Two (2) <u>Sealed</u> Site Surveys	_____	_____
6. Two (2) aerials of site with project overlaid, showing surrounding 200 feet	_____	_____
7. Two (2) Copies of the Owner's Deed	_____	_____
8. Letter of Authorization (if applicant is not owner)	_____	_____
9. One (1) Copy of the Drainage Report	_____	_____
10. Completed Tree Removal Permit Application <u>OR</u> Signed Exemption Form <u>OR</u> Noted as will apply 10 days prior to site plan release	_____	_____
11. Completed Land Clearing Permit Application <u>OR</u> Signed Exemption Form <u>OR</u> Noted as will apply 10 days prior to site plan release	_____	_____
12. Three (3) sets signed, conceptual floor plans and elevations prepared by architect or engineer (when project is required by Florida law to have such architectural or engineering drawings)	_____	_____
13. Environmental Survey if all or portion of project in environmentally sensitive are	_____	_____
14. Concurrency Application or Acknowledgement Form	_____	_____
15. Written statement and photograph of posted sign (Needed if Planning & Zoning approval required)	_____	_____