Bradford County
Building, Zoning & Planning
945-F North Temple Ave.
Starke, FL 32091
Phone: 904-966-6213 / 904-966-6223
Fax: 904-966-6220

INSTRUCTIONS FOR FILING SPECIAL EXCEPTIONS BRADFORD COUNTY

- A special exception is a use that would not be appropriate generally or without restriction Throughout a land use classification 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 the general welfare. Such uses may be permissible in a land use classification as a special exception if specific provision for such a special exception is made in the Land Development Regulations.

- Application may be filed by the property owner or his/her authorized agent at the Bradford County Zoning Office, North Wing of the Bradford County Courthouse, Starke Florida, at least 30 days prior to the public hearing of the Board of Adjustment

- The applicant/agent shall fill out the application. If agent represents owner please attached notarized letter of authorization to application. All names on the deed must sign authorization letter or application.

- The NON-REFUNDABLE fee for filing for a Special Exception is $500.00

- The applicant/agent shall post sign(s) on the property for Special Exception. The sign(s) shall be posted not less than 12 days prior to the scheduled hearing by the Board of Adjustment. The sign(s) shall be erected on each street side of property. Sign(s) will be given to applicant/agent at time application is made. Once hearing is over the sign(s) needs to be removed.

- On-site investigations of the sign(s) will be made by the Zoning Office and pictures taken. Failure to post Sign(s) in a timely manner will prohibit application from being heard at the meeting.

- Any citizen will have the opportunity to be heard at the hearing, and are normally allowed five (5) minutes to speak. The application will be granted or denied at this meeting. If you think you may want to appeal the decision of the Board, you will need a record of the proceedings, and for such purpose you should ensure that verbatim record of the proceedings is made at your expense, which record includes the testimony and evidence upon which the appeal is based.

- The Zoning office will place a legal notice of the time and place of the public hearing in the Bradford County Telegraph at least 10 days prior to the hearing.

- The following information is required to be submitted along with the application:

- Copy of Deed

- Copy of Plot Plan (Scale 1"= 100') Site & Development plans at appropriate scale showing proposed place of structures on the property, provisions for ingress and egress, off-street parking & off-street loading areas, and refuse and service areas; and required yards and other open spaces; plans showing proposed locations for utility hookup, as it is intended to be developed or modified for the proposed special exception.

- Plans for screening and buffering requirement with reference to type, dimensions also character proposed landscaping and signs and lighting including type dimensions and character.

CONDITIONS FOR GRANTING A SPECIAL EXCEPTION

- 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.

- Offstreet parking and loading areas, where required, with particular attention to the items in (a) above and the economic, noise, glare, or odor effects of the special exception on adjoining properties and properties generally in the district.(c)Refuse and service areas, with particular reference to the items in (a) and (b) above.

- Utilities, with reference to locations, availability, and compatibility.

- Screening and buffering with reference to type, dimensions, and character.

- Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effects, and compatibility and harmony with properties in the district.

- Required yards and other open space.

- Considerations relating to general compatibility with adjacent properties and other property in the district including but not limited to:

    - Conformity with the County's Comprehensive Plan and the effects upon the County's Comprehensive Plan;

    - The existing land use pattern;

    - The impact of the proposed use upon the load on public facilities such as schools. utilities, and streets;

    - Changed or changing conditions which find the proposed use to be advantageous to the community and the neighborhood;

    - The impact of the proposed use upon living conditions in the neighborhood;

    - The impact of the proposed use upon traffic congestion or other public safety matters;

    - The impact of the proposed use upon drainage;

    - The impact of the proposed use upon light and air to adjacent areas;

    - The impact of the proposed use upon property values in the adjacent area;

    - The impact of the proposed use upon the improvement or development of adjacent property in accordance with existing regulations;

    - The impact of the proposed use with regard to the scale of needs of the neighborhood or the County.

BRADFORD COUNTY
SPECIAL EXCEPTION
APPLICATION

Name of Property Owner: _____

Address: _____

City, State, Zip Code: _____

Title Holder's Representative (Agent),if applicable: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Special Exception No: _____ A Special Exception is requested in

conformity with the Land Development Regulations to permit: _____

LEGAL DESCRIPTION (attach exact legal of property to be changed)

Parcel Number: _____

Section: _____ Township: _____ Range: _____

Location (911 Address): _____

Total acreage of land to be considered under this amendment: _____

Present Use of Land: _____
(Commercial, Industrial, Residential, Agricultural, etc.)

Future Land Use Plan Map Category: _____

Zoning District: _____

A previous petition for a special exception:

_____ was made with respect to these premises Application No: _____

_____ was not made with respect to these premises

I HEREBY CERTIFY THAT ALL OF THE ABOVE STATEMENTS CONTAINED IN ANY DOCUMENTS OR PLANS SUBMITTED HEREWITH ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant/Agent Name (Type or Print)	Applicant/Agent Name (Type or Print)
Applicant/Agent Name Signature	Applicant/Agent Name Signature
Date	Date

SPECIAL EXCEPTION APPLICATION FEE IS NON-REFUNDABLE

FOR OFFICE USE ONLY-PLEASE DO NOT WRITE BELOW THIS LINE:

Date Filed: _____

Special Exception Petition No: _____

Fee Amount: _____

Reciept No: _____

Date of Board of Adjustment Public Hearing: _____

Date Notice published: _____

Newspaper: BRADFORD COUNTY TELEGRAPH

Board of Adjustment Decision: _____
Granted/Denied

Board of Adjustment Chairman Signature: _____