



CITY OF DADE CITY
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CONDITIONAL USE

PROJECT INFORMATION

Applicant Name and Address:

The Applicant is the _____ Owner or _____ Agent. *IF Agent, application will not be accepted without an Agent of Record Letter.*

SUBJECT PROPERTY ADDRESS:

PARCEL ID NUMBER(S):

Future Land Use Map Designation: _____ Zoning Classification: _____ Lot Size: _____

Present Use:

Proposed Conditional Use:

Explain how your request meets the Conditional use criteria of Land Development Regulations Article 2.4.4:

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Has a previous application been filed within the last year in connection with these premises?

Yes ☐ No ☐

If yes, briefly state the nature of the previous request.

☐ (I) ☐ (We) understand that this petition becomes a part of the permanent, public records of the City of Dade City and may become evidence in any legal proceedings stemming from this Special Exception case.

☐ (I) ☐ (We) understand that the above statements and any attachments made a part hereto are true and correct to the best of ☐ (my) ☐ (our) knowledge and belief.

Date

(Signature of Owner)

(Print or Type Name)

(Mailing Address)

(Phone Number & Email address)

The owner has designated the following individual and/or firm to act as his agent regarding this petition:

Date

(Signature of Agent)

(Print or Type Name)

SUBMITTAL REQUIREMENTS

_____ Statement of proposed conditional use, including the identification of the provision of the Land Development Regulations under which the conditional use permit is sought, and stating the grounds on which it is requested (page 1 of this application).

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_____ Analysis of compliance with the Standards for a conditional use, as defined in Section 2.4.4 of the Land Development Regulations (LDRs), and listed below:

- a. Complies with Use Specific Regulations.
- b. Compatibility with Surrounding Neighborhood.
- c. Design Minimizes Environmental & Adverse Impact.
- d. Design Minimizes Environmental Impact.
- e. Roads and Other Public Facilities.
- f. Not Injure Neighboring Land or Property Values.
- g. Complies will All Other Relevant Laws and Ordinances.

_____ Materials which demonstrate that the special exception permit would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or the general welfare, which shall include (at a minimum):

A site plan showing:

- a. The proposed placement of structures on the property.
- b. Provisions for ingress and egress, off-street parking, and off-street loading areas, and refuse and service areas; and required yards and other open spaces.
- c. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
- d. Plans for screening and buffering with reference to type, character and dimensions.
- e. Proposed landscaping, signs, and lighting, including type, dimensions and character.
- f. Any specific requirements of the zoning district.

_____ Proof of mailing for Neighborhood Meeting Notice for 400 feet of the subject property boundaries – even if property within 400 feet falls outside of City limits.

_____ Neighborhood Meeting Materials, including:

- a. Copy of the required published notice.
- b. Copy of written notice (letter) sent to all property owners within 400 feet.
- c. Written summary of meeting and digital recording of meeting, including: (1) those in attendance; (2) a summary of the issues related to the development proposal discussed; (3) comments by those in attendance about the development proposal; and (4) any other information deemed appropriate.

Land Development Regulations for Neighborhood Meetings:

2.2.4 Neighborhood Meetings If a neighborhood meeting is held by the applicant, it shall generally comply with the following procedures:

(1) Time and Place

The neighborhood meeting shall be held at a place that is generally accessible to neighbors that reside in close proximity to the land subject to the application. It shall be scheduled after 5:00 p.m. on a weekday or at any time on a weekend day. The City Manager may grant a waiver from the requirement to hold the neighborhood meeting after 5:00 p.m. on a weekday if the applicant demonstrates, in writing, that a particular hardship or undue burden exists that prevents them from holding the neighborhood meeting after 5:00 p.m. on a weekday.

(2) Notification

The applicant shall provide notification of the neighborhood meeting a minimum of ten (10) business days in advance of the meeting by placing notice in a newspaper of general circulation and by mailing notice to all owners and occupants within four hundred (400) feet of the land subject to the application, and to any organizations or persons who have registered to receive notification of applications for development permit in accordance with Section 2.2.9. Registration to Receive Notice by Mail. The list of owners within four hundred (400) feet of the affected property shall be obtained by the applicant from the most recent version of the property owners of record provided by the Pasco County Property Appraiser. The City of Dade City, Community & Economic Development Department shall be added to the notification mailing list for all neighborhood meetings. The notification shall state the time and place of the meeting.

(3) Conduct of Meetings

At the neighborhood meeting, the applicant shall explain the development proposal and application, inform attendees of the character and nature of the process for review, respond to comments and questions neighbors may have about the application, and propose ways to resolve conflicts.

(4) Staff Attendance

City staff may attend the neighborhood meeting for the purpose of advising the attendees regarding applicable provisions of these LDRs but shall not serve as facilitators or become involved in negotiations at the neighborhood meeting.

(5) Written Summary and Recordation of Neighborhood Record of Meeting.

The applicant shall provide the Community & Economic Development Director with a written summary and digital recording of the neighborhood meeting. The written summary shall include a list of those in attendance, a summary of the issues related to the development proposal discussed, comments by those in attendance about the development proposal, and any other information the applicant deems appropriate. The written summary of the neighborhood meeting shall be included with the application materials and be made available to the public for inspection.

Pursuant to Section 117.05(13)(a), Florida Statutes, the following notarial certificate is sufficient for an oath or affirmation:

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of [☐] physical presence or [☐] online notarization, this (_____) day of (_____), (_____),
Date Month Year

by (_____)

Signature

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(NOTARY SEAL) (Signature of Notary Public-State of Florida)
(Name of Notary Typed, Printed, or Stamped)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

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