



City of Port Richey
6333 Ridge Road
Port Richey, Florida 34668

Special
Exception

Board of Adjustment
Special Exception Application

All applicable sections must be completed

Section A

Site Address: _____

Project Name: _____

Parcel Number: _____

Owner's Name: _____

Owner's Address: _____

Owner's City/State/Zip: _____

Owner's Phone #: _____ Owner's Fax #: _____

Applicant information if other than owner:

Property Interest of Applicant: Lessee ___ Purchaser ___ Other ___

Applicant's Name: _____

Applicant's Address: _____

Applicant's City/State/Zip: _____

Applicant's Phone #: _____ Applicant's Fax #: _____

Agent information if other than owner or applicant:

Agent's Name: _____

Company Name: _____

Agent's Address: _____

Agent's City/State/Zip: _____

Agent's Phone #: _____ Agent's Fax #: _____

Contact Person: _____ Owner _____ Purchaser _____ Agent

Section B. Description

Code Section(s) for which the applicant is requesting a special exception:

Description of Request:

Description of How Property is Used Currently:

Section C. Lot & Structure Information

The area of the land in question, stated in square feet if less than one acre, and in acres if one acre or more. _____

Zoning: _____ Existing Use: _____ Flood Zone: _____

Existing Bldg. Sq. Ft: _____ New Sq. Ft: _____ Hgt of Bldg: _____

Actual Existing:

Front Setback _____ Rear Setback _____ Side Setback _____

New (Requested Change if any):

Front Setback _____ Rear Setback _____ Side Setback _____

As Required By Code:

Front Setback _____ Rear Setback _____ Side Setback _____

Property complies with area/width requirements of District? _____ Yes _____ No

Property use is listed as permissible within District? _____ Yes _____ No

Application for same Special Exception/Variance upon property denied or withdrawn within the past 12 months? _____ Yes _____ No

If yes, what was the application #: _____

Section D. Deed/Map attachments

Attachments (please number correspondingly):

- D-1 A copy of the ownership deed or if submitted by other than the owner(s) or his authorized representative, a notarized statement by the owner(s) authorizing the application and a copy of a purchase agreement document. *Must Be Attached.*
- D-2 Legal Description. *Must Be Attached.*
- D-3 Vicinity map. *Must Be Attached.*
- D-4 Site Plan (to scale) with adjoining property showing current Zoning and Use. *Must Be Attached.*
- D-5 Names and addresses of adjacent property owners within 200 feet. *Must Be Attached.*
- D-6 Other information may be requested by staff if needed.
- D-7 “No Objection to Variance” letter from owner if owner is not applicant. (Notarized letter)
- D-8 Letter from applicant giving the agent authorization to act on the applicants behalf. (Notarized letter)

Section E. Attachments – Merits of Request Questions.

Certain land uses, due to their unique functional characteristics and the potentiality for their incompatibility with adjoining land uses, require special consideration, on an individual basis, of their suitability for location and development within particular zoning districts. Such uses have been designated as special exception uses within appropriate zoning district classifications within which listed, only after affirmative findings that they can be developed at particular locations in a compatible manner.

1. Show that adequate ingress and egress may be obtained to and from the property, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or other emergency. (*Attach answer*)
2. Show that adequate off-street parking and loading areas may be provided, without creating undue noise, glare, odor or other detrimental effects upon adjoining properties. (*Attach answer*)
3. Show that adequate and properly located utilities are available or may be reasonably provided to serve the proposed development. (*Attach answer*)
4. Show that hardships or practical difficulties are unique and singular as regards the property of the applicant requesting the variance and are not those suffered in common with other properties similarly located. (*Attach answer*)
5. Show that the literal interpretation of the provisions of the City of Port Richey zoning code would deprive the applicant of rights commonly enjoyed by other properties in the same district and area under the terms of the zoning code. (*Attach answer*)

6. Show that the special exception, if allowed, will not substantially interfere with or inure the rights of other property owners whose property would be affected by the allowance of the special exception. *(Attach answer)*
7. Show that the special exception is in harmony with and serves the general intent and purpose of the Port Richey land development code and the comprehensive plan; that the situation sought to be relieved by the special exception does not result from an illegal act or from actions of the applicant, resulting in a self-imposed hardship. *(Attach answer)*
8. Show that allowing the special exception will result in substantial justice being done, considering both the public benefits intended to be secured by this Code and the individual hardships that will be suffered by a failure of the city council to grant the special exception. *(Attach answer)*
9. Show that adequate screening and/or buffering will be provided to protect and provide compatibility with adjoining properties. *(Attach answer)*
10. Show that signs, if any, and proposed exterior lighting will be so designed and arranged so as to promote traffic safety and to eliminate or minimize any undue glare, incompatibility or disharmony with adjoining properties. *(Attach answer)*
11. Show that yards and open spaces will be adequate to properly serve the proposed development and to ensure compatibility with adjoining properties. *(Attach answer)*
12. Show that the uses as proposed will be in conformance with all stated provisions and requirements of this ordinance. *(Attach answer)*
13. Show that establishment and operation of the proposed use upon the particular property involved will not impair the health, safety, welfare or convenience of residents and works in the city. *(Attach answer)*
14. Show that the proposed use will not constitute a nuisance or hazard because of the number of persons who will attend or use the facility, or because of vehicular movement, noise or fume generation, or type of physical activity. *(Attach answer)*
15. Show that the use as proposed for development will be compatible with the existing or permitted use of adjacent properties and other property within the zoning district. *(Attach answer)*
16. Show that development and operation of the proposed use will be in full compliance with any additional conditions and safeguards which the board of adjustment may prescribe, including, but not limited to, a reasonable time limit within which the action for which special approval is requested shall be begun or completed, or both. *(Attach answer)*
17. Additional data or information deemed reasonably necessary, by the city or by the applicant, for proper review and consideration of the proposal. *(Attach answer)*

Section F. Affirmation.

The undersigned affirms that he/she has knowledge of the matters stated herein; and, that the information is true, accurate and complete. The undersigned is aware that whoever knowingly makes a false statement with the intent to mislead a public servant shall be guilty of a misdemeanor. (FS §837.06)

Owner's Signature: _____ Date: ___/___/___

Agent's Signature: _____ Date: ___/___/___

Applicant's Signature: _____ Date: ___/___/___

18 copies of all information that is larger than 8½ x 11 must be submitted,
18 copies of all information 8½ x 11 or smaller must be submitted.

*All lines must be completed.
 Put NA in blanks where “Not Applicable”.*

Section G. Fees

1	Zone change	\$750.00
2	Land use plan amendment	\$750.00 plus (see below)
	Residential:	
	a. Less than five acres	\$10.00 per unit
	b. Five acres or more	\$50.00 per acre
	Nonresidential	
	a. Less than three acres	\$0
	b. Three acres or more	\$50.00 per acre
3	Conditional use	\$500.00
4	Site plan/plat review	\$500.00
	Residential	
	a. Preliminary	\$500.00, + \$150.00/ hour for city engineer’s review
	b. Final	\$500.00, + \$150.00/ hour for city engineer’s review
	Nonresidential:	
	a. Preliminary, final	\$500.00, + \$150.00/ hour for city engineer’s review
	b. Revised final	\$200.00, +\$150.00/ hour for city engineer’s review
5	Filing fees for Board of Adjustment:	
	a. Variance & Special exception:	
	1. Nonresidential	\$500.00, +\$150.00/ hour each for city engineer or city attorney review if required + advertising expense
	2. Residential	\$250.00, +\$150.00/ hour each for city engineer or city attorney review if required + advertising expense
	b. Appeals to administrative decision	\$500.00, + \$150.00/ hour each for city engineer or city attorney review if required, + advertising expense
6	DRI review	\$2,500.00, + \$150.00/ hr. each for city engineer and attorney review
	Substantial deviation	\$2,500.00, + \$150.00/ hr. each for city engineer and attorney review
7	Zoning clearance	\$50.00
8	Liquor clearance	\$50.00 (\$15.00 if no field check required)
9	Billboard check	\$50.00
10	Revisions or re-inspections	½ original flat fee + \$75.00/ hour review (if applicable).

This section completed by city personnel

Application Number: _____

Fee Paid \$ _____ **(Required with application)**