

Application for Conditional Use

This application must be **typed or printed in black ink** and submitted with all required attachments and application fee of **\$130** (Checks payable to the City of Palatka) to:

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177

Application Number: PB - _____

Date Received: _____

Hearing date: _____

FOR INFORMATION REGARDING THIS FORM, CALL (386)329-0103

| TO BE COMPLETED BY APPLICANT | | |
|--|--|--|
| 1. Property Address: | 2. Parcel Number: | 3. Current Property Use: |
| 4. Lot size/acreage: | 5. Number & types of structures on property: | 6. Required Attachments: <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan* <input type="checkbox"/> Letter of Authorization** <input type="checkbox"/> Legal Description <input type="checkbox"/> Dept. of Children & Family Services Letter(if daycare) <input type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input type="checkbox"/> Justification Statement*** <input type="checkbox"/> Tree Survey (if applicable) |
| 7. Current Zoning Designation: | 8. Closest Intersecting Streets: | |
| 8. Owner Name: _____ Owner Address: _____ _____ Phone Number: _____ | | |
| 9. Agent Name: _____ Agent Address: _____ _____ Phone Number: _____ | | |

*Site Plan to include placement of structures on property, proposed ingress, egress, parking, loading/unloading area, refuse services area, and if applicable, signage, landscaping, screening & buffering and lighting. One copy to be 8 ½ x 11 and 2 copies 11 x 17 or larger.

**Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

*** Justification Statement is attached. These questions will be addressed by the Planning Board.

Application Number: PB - _____

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10. This application submitted by:

Signature of owner(s): _____

Print owner(s) names(s): _____

Signature of Agent(s): _____

Print Agent(s) names: _____

STATE OF _____

County of _____

Before me this day personally appeared _____ who executed the foregoing application and acknowledged to and before me that _____ executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this _____ day of _____ A.D. _____.

Notary Public

My commission expires: _____ State of _____ at Large

| FOR OFFICIAL USE ONLY | | | | |
|--|--|---------------------------|---|---------------------------|
| 1. Date Submitted | 2. Received By: | 3. Current Zoning: | 4. Future Land Use Category: | 5. Preliminary review by: |
| 7. Sign(s) Posted Date: By: | 8. Surrounding property owners notices sent: Date: By: | 9. Legal Ad Ran: Date: | 10. Attachments Reviewed: <input type="checkbox"/> Site Plan* <input type="checkbox"/> Letter of Authorization** <input type="checkbox"/> Legal Description <input type="checkbox"/> Dept. of Children & Family Services <input type="checkbox"/> Letter(if daycare) <input type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input type="checkbox"/> Justification Statement <input type="checkbox"/> Tree Survey (if applicable) | |
| 11. Conditions: | | | | |
| 12. Adjacent property zoning/FLU: North _____ / _____ South _____ / _____ East _____ / _____ West _____ / _____ | | | | |

Sec. 94-3. Conditional uses.

A conditional use is a use that would not be appropriate generally or without restriction throughout a zoning district, but which, if controlled as to number, area, location or relation to the neighborhood, would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare. Such conditional uses may be permissible in a zoning district if specific provision for such a conditional use is made in this chapter. All petitions for conditional use shall be considered first by the planning board in the manner set out in this section.

(4) Findings. Before any conditional use shall be approved, the Planning Board shall make a written finding that the granting of the conditional use will not adversely affect the public interest and certifying that the specific requirements governing the individual conditional use, if any, have been met by the petitioner and that, further, satisfactory provision and arrangement has been made concerning the following matters, where applicable: **(The Justification Statement should address these items)**

- a. Compliance with all applicable elements of the comprehensive plan.
- b. Ingress and egress to property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
- c. Off-street parking and loading areas, where required, with particular attention to the items mentioned in subsection (4)b of this section and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.
- d. Refuse and service areas, with particular reference to the items mentioned in subsections (4)b and c of this section.
- e. Utilities, with reference to location, availability and compatibility.
- f. Screening and buffering, with reference to type, dimensions and character.
- g. Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effects, and compatibility and harmony with properties in the district.
- h. Required yards and other open space.
- i. General compatibility with adjacent properties and other property in the district.
- j. Any special requirements set out in the schedule of district regulations for the particular use involved.
- k. The recommendation and any special requirements of the historic preservation board for uses within the HD zoning district.

(5) Conditions and safeguards.

- a. In approving any conditional use, the planning board may also require appropriate conditions and safeguards in conformity with this chapter. Violations of such conditions and safeguards, when made a part of the terms under which the conditional use is approved, shall be deemed a violation of this chapter.
- b. Any conditional use shall expire six months from the date of approval unless, upon request, an extension of time is granted by the planning board, if by that date the use for which the conditional use was granted has not been commenced. Any conditional use shall expire 12 months following the discontinuance of the use for which the conditional use was granted if the use has not been recommenced.

(6) Denial. If the planning board shall deny a conditional use, it shall state fully in its record its reasons for doing so. Such reasons shall take into account the standards stated in subsection (4) of this section, or such of them as may be applicable to the action of denial, and the particular regulations relating to the specific conditional use requested, if any.

(7) Appeals. Action taken by the planning board to approve a conditional use with appropriate conditions or safeguards or to deny a conditional use shall be deemed final unless a request is filed with the city clerk within 30 days from the date of such planning board decision requesting the city commission to review such decision. Any person aggrieved by an action of the city commission affirming, modifying or reversing such planning board decision may seek recourse to the courts as provided by the laws of the state.

(Code 1981, app. C, § 26-12)