



CITY OF GREENACRES
APPLICATION FOR
SPECIAL EXCEPTION APPROVAL

INSTRUCTIONS TO APPLICANT:

1. Answer all questions completely.
2. A filing fee in the amount of Eight Hundred Dollars (\$800.00) and advertising fees in the amount of Four Hundred Fifty Dollars (\$450.00) for **developed** property **OR** One Thousand Six Hundred Dollars (\$1,600.00) and advertising fees in the amount of Four Hundred Fifty Dollars (\$450.00) for **undeveloped** property **OR** Two Thousand Dollars (\$2,000.00) and advertising fees in the amount of Four Hundred Fifty Dollars (\$450.00) for a Planned Unit Development (PUD) must accompany this application. If the special Exception is a PUD request, an additional Fifteen Dollars (\$15.00) per acre filing fee is also required. **Since advertising costs vary, the final amount will be reconciled upon receipt of invoices from the newspaper.**
3. Provide required attachments (warranty deed, survey and plans) as shown on the attached checklist.

1. **PROJECT NAME:** _____

2. **AGENT'S NAME:** _____

ADDRESS*: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ FAX: () _____

EMAIL: _____

3. **OWNER'S NAME:** _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ FAX: () _____

EMAIL: _____

4. ***CORRESPONDENCE ADDRESS:** *(If different than agent or owner)*

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ FAX: () _____

EMAIL: _____

****This is the address to which all agendas, letters and other materials will be forwarded.****

- L. That any special requirement set out in the Schedule of District Regulations for the particular use involved have been met.

14. OWNER'S AUTHORIZATION: Each petition must bear the signatures of all owners of property in the petitioned area. **A letter of authorization allowing a person other than the owner to sign or represent such a petition must be attached to and accompany said petition.**

Signature of Owner(s) of Record

Signature of Applicant/Agent

Type Name of owner(s)

Type Name of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20____,

by _____, who is personally known to me, or who has produced _____ as identification.

Notary Seal

Notary Public, State of Florida

Notary Name (Typed, Stamped or Printed)

Commission No.: _____

My Commission Expires: _____



**CITY OF GREENACRES
APPLICATION FOR SPECIAL EXCEPTION**

AFFIDAVIT

STATE OF FLORIDA)
COUNTY OF PALM BEACH)
CITY OF GREENACRES)

BEFORE ME THIS DAY PERSONALLY APPEARED _____, WHO BEING
DULY SWORN, DEPOSES AND SAYS:

THAT THE ACCOMPANYING LIST OF PROPERTY OWNERS, MAILING ADDRESSES AND
LEGAL DESCRIPTIONS OF ALL PROPERTY WITHIN 300 FEET OF THE BELOW
DESCRIBED PARCEL OF LAND IS, TO THE BEST OF HIS/HER KNOWLEDGE, COMPLETE
AND ACCURATE AS RECORDED IN THE LATEST OFFICIAL TAX ROLLS IN THE PALM
BEACH COUNTY COURTHOUSE.

THE SUBJECT PROPERTY IS LEGALLY DESCRIBED AS FOLLOWS:

SEE ATTACHED

FURTHER AFFIANT SAYETH NOT.

Signature

SWORN TO AND SUBSCRIBED BEFORE ME this _____ of _____, 20____
by

_____, who is personally known to me or has produced
_____ as identification and who did (did not) take an oath.

(Notary's Signature)

MY COMMISSION EXPIRES: _____



CITY OF GREENACRES

SPECIAL EXCEPTION
SUBMITTAL CHECKLIST

CITY USE		
YES	NO	N/A

I. GENERAL (One Copy)

- | | | | | |
|--------------------------|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. | Application Review and Advertising Fees. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. | Completed application signed by owner and applicant. Agent's authorization or power of attorney must be attached if applicant is other than owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. | Copy of Warranty Deed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. | A list of all property owners within a 300' radius of boundary lines of the subject property and a vicinity map delineating the proposed area and its boundaries from the most recent tax roll information as provided by the Palm Beach County Appraiser's Office. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. | Executed affidavit signed by the person responsible for completing the property owner list. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. | Two (2) sets of STAMPED (<i>meter stamps not acceptable</i>), plain envelopes with the typed names of the owners within a 300' radius of the boundary lines of the subject property. No return address. |

II. SURVEY

- | | | | | |
|--------------------------|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. | Copies: <ul style="list-style-type: none">• Seven (7) copies (24" x 36")• One (1) set (11" x 17") |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. | A signed and sealed boundary survey (not more than a year old) and legal description of the property, including any and all easements of record (referenced by OR Book and page), prepared by a surveyor registered in the State of Florida. |

III. DEVELOPMENT CONCEPT PLAN

- a. Copies:
 - Seven (7) copies (24" x 36")
 - 1 copy (11" x 17")
- b. The boundaries and dimensions of the property and its relationship to the surrounding road system including the width of the existing travelway.
- c. The location and dimension of existing manmade features such as existing roads and structures with indication as to which are to be removed, renovated or altered.
- d. The location of existing easements, watercourses, section lines, water and sewer lines, well and septic tank location, and other existing important physical features in and adjoining the project.
- e. Identification of surrounding land use, future land use designation, and zoning within 100 feet of the site as well as for the petitioned site.
- f. A layout of the proposed lots and/or building sites including the following: common open areas, generalized landscaping and buffer zones, internal circulation patterns including off-street parking and loading facilities, total project density, percentage of building lot coverage, floor area square footage, percentage of impervious surface coverage, percentage of open space areas, the shape, size, location and height of all structures.
- g. Proposed phasing of construction for the project, if applicable.
- h. Estimated square footage of the structures, the number of employees, estimated seating, and the estimated number of users of the facility, such as members, students and patients, if uses other than residential proposed.
- i. Proposed hours of operation for commercial uses.
- j. A drainage statement or drainage plan, if required.
- k. Size, location and orientation of signs.
- l. Proposed lighting of the premises.

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- m. Traffic Impact Analysis addressing at a minimum: Distribution and assignment of traffic, intersection improvements, additional roadway needs (travel lanes and/or turn lanes), traffic control devices, future right-of-way dedications and compliance with Palm Beach County Traffic Performance Standards Ordinance.

PLAN REVISIONS

If revisions to the plans previously submitted are required during the application review process, the petitioner shall submit the same number of plans as required for application submittal.

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- Copies:
 - Seven (7) copies (24" x 36")
 - 1 copy (11" x 17")



THE SPECIAL EXCEPTION PROCESS
City of Greenacres
Planning and Engineering Department

**Total time
 approximately
 3 months**

