

**PUTNAM COUNTY  
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Ave., Suite 300  
Palatka, FL 32177  
Fax: (386) 329-1213  
Email: pzb@putnam-fl.com  
Website: main.putnam-fl.com



Planning: (386) 329-0491  
Zoning: (386) 329-0316  
Building: (386) 329-0307  
Animal Control (386) 329-0396  
Code Enforcement (386) 329-0317

**SPECIAL USE PERMIT APPLICATION**

1. Name of property owner(s): \_\_\_\_\_ Address(es): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 911 Address: (Street) \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zipcode) \_\_\_\_\_
2. Email (for Final Order distribution): \_\_\_\_\_
3. Parcel ID number(s): \_\_\_\_\_
4. Subdivision name: \_\_\_\_\_ (If applicable)
5. Driving directions to property from Palatka: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Size property to be covered by the Special Use Permit: \_\_\_\_\_ acres
7. Zoning Designation: \_\_\_\_\_ Future Land Use designation: \_\_\_\_\_  
Current Use: \_\_\_\_\_
8. Special Use Permit to allow: \_\_\_\_\_  
Applicable Ordinance Section(s) \_\_\_\_\_
9. Prior zoning actions on this property (include case number): \_\_\_\_\_
10. Attach the following to the Application Form:
  - Application Fee
  - Site Plan
  - Agent Designation Form
  - Legal Description(s)
  - Recorded Deed(s)

**YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.**

11. Signature(s) of Property Owner(s):

Telephone Number(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization,  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_.  
*(Print Name of Person(s) Acknowledging)*

Notary Stamp

\_\_\_\_\_  
Signature of Notary Public

*(Print, Type, or Stamp Commissioned  
Name of Notary Public)*

Personally Known ☐ OR Produced Identification \_\_\_\_\_ Type of Identification Produced \_\_\_\_\_

## **SPECIAL USE PERMIT APPLICATION**

### **WHAT IS A SPECIAL USE PERMIT?**

In certain cases, a particular use is deemed special in certain zoning designation(s). The only way to conduct the desired special use legally is for the owner(s) to obtain a Special Use Permit.

### **PROCESS**

1. Call Planning Staff at (386) 329-0491 about your interest in a Special Use Permit, as well as to schedule your pre-application meeting.
2. Submit all required materials to the Planning & Zoning Division complete and correct.
3. The application will be given a case number and scheduled for a hearing with the Zoning Board of Adjustment (ZBOA) or the Administrative Deviation Committee (ADC).

Note: The current schedule for the ZBOA is on the planning website.

4. Staff will:
  - a. Notify all property owners within 300 feet of the subject parcel(s) via US Mail.
  - b. Post advertisement in the local newspaper with the case number, purpose of the case, 911 address, and the hearing dates.
  - c. Post signs along the right-of-way of the subject parcel(s) as notice of the public hearings.
5. Staff will conduct at least one site visit to the parcel that is the subject of the application. While staff will only be reviewing the site as it pertains to the special use permit, you may request that you be present when the site visit occurs. Site visits will be conducted during regular business hours (8:30 am to 5:00 pm Monday through Friday) between the date of submittal of a completed application and the date of the hearing. The express purposes of the site visit is to place signs noticing the hearing, verify information submitted with this application and complete an analysis of the proposed special use permit for consistency with the Comprehensive Plan and compliance with County Ordinances.

**Note:** Submittal of a completed application represents express permission to Department staff to enter onto the property to conduct a site visit. Denial or refusal to grant such access shall be grounds rejecting the application.

6. You will receive a copy of a staff report, prior to the ZBOA/ADC public hearing, which analyzes the application for consistency with the applicable objectives and policies of the Putnam County Comprehensive Plan and County Ordinances, and makes a recommendation to the ZBOA/ADC.

**Note:** Once the application has been advertised for public hearing, if you withdraw the application or cause the hearing to be postponed, you are responsible for payment of the original application fee and any cost incurred by the County for additional public notices.

7. There will be one hearing before the ZBOA or ADC for Special Use Permit. The ZBOA or ADC hearing is conducted in the following fashion:
  - a) The case number will be called for discussion.
  - b) Staff will present the staff report to the Board.
  - c) Those who are in favor will be given the opportunity to share their views and evidence. The applicant will be given the first opportunity to speak in favor of their application.
  - d) Those who are in opposition of the application are given the opportunity to speak.
  - e) The Board (or Committee) will close public comments and deliberate.
  - f) After deliberation, the Board/Committee will vote. If the ZBOA/ADC denies the application, the applicant will be notified of their right to appeal.

## **REQUIREMENTS**

1. Completed application, one that is correct, signed and notarized.
2. Application fee is located on the BOCC Fee Schedule.

**Note:** Fees are subject to change at any time by resolution of the Board of County Commissioners. In addition to the application fee, the applicant will be responsible for any fees incurred by the use of third party experts/consultants which are necessary to review and analyze technical submittals. (e.g. environmental assessments, housing studies, traffic studies, level of service analysis, etc.)

1. SITE PLAN – Site plan must be provided on a sheet of paper no smaller than 11" x 17" and must be legible. Failure to provide a site plan with all required details will result in a finding that the application is insufficient. Insufficient applications will not be scheduled for public hearings until they are made sufficient. The site plan shall include the following per LDC Section 45-1082:
  - a) Name, location and owner.
  - b) Present zoning.
  - c) Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties.
  - d) Date, north arrow and graphic scale.
  - e) Location, number, dimension and surface type of all proposed parking areas and loading areas.
  - f) Location, size and design of landscaped areas and building screens or architectural enclosures.
  - g) The location of all existing and proposed structures and major features and complete dimensions of same. Also included shall be setbacks, distances between

structures, floor areas, width of driveways, property or lot lines and the percentage of the property covered by structures.

- h) Location and acreage of open space, recreational, recharge and landscaped areas.
- 2. AGENT DESIGNATION FORM – This form is applicable if the applicant(s) choose to designate an agent other than an applicant to represent them at the public hearings.
- 3. RECORDED DEED - A copy of the recorded deed(s) to the property involved in the request must be provided.
- 4. LEGAL DESCRIPTION - A legal description of the area for the special use permit must be provided, if the area is different from the legal description in the deed to the property.

**Note:** All owners of record must sign the application. If all owners are unable to appear before the notary public, then a duplicate completed application must be signed by each owner and notarized. All signatures submitted must be originals. If the owner is a corporation or a business entity, all officers/partners must sign, or one officer may sign if written proof in a form acceptable to the Department is provided establishing that the one person has been delegated authority to represent the corporation or business entity.

## AGENT DESIGNATION FORM

The applicant(s) does (do) hereby appoint and designate \_\_\_\_\_  
as agent in fact for the owner(s) of parcel(s) \_\_\_\_\_

to present an application for a Special Use Permit (SUP) for the above listed parcel, and to represent the owner(s) in front of the Administrative Deviation Committee (ADC) and/or the Zoning Board of Adjustment (ZBOA) to obtain the same, and to respond to and furnish all information and data requested by said Board/Committee.

Print name of property owner(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature(s) of property owner(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization,

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_.

*(Print Name of Person(s) Acknowledging)*

Notary Stamp

\_\_\_\_\_  
Signature of Notary Public

*(Print, Type, or Stamp Commissioned  
Name of Notary Public)*

Personally Known ☐ OR Produced Identification \_\_\_\_\_ Type of Identification Produced

**AGENT OATH AND SIGNATURE:**

The undersigned \_\_\_\_\_, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking a Special Use Permit and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_  
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**DO NOT WRITE BELOW THIS LINE**

**-THIS PAGE IS FOR OFFICE USE ONLY -**

Pre-application Meeting Verification: Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Staff Signature: \_\_\_\_\_

**Staff Sufficiency Review Comments:**

1. Submittals Check List:

___ Application Fee	___ Completed Site Plan
___ Completed Application form	___ Agent Designation form (if applicable)
___ Recorded Deed(s)	___ Legal Description(s)

2. Property is currently/proposed to be serviced by:

central sewer ___	package treatment plant ___	septic tank ___
central water ___	public supply well ___	private well ___

3. Health Department Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Case Number: \_\_\_\_\_

5. Hearing Dates:

Zoning Board of Adjustment \_\_\_\_\_

6. Special Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_