

CITY OF APOPKA
COMMUNITY DEVELOPMENT DEPARTMENT
PHONE: 407-703-1739 FAX: 407-703-1791

APPLICATION FOR SPECIAL EXCEPTION

Public Hearing:
_____Special Exception
_____Appeal
_____Other

DATE SUBMITTED:_____ FEE PAID:_____

PROJECT:_____

PHONE:_____

ADDRESS:_____

OWNER OF RECORD:_____ PHONE:_____
(SUBJECT PROPERTY)

ADDRESS:_____

PETITIONER:_____ PHONE:_____

ADDRESS:_____

TAX I.D. NUMBER:_____

LAND USE:_____ ZONING:_____

EXISTING USE:_____ PROPOSED USE:_____

LEGAL DESCRIPTION:_____

Identify Abutting Roads:_____

SIZE OF PROPERTY:_____ ACREAGE:_____ NUMBER OF LOTS:_____

ADJACENT PROPERTY:			
DIRECTION	ZONING	LAND USE	PRESENT USE
NORTH	_____	_____	_____
(city/county)			
EAST	_____	_____	_____
(city/county)			
SOUTH	_____	_____	_____
(city/county)			
WEST	_____	_____	_____
(city/county)			

Last requested Public Hearing before the LDRB (or Planning Commission): _____

Action Requested:_____

Action Taken:_____ Date:_____

TYPE OF SPECIAL EXCEPTION:
This request is for:_____

as set forth in the Land Development Code Section_____

ADDITIONAL INFORMATION:_____

GENERAL INFORMATION:

1. Submittal deadline, first working day of each month.
2. This Petition requires a public hearing.
3. Public hearing procedures as set forth in Apopka Municipal Code and Land Development Code shall be followed.
4. No portion of the submittal fee will be refunded after petition has been submitted.
5. The applicant or a representative must be present at the public hearing. The Board, at its discretion, may defer action or take decisive action on any application. If you are not present, the Board MAY deny your request.
6. Appeals from the decision of the Land Development Review Board may be made to the City Council within thirty (30) days from the date of that decision. Any aggrieved party may appeal.

APPLICATION FEES

Special Exception.....250.00

ITEMS REQUIRED FOR SUBMITTAL:

1. An application for public hearing must be accompanied by the filing fee.
2. Completed typed application hold harmless agreement and notarized signature of all owners of record.
3. Legal Title opinion or certification as to Fee Simple Title Owner(s).
4. Development site plan in accordance with the City's Land Development Code. Seven (7) complete sets of plans.
5. Current Survey of subject property with Legal Description and Vicinity map.
6. One typed list of property owners' name, address and property identification from the latest County tax assessment roll, with County tax map identifying property. (format provided by City)
7. Any additional information which may be useful or required by the City.
8. If Applicant is not owner of record of subject property, a Power of Attorney shall be submitted with Application.

IMPORTANT NOTE:

The owner of the property MUST provide proof of ownership by deed or by submitting a letter of authorization (power of attorney) with deed attached, if the Application is submitted by any applicant

other than the owner.

I (We) hereby certify that, to the best of my (our) knowledge and belief, all information supplied with this application is true and accurate.

I (We), the undersigned owner(s) for the Land Development Review Board action on the above described property in the City of Apopka, Florida, do hereby agree to indemnify and Hold Harmless the City of Apopka, Florida, its elected officials, officers, agents, and assigns for any and all damages, attorney fees and costs incurred by said City in any instance in which the City must expend funds and/or defend its decisions regarding the granting of the above-referenced application.

By: _____
Owner(s) of Record

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by _____ who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

(print)
Notary Public
My commission expires:

**CITY OF APOPKA
SURROUNDING OWNERS NAME AND ADDRESS
INSTRUCTION**

THE FOLLOWING INSTRUCTIONS ARE PROVIDED TO HELP APPLICANTS COMPLETE THE ATTACHED 300 FT TABLE AND OBTAIN THE SURROUNDING PROPERTY OWNER'S NAME AND ADDRESS:

INSTRUCTIONS:

1. Go to the Orange County Property Appraisers office and inform them you need to obtain owner's information within the surrounding 300

feet* for which a change (zoning, variance, special exception, etc) is being requested.

2. Show them the legal description, tax ID number(s), and/or boundary survey of the subject area being changed to help locate the appropriate tax map(s).
3. The tax office will provide you use of their computer to access lot/parcel owner information as shown on their tax map(s).

* NOTE:

For the purpose of this requirement, "surrounding property owners" means all owners within 300 feet of the property lines of the land for which a proposed change is being sought; and further, owners land which lies outside the city limits only if those land abut the applicant's parcel.

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PROPERTY APPRAISER OFFICE LOCATION:

200 S. Orange Avenue, Orlando, Florida 32801-3438
SunTrust Building - 17th Floor
(Corner of Church Street and Orange Avenue)

Telephone Number: (407) 836-5044
Internet Address: www.ocpafl.org

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VERIFICATION OF NAMES AND ADDRESS:

The applicant, or designated agent, shall be responsible for obtaining the correct names and addresses of all surrounding property owners and notifying them. The names and addresses shall be those appearing on the most current tax rolls of Orange County. Complete notification requirements shall be in accordance with the City's Land Development Code, Article X, Section 12.04.04.

Prior to notifying surrounding owners, please obtain a Public Hearing Schedule from the City's Community Development Department, which will provide further information and mailing instructions.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE INSTRUCTIONS, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT (407) 703-1739.

CONTACT PERSON: JOANN JONES, PLANNING ASSISTANT