

**SPECIAL EXCEPTION APPLICATION
LEVY COUNTY, FLORIDA**

Section VII. COMPREHENSIVE PLAN. The proposed use must be compatible with the Comprehensive Plan and Future Land Use Map. Refer to the adopted Levy County Comprehensive Plan for applicable goals, objectives and policies. For assistance, call the Levy County Planning and Zoning Department at 352-486-5203.

Section VIII. The applicant states that he/she has read and understands the instructions and submission requirements stated in this application. Approval granted by the BOCC in no way constitutes a waiver from any applicable local, state, or federal laws, statutes, ordinances, rules or regulations.

I hereby certify that the information contained in this application and its supplements are true and correct, and that I am the legal owner or authorized agent of the above described property.

Applicant's Signature _____ Date _____

Section IX. APPLICATION INSTRUCTIONS:

- (a) An application for a special exception must be accompanied with a fee as contained in the most recent fee schedule adopted by the BOCC. Please note, the application fee may be subject to change. Confirm fee at the time of application.
- (b) If the applicant is not the owner of record of the property, the owner must agree to this application either by signing the application form, or by submitting a notarized letter authorizing the applicant to act as an agent. **Owner's authorization is required at the time this application is submitted.**
- (c) **All required documentation and submission material is required to accompany the application at the time the application is submitted. Applications are screened for completeness. Depending on the proposed use, additional information may be required. Failure to provide all information and submission material required shall delay the review of the application until such time as all materials are received.**
- (d) The minimum criteria for the applicable zoning district must be met uniformly for every special exception. These standards are not exclusive of any other standards which may be established by the Planning Commission or the BOCC due to particular circumstances which are unique to the property for which the special exception is being requested.
- (e) **Special exception applications are processed once a month. Applications received and found complete by the first day of a month will tentatively be scheduled, advertised and presented at the Planning Commission public hearing the following month, and for the BOCC public hearing the next following month. Applications received after the first day of a month will not be scheduled for the following month.**
- (f) Any information changes must be submitted in writing to the Planning and Zoning Department and received within 10 working days prior to the Planning Commission public hearing.