

**APPLICATION FOR SPECIAL EXCEPTION**

**PLANNING AND ZONING DEPARTMENT**

**CITY OF INDIAN ROCKS BEACH**



## Welcome to the City of Indian Rocks Beach Planning and Zoning Department.

This booklet provides an overview of the special exception process.

### What is a special exception?

A special exception is permission to engage in the use of a property not classified principal according to Code Section 110-155, Schedule of use controls and permitted uses. A request for special exception may be granted within a zoning district subject to the provisions set forth in Code Section 2-150, Approval of special exception uses and 110-101, Special exception uses. The applicant must present evidence that the location, design, configuration and impact of the proposal are compatible with the zoning district and will not be detrimental to the overall public welfare. If the use requested is not permitted in the zone as a principal use and is not listed in Code Section 110-155, the application cannot be considered.

### What materials must be included to complete an application?

- Application for special exception
- Agent of record
- Certification
- Survey
- Plans, other drawings or supplementary information

### Is there a fee to submit an application?

Yes, the fee for submitting an application is four hundred (\$400.00) Dollars, as set forth in Code Section 15-21, Schedule of fees. The applicant shall pay the advertising and notification costs of the public hearing prior to a permit being issued, or within 30 days after final action.

### Is there a fee to submit an application?

Yes. The particular fee required is based on the request, as set forth in the Indian Rocks Beach Code of Ordinances, Sections 15-20 through 15-24, Schedule of fees. **This is NOT an all-inclusive schedule of fees.**

**Sec. 15-20. - Public hearing fees.** The following fees shall be paid in addition to any other fees in this chapter where an application is filed requiring action. The appropriate fees, costs, and other charges specified shall be submitted with, and paid at the time of, initial application submission or other initial document submission except otherwise specified in this Code.

(1) *Variance applications to board of adjustments and appeals:* Public hearing fees for variance or special exception/conditional use applications to be heard by the board of adjustments and appeals shall be as follow:

a. Special exceptions ....\$400.00

**+PLUS EXPENSES+**

**What is the application process?**

Each application is assigned a BOA Case number and is scheduled for two public hearings. The schedule is determined by the date the application is received by the department. Hearing one is before the Board of Adjustment and Appeals. The board will make a recommendation to either approve or deny the request. The recommendation will be forwarded to the City Commission, who will render a final decision during hearing two.

**Where can further information be found?**

The required application forms are provided on the following pages. Additional copies are available from the Planning and Zoning Department or from [://www.indian-rocks-beach.com](http://www.indian-rocks-beach.com).

Please be advised that the application package is accepted only in person. This ensures that the package is complete and provides an opportunity for the applicant to discuss any concerns with the department.

**APPLICATION FOR SPECIAL EXCEPTION**

CITY OF INDIAN ROCKS BEACH PLANNING AND ZONING DEPARTMENT

Enquiries: Tel: (727) 517-0404 Fax: (727) 596-4759

Web: [://www.indian-rocks-beach.com](http://www.indian-rocks-beach.com)

Address: 1507 Bay Palm Boulevard, Indian Rocks Beach, FL 33785

For Office Use Only

Application No.

Date Received

**APPLICANT**

Name:

Address:

City:

Zip Code:

Tel:

Fax:

Mobile:

Email:

**AGENT/REPRESENTATIVE**

Name:

Company:

Address:

City:

Zip Code:

Tel:

Fax:

Mobile:

Email:

**SITE DETAILS**

Address:

Parcel ID:

City:

Zip Code:

Legal  
Description:

Zoning:

Future Land Use:

Size:

**SITE DETAILS CONTINUED...**

Does applicant own any property contiguous to the subject property?  Yes  No

If yes, provide address and legal description:

Have previous applications been filed for this property?  Yes  No

If yes, describe:

Has a certificate of occupancy or completion been refused?  Yes  No

If yes, describe:

Does any other person have ownership or interest in the property?  Yes  No

If yes, is ownership or interest contingent or absolute:

Is there an existing contract for sale on the property?  Yes  No

If yes, list all parties on the contract:

Is contract conditional or absolute?  Conditional  Absolute

Are there options to purchase?  Yes  No

**SPECIAL EXCEPTION REQUEST**

A special exception is granted on the basis of evidence being presented that identifies and justifies that the exception will not adversely affect the public welfare and will be compatible with the surrounding area. The following criteria, as set forth in Code Sections 2-150, Approval of special exception uses and 110-101, Special exception uses, will be used to evaluate the request and determine if the proposal will present an impact to the public.

**SPECIAL EXCEPTION REQUEST CONTINUED...**

Are there existing structures on the property?

Yes

No

If yes, describe:

What is the proposed overall use of the property, subject to special exception approval?

Is the use listed as a special exception in Code Section 110-155?

Yes

No

The use will be reasonably compatible with surrounding uses in its function, its hour of operations, the type and amount of traffic expected to be generated, its relationship to land values, its site and building size and setbacks, and other factors that may be used to measure compatibility:

The land or building area is adequate for the operation of the use and does not detract from the scale of surrounding uses:

Parking problems will not be created:

**SPECIAL EXCEPTION REQUEST CONTINUED...**

Unusual traffic hazards will not be created, and excessive traffic will not be generated on residential streets:

Any nuisance or hazard incidental to the special exception will be adequately separated and buffered from surrounding areas:

The special exception use is specifically included as an allowable type of use.

The special exception use is allowed pursuant to and does not conflict with the city's comprehensive plan:

## CERTIFICATION

Date:

I hereby certify that I have read and understand the contents of this application, and that this application together with supplemental data and information, is a true representation of the facts related to the request; that this application is filed with my approval, as owner, evidenced by my signature appearing below.

It is hereby acknowledged that the filing of this application does not constitute automatic approval of the request. Further, if the request is approved, I will obtain all necessary permits and comply with all applicable orders, codes, conditions and regulations pertaining to the use of the property.

I hereby grant authorization to any city official to inspect, as reasonable times, the site of the request.

Name:

Signature:

Before me this date personally appeared:

Who, being first duly sworn, deposes and attests that the above is a true and correct certification.

Sworn to and subscribed before me this:

Day:

Month:

Year:

Notary Public State of Florida at Large:

Notary Public Commission Expiration:

State of Florida  
County: Pinellas

APPLICATIONS FILED BY CORPORATIONS MUST BEAR THE SEAL OF THE CORPORATION OVER THE SIGNATURE OF AN OFFICER AUTHORIZED TO ACT ON BEHALF OF THE CORPORATION.

**AGENT OF RECORD**

Date:

I,  Hereby designate and appoint:

As my agent of record for the purposes of representing me during the Planning and Zoning Department's review process of my application. My agent of record is hereby vested with authority to make any representations, agreements or promises, which are necessary or desirable in conjunction with the review process. My agent of record is authorized to accept or reject any conditions imposed by any reviewing board or entity.

Name:

Signature:

My agent of record may be contacted at:

Company:

Address:

City/State:

Zip Code:

Telephone:

Fax:

Before me this date personally appeared:

Who, being first duly sworn, deposes and attests that the above is a true and correct certification.

Sworn to and subscribed before me this:

Day:

Month:

Year:

Notary Public State of Florida at Large:

Notary Public Commission Expiration:

State of Florida  
County: Pinellas