



APPLICATION FOR SPECIAL EXCEPTION

FLAGLER COUNTY, FLORIDA

1769 E. Moody Boulevard, #2

Bunnell, FL 32110

Telephone: (386) 313-4009

Application/Project #: _____

SITE DATA INFORMATION

Property Owner Name: _____
(MUST MATCH NAME LISTED ON RECORDED DEED)

Agent/Applicant Name: _____

SUBJECT PROPERTY INFO	SITE LOCATION (<i>street address</i>):		
	LEGAL DESCRIPTION: (<i>briefly describe, do not use "see attached"</i>)		
	PARCEL NUMBER:		
	PARCEL SIZE:		
	CURRENT ZONING CLASSIFICATION:		
	CURRENT FUTURE LAND USE DEDISGNATION:		
	IS THE PROPERTY SUBJECT TO THE A1A SCENIC CORRIDOR IDO?	YES	NO

Requested Use: _____

Signature of Owner(s) or Agent/Applicant
If Owner Authorization form attached

Date



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INTERNAL CONTACT SHEET

OWNER CONTACT INFORMATION:	Name(s):		
	Email:		
	Phone Number:		
	Mailing Address:		
	City:	State:	Zip:

APPLICANT OR AGENT INFORMATION:	Name(s):		
	Email:		
	Phone Number:		
	Mailing Address:		
	City:	State:	Zip:



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Fees – Ord. No. 2012-52

Payable for Flagler County BOCC via Check or online through application portal.

Application Fee: \$300
Notification Fee: \$50 plus postage

Application Process – Please read carefully.

This application and all required attachments should be submitted to the Flagler County Planning and Zoning Department, or through the online application portal [here](#). Failure to submit a fully completed application package will result in delay of application review.

1. Owners/Applicants will be notified via email to attend the next available Technical Review Committee (TRC) meeting. Application review comments will be provided beforehand. This is an opportunity for applicants to discuss their application with various department staff.
2. Should the Technical Review Committee determine the application meets the minimum requirements of the Land Development Code, applicants will be notified of the next available Planning and Development Board meeting for their public hearing.
 - a. Attendance at the public hearing is mandatory.
 - b. Owners of property within 300 feet of the subject property will be notified by mail.
 - c. Notice of Public Hearing sign will be posted on the property and must be left up until after the hearing.
 - d. **NOTE:** Special Exceptions are quasi-judicial processes. It is improper to speak to Planning and Development Board members about the application outside of the hearing.
3. If the application is approved, Staff will provide a Development Order with any conditions imposed by the Planning and Development Board. There is a 30-day appeal period after the signing of the Development Order by the Planning and Development Board Chair.

By signing below, I acknowledge that I have fully read and understand the Application Process.

Signature of Owner(s) or Applicant/Agent
if Owner Authorization form attached

Date

Required Attachments for Special Exception Application:

1. Application Cover Page (Page 1)
2. Application Process Acknowledgement (Page 2)
3. Special Exception Criteria (Pages 3-5)
4. Site plan with such reasonable information shown thereon as may be required by the planning and zoning director. Such site plan shall include, as a minimum, the following:
 - (a) Lot dimensions with property line monuments located thereon.
 - (b) Location and size of existing and proposed structures.
 - (c) Easements (public and private), water courses, and if existing and proposed, fences, street names, and street right-of-way lines and such information regarding abutting property, as directly affects the application.
5. Copy of Owner(s) recorded Warranty Deed
6. Owners Authorization (if applicant is not the owner)
7. Application fee of \$300 – Paid via Check or online through application portal.



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Special Exception Guidelines – LDC Sec. 3.07.03.F.

A narrative response must be provided for the following nine (9) Special Exception Guidelines. This is the basis upon which the Planning and Development Board makes its determination. Responses should be consistent with details shown on site plan.

1. Ingress to and egress from the property shall provide for automotive and pedestrian safety and convenience, shall not unduly interfere with traffic flow and control, and shall provide access in case of fire or catastrophe.

2. Offstreet parking and loading areas shall be provided as required, shall take into account relevant factors in subsection 1. preceding, and shall be located to minimize economic, noise, glare or odor effects on adjacent and nearby properties.

3. Refuse and service areas shall be located with consideration for relevant factors in subsections 1. and 2. preceding.



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4. The proposed use shall be compatible with the availability and location of utility services, whether public or private.

5. Screening and buffering shall be provided which preserves or improves compatibility and harmony of use and structure between the proposed use and adjacent and nearby properties, according to the type, dimensions and character of the proposed use.

6. Signs and exterior lighting, if any, shall maintain traffic safety and minimize glare and economic effects on adjacent and nearby properties.

7. Required yards and open spaces shall be provided.



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8. The height of structures shall be in harmony with that of adjacent and nearby uses and structures.

9. The economic effect of the proposed use on adjacent and nearby properties shall be positive.

LDC Sec. 3.07.03 - In granting any special exception, the board may prescribe appropriate conditions and safeguards in conformity with these development regulations. Violation of such conditions and safeguards, when made a part of the terms under which the special exception is recommended, shall be deemed a violation of these development regulations. In granting a special exception, the board shall prescribe a time limit within which the uses for which the special exception, if granted, shall be begun or completed, or both. Failure to begin or complete, or both, such use within the time limit shall void the special exception.

Please provide a proposed time limit of commencement, completion, or both, of construction for the requested use.

Please provide any additional information or details that may help the Planning and Development Board in making its determination.
