



Baker County Community Development

Building – Planning – Zoning – Code Enforcement

360 East Shuey Avenue
Macclenny, FL 32063
Office (904) 259-3354
Fax (904)259-5057

APPLICATION FOR SPECIAL USE

Application # _____ Date of Application _____

PROPERTY OWNER(S)	Name(s):			
	Mailing Address:			
	City:	State:	Zip:	
	Telephone Number:			Fax #:
	E-mail Address:			

APPLICANT/AGENT	Name(s):			
	Mailing Address:			
	City:	State:	Zip:	
	Telephone Number:			Fax #:
	E-mail Address:			

PROPERTY DESCRIPTION	Property Address(es)			
	Property Location(s) (briefly describe, do not use "see attached legal description")			
	Acreage			
	Parcel # (tax ID #)			
	BCC District #			

DESCRIPTION OF REQUEST	Special Use Sought:			
	Reason this Special Use is being sought:			
	Article# & Section#			
	Zoning & Land Use Classification			
	Previous application filed & date			

II. REQUIRED ATTACHMENTS:

A. All applications (zoning and land use amendments)

_____ Legal Description: An accurate legal description of the specific property being requested for zoning or land use change. The legal description may be either lot and block or metes and bounds. A copy of the legal description must be provided in both digital (MS Word) and print format.

_____ Property Ownership Affidavit: Notarized letter(s) of the property owner's consent to amend the future land use/rezone the subject property(ies).

_____ Copy of property owner's recorded Warranty Deed.

_____ Agent Authorization (if applicable): Notarized letter(s) designating an agent to act on behalf of the property owner(s).

_____ Boundary survey of the site.

_____ Site Plan which shall include: (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; fences; street names and street right-of-way lines, if existing and proposed; and such information regarding abutting property as directly affects the application.

_____ Application fee(s), advertising fee(s) and other fees, as required.

_____ Other supporting data required by staff: _____

III. APPLICATION CERTIFICATION

I, hereby, certify that I am the owner (or the authorized agent of the owner(s) of the property described herein, that all answers to the questions in this application and all information contained in the material attached to and made a part of this application, are accurate and true to the best of my knowledge and belief.

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

(Date)

Sec. 3.05.48 Special Uses

The Special Uses contained in this section shall be considered and approved, approved with conditions, or denied in accordance with the requirements of this Code. Special Uses, if allowed in a zoning district, may only be permitted upon demonstration of compliance with all the requirements of this section. Special Uses may include utilities, transportation terminals and facilities, horses & ponies, household animals/pets numbering more than five (5) per residence, and other animals.

A. Special Uses Permitted

1. Essential public and private utility installations shall be permitted in any zoning district. Essential utility services are hereby defined as installations for the transmission of cable tv., drainage systems, electricity, gas, sewer, telephone, and water.
2. Major utility installations may be permitted in any zoning district, provided that such application is made to the Board of County Commissioners who shall hold a public hearing for approval. Major utility installations include electric or gas generating plants, electric transmission lines exceeding 115KV, electric transmissions towers, radio and television stations, telephone and telegraph towers, and water or sewer treatment plants.
 1. Transportation terminals may be permitted in any non-residential district, provided that such application is made to the Board of County Commissioners who shall hold a public hearing for approval. Transportation terminals include bus, railroad, air and water facilities.

2. Horses & ponies may be permitted in residential districts with minimum lot sizes of one acre or greater provided that such application is made to the Board of County Commissioners who shall hold a public hearing for approval and such application meets the requirements of Section 3.05.25.
3. Household Animals/pets in excess of five (5) per residence may be permitted in any residential district that such application is made to the Board of County Commissioners who shall hold a public hearing for approval and such application meets the requirements of Section 3.05.26.
4. Other animals may be permitted within any residential district that such application is made to the Board of County Commissioners who shall hold a public hearing for approval and such application meets the requirements of Section 3.05.43.

B. Lot and Building Requirements

All special uses shall meet the lot and building requirements of the district in which they are located unless it is determined by the Board of County Commissioners at a public hearing that such lot and building requirements would not permit the best use of the land and would not provide the best return of the public investment.

C. Procedures for Special Use

1. A request for a hearing before the Board of County Commissioners for a special use shall be made as follows:
 - A. A completed application form shall be filed with the Planning Director. Such application shall state the pertinent facts on which the request is based. The Planning Director may assist the applicant in preparing the application.
 - B. The application shall be accompanied by an acceptable site plan with such reasonable information shown thereon as may be required by the Planning Director. Such site plan shall include as a minimum:
 - 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; fences; street names and street right-of-way lines, if existing and proposed; and such information regarding abutting property as directly affects the application.
2. The Planning Director shall schedule a hearing before the Board of County Commissioners to consider the application in accordance with the procedures established in Article X.

3. The hearing provided for under this section shall be for the purpose of reviewing relevant information from the applicant regarding the requested special use. The Board of County Commissioners shall also review written and/or oral comments from the public in accordance with its established procedures.
 4. At the conclusion of the hearing, the Board of County Commissioners shall render a decision on the application. The Board of County Commissioners may approve, deny or impose conditions of approval for such uses, including, but not limited to, setbacks, buffers, height limitations, parking, etc. Any decision rendered by the Board of County Commissioners during this hearing shall be deemed final.
- Special uses existing at the time of the effective date of this article and as indicated on the Map or Text, are hereby legally established as conforming public and semi public uses.

Fee for Special Use

Baker County Community Development Department

Application Fee \$200.00

Advertising Fee \$100.00

- Newspaper Ad
- Property Signage
- Property Owner Notices
(Minimum 15 notices, additional fee may be required)

Total \$

Date Paid: _____ Cash: _____ Check # _____ Receipt# _____

Name:

Parcel ID#:

PERMITS WILL NOT BE ISSUED UNTIL ALL FEES ARE PAID

Technical Fees for the following but not limited to them may have extra charges.

1. Attorney Option
2. State Surveyor Opinion
3. Engineer Opinion
4. Assistance from Northeast Regional Council
5. Mapping Assistance

PROPERTY OWNERSHIP AFFIDAVIT

Date: _____

Baker County
Community Development Department
360 E Shuey Avenue
Macclenny, FL 32063

PROPERTY DESCRIPTION:

Parcel ID: _____ Lot #: _____

Street Address: _____

I,

Property Owner (Please Print) Property Owner (Please Print)

hereby certify that I am the owner of the above referenced property also described in the attached legal description in connection with filing application(s) for _____ submitted to the Baker County Planning and Zoning Department.

(Owner Signature) (Owner Signature)

STATE OF FLORIDA
COUNTY OF _____

The foregoing affidavit was sworn and subscribed before me this _____ day of _____, 20____, by _____ who is personally known

to me or has produced _____ as identification.

(Notary Signature)

AGENT AUTHORIZATION

Date: _____

Baker County
Community Development Department
360 E Shuey Avenue
Macclenny, Florida 32063

PROPERTY DESCRIPTION:

Parcel ID: _____ Lot Number: _____

Street Address: _____

Property Owner: _____

(Please Print

Property Owner: _____

(Please Print)

The undersigned, registered property owner(s) of the above noted property, do hereby authorize

_____, of _____
(Agent) (Name of firm)

to act as agent to file application(s) for the above referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change.

(Owner Signature) (Owner Signature)

STATE OF FLORIDA
COUNTY OF _____

The foregoing affidavit was sworn and subscribed before me this _____ day of _____, 20____, by _____ who is personally known

to me or has produced _____ as identification.

(Notary Signature)