



CITY OF HOLLY HILL SPECIAL EXCEPTION PROCESS

Submit completed application to City of Holly Hill, Customer Service Office, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, Phone: 386-248-9442. If your application is found to be lacking any of the requested information, or if the data and exhibits are inaccurate, it will not be considered "filed" for the purpose of processing, nor will it be placed on the agenda unless a correct application is submitted within 3 working days after the filing deadline date.

CHECKLIST

- Pre-Application Meeting Form completed and meeting held prior to completion of application
- Application Fee and Estimated Deposit
- Completed Special Exception Application
- One signed and sealed survey of the property (no more than 2 years old).
- Legal Description (Digital in MS Word)
- Notarized Authorization of Owner (if applicant is other than owner or attorney for owner).
- Site Plan Application which complies with Section 82-342 (As determined in Pre-application Meeting)
- List of property owners within 300 feet
- A Description of the Special Exception and how it complies with the Special Exception Criteria of Chapter 114. Article III. Division 2.

PUBLIC NOTIFICATION (Sec. 82-347)

For special exception approvals, the applicant shall provide notice to property owners regarding his intention to amend the city's official zoning map and/or future land use map. The applicant shall pay all costs of providing such notice as follows:

1. An applicant seeking a rezoning and/or future land use map amendment for any property shall provide written notice to property owners as identified in the current tax roll within 300 feet of the property perimeter which is the subject of a rezoning and/or future land use map amendment request.
2. A notice letter will be provided to the applicant by the City. The written notices shall be made at least ten days prior to the date of hearing before the board of planning and appeals. The written notice shall be sent certified mail, return receipt requested, and shall advise the property owner of the nature of the rezoning requested, and that the matter will be considered by the city commission, unless the rezoning or FLUM amendment was continued or tabled, for final determination within 30 days of the date of the board's recommendation.
3. In addition to the written notice provided in accordance with subsection (1) or (2) of this section, city staff shall post notice (minimum size of 19" x 28") in a visible and conspicuous manner upon the subject property ten days prior to the board of planning and appeals meeting. Two signs shall be posted on corner properties.

ADMINISTRATIVE REVIEW (Section 82-343)

1. All requests for special exceptions shall be reviewed administratively by the development code administrator in conjunction with pertinent city staff. The development code administrator shall make a written determination that the request be approved, approved with conditions, or denied. He shall base his determination on the conditions described in section 82-346.
2. A determination by the development code administrator to deny a request for special exception shall become final unless the applicant appeals the determination to the city commission within 30 days of the date of such determination.
3. When the development code administrator determines that a special exception should be approved or approved with conditions, he shall schedule the matter for review and final determination by the city commission.

CITY COMMISSION PUBLIC HEARING

The City Commission schedules public hearings the second and fourth Tuesday of each month at 7:00 p.m. p.m. in the City Commission Chambers, 1065 Ridgewood Avenue, and Holly Hill, Florida 32117. At this public hearing, the City Commission votes to approve, deny, or continue the application. An application will not be



heard by the City Commission unless the Public Notification requirements described above have been satisfied.



WRITTEN PETITION FOR A SPECIAL EXCEPTION

The following items must be completed in sufficient detail to allow the City to determine if the application complies with the City Code Chapter 114 and Section 82-346.

1. Is it inconsistent with the purpose or intent of this subpart? YES NO Explain.

2. Is it inconsistent with any element of the comprehensive plan? YES NO Explain.

3. Will it adversely affect the public interest? YES NO Explain.

4. Does it meet the expressed requirements of the applicable special exception? YES NO Explain.

5. Is the applicant able to meet all requirements imposed by federal, state or local governments, or by the city commission? YES NO Explain.

6. Will it generate undue traffic congestion? YES NO Explain.



7. Will it create a hazard or a public nuisance, or be dangerous to individuals or to the public?
YES NO Explain.

8. Will it materially alter the character of surrounding neighborhoods, or adversely affect the value of surrounding land, structures or buildings? YES NO Explain.

9. Will it adversely affect the natural environment, natural resources or scenic beauty, or cause excessive pollution? YES NO Explain.

Print Applicant Name

Applicant Signature

Print Applicant Name

Applicant Signature

Date

Date