



**APPLICATION FOR SPECIAL EXCEPTION**

(Please type or print clearly in blue or black ink)

To be completed by City Staff:

Application No. SE-\_\_\_\_\_

Date Submitted: \_\_\_\_\_

Section 1. APPLICANT / PROPERTY OWNER(S) / AGENT INFORMATION.

Name of Property Owner(s) \_\_\_\_\_

Residence Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Agent, if any \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

Section 2. PROPERTY INFORMATION.

Physical Address of Property \_\_\_\_\_

or, if not available, provide a general location (Example: NW corner of "A" and "B" Streets)

\_\_\_\_\_

Legal Description of Property: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ PB/PG: \_\_\_\_\_

Subdivision: \_\_\_\_\_

or TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_ SECTION: \_\_\_\_\_ PARCEL #: \_\_\_\_\_

Parcel ID No. (assigned by Brevard County): \_\_\_\_\_

Section 3. CURRENT ZONING CLASSIFICATION.

Identify the current Zoning Classification established by the City of Rockledge (e.g. R2 Single Family Residential).

\_\_\_\_\_

Section 4. PLANNING DISTRICT AND LAND USE CATEGORY.

Identify the Planning District in which this property is located

\_\_\_\_\_

Section 5. DESCRIPTION OF SPECIAL EXCEPTION.

Briefly describe the proposed special exception and identify the specific section(s) of the Land Development Regulations that apply.

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Section 6. SIGNATURES OF OWNERS AND/OR AGENTS.

Sign Name (Property Owner): \_\_\_\_\_

Print Name (Property Owner): \_\_\_\_\_

Sign Name (Property Owner): \_\_\_\_\_

Print Name (Property Owner): \_\_\_\_\_

Sign Name (Agent): \_\_\_\_\_

Print Name (Agent): \_\_\_\_\_

Section 7. ATTACHMENTS AND EXHIBITS.

The following documents must be included when submitting the application package:

As to Section 1.

- A copy of the recorded deed or other legal instrument indicating proof of ownership
- If an agent is listed, a notarized letter or statement of authorization from the property owner(s) authorizing the agent to represent the owner(s) in connection with this application, OR a recorded Power of Attorney, Personal Representative Deed, Trustee Agreement, etc., in the agent's name.:

As to Section 2..

- Legal description of the property. If described in metes and bounds, provide the description in hard copy and electronic format (Microsoft Word is preferred).
- Brevard County Property Appraiser's Map reflecting the boundaries of the subject property and indicating properties within a five hundred foot (500') radius of the subject property. The map must be scaled at 1"=200'.
  - A list of the names and addresses of all property owners within the 500' radius of the subject property. The list must correlate numerically with the map.
  - Mailing labels containing the names and addresses of those property owners within the 500' radius of the subject property, as in the previous item.

As to Application.

- Completed Consistency Statement Sheet provided with the Application Form
- A check in the amount of \$300.00 payable to the City of Rockledge. This amount represents the filing fee associated with the request, and includes the cost of legal advertising, document recording, etc. In the event that the costs exceed the fee amount, the applicant will be responsible to pay the difference.
- OPTIONAL: A site plan for the special exception containing limitations and conditions on use of the property. The site plan, if submitted with this application, will be binding upon the owner/applicant.

CONSISTENCY STATEMENT SHEET

APPLICANT / OWNER NAME: \_\_\_\_\_

SE Application Number assigned by City Staff: \_\_\_\_\_

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Briefly address each of the statements below as they relate to the requested special exception:.

- (1) The special exception is consistent with Goals, Objectives and Policies of the Comprehensive Plan.

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- (2) The special exception is consistent with the intent of the zoning district within which the special exception is sought.

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- (3) The special exception does not create any adverse impact to adjacent property through the creation of noise, light, vibrations, traffic, utility requirements, or stormwater runoff that would not have been created had the property been developed for a principal use in this zoning district.

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- (4) The special exception will not create any unusual police, fire or emergency service requirements..

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- (5) That the special exception meets all the requirements of the zoning district in which it is located, such as lot requirements, building setback requirements, lot coverage, height, buffer yards, off-street parking, signs, storage, landscaping, etc..

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## NOTICES TO APPLICANT

- Your application will not be processed unless it is complete and all attachments and exhibits are included.
- Once it has been determined that your application is complete, processing will begin and the required public hearing(s) will be scheduled for the first available opportunity.
- Please be aware that you, as applicant, owner, agent, or as an interested party, are prohibited from contacting individually any of the members of the Board of Adjustment or Planning Commission either by telephone, in person, or in writing (including electronic mail).
- You will have the opportunity to provide input in open forum during the scheduled public hearing(s).
- All public hearings are conducted in accordance with the State of Florida Open Meetings Laws / Government in the Sunshine.