



City of Wildwood, Florida  
 Development Services Department  
 100 N. Main St., Wildwood, FL 34785  
 Tel: 352.330.1334 Fax: 352.330.1338  
 www.wildwood-fl.gov

<i>Staff Use Only</i>	
Case No.:	_____
Fee Paid:	_____
Receipt No.:	_____

## Conditional Use Permit Application

**Contact Information:**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property and Project Information:**

**PROJECT NAME\*:** \_\_\_\_\_

\*A project name is required for all submissions. Please choose a unique name for your project.

Property Address: \_\_\_\_\_  
 List Parcel Number(s): \_\_\_\_\_  
 Current Use of Property: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_  
 Do you currently have City utilities? \_\_\_\_\_ Nearest Intersection: \_\_\_\_\_  
 Current Zoning: \_\_\_\_\_ Current Future Land Use: \_\_\_\_\_

**Required Items for All Submittals:**

- SumterGIS/Property Appraiser Website:
  - Property Card Printout
  - Current Deed
  - Aerial Photo / Location Map Printout
  - Future Land Use and Zoning Map Printout
  - Legal Description in Microsoft Word format

**Required Items for Conditional Use Permit Submittals:**

- Proposed List of Conditions and Safeguards
- Written Statement, as Described in LDR §3.8(E) (Attached)
- Site Plan Requirements, as Described in LDR §4.4 (Attached)

Note: All maps are required to depict adjacent properties at a minimum. Failure to provide adequate maps may delay the application process. Most maps are accessible through [www.sumtergis.com/gis/](http://www.sumtergis.com/gis/). Legal descriptions MUST include the legal description for the ENTIRE development.

- Two (2) CDs containing ALL of the above required submittal materials in PDF format; For plans, drawings in DWG format are acceptable in addition to PDF.

Please describe your request in detail: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Required Data, Documents, Forms & Fees**

Attached to this application is a list of **REQUIRED** data, documents and forms for each application type as well as the adopted fee schedule. These items must be included when submitting the application package. Failure to include the supporting data will deem your application package **INCOMPLETE** and will not be processed for review. Per Sec. 14-3 of the Wildwood Code of Ordinances, all charges for engineering plan review, site inspections/visits, and other engineering services deemed necessary shall be paid by the developer at cost.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If application is being submitted by any person other than the legal owner(s) of the property, the applicant must provide a notarized Authorized Agent form(available on the City's Website) from the owner to submit application.

### 3.8. Conditional uses.

- (A) *In general.* This use conditionally allows specified uses that, because of their unique characteristics, are not permitted as a matter of right, special exception or otherwise allowed by this Code. Such conditional uses, unless properly controlled, pose potentially serious health, safety or welfare concerns to the community. Therefore, it is the intent of the City Commission to ensure, through available and reasonable methods, that the location, construction, operation, and maintenance of a conditional use produces minimal adverse effect on the environment and public health, safety, and welfare, and to fully balance the need for such conditional use with the broad interests of the public. A conditional use is not a use of right and there is no presumption that such a use will be granted. Principal uses only allowed as conditional uses are specified in TABLE 3-6, and may be approved for a period of time as specified by the City Commission.
- (B) *Application procedure.* Written application shall be made to the City for a conditional use permit. In addition, the applicant shall provide the following information:
- (1) A site plan in accordance with Chapter 4; and
  - (2) A written statement specifically addressing the general requirements set forth in subsection 3.8(E) below.
- (C) *Hearing notice.* Public notice must be provided at least ten (10) calendar days prior to the public hearing date. Public notice shall consist of advertisement in the legal section of a local newspaper, posting at City hall, posting at the U.S. Post Office, Wildwood Branch, and the posting of 8.5" × 11" placards supplied by the City at each property corner abutting the nearest roadway. If property corners are more than 300 feet apart, additional placards shall be posted at 300 foot intervals along the abutting roadway. Notice shall be mailed via certified mail to adjoining property owners, as designated on the Sumter County tax roll.
- (D) *Hearing procedure.* The procedure for review and approval of a conditional use permit request shall be in accordance with section 4.2 of this Code.
- (E) *General requirements and conditions.*
- (1) *Conditions and safeguards.* In granting any conditional use permit, the Planning and Zoning Board may recommend and the City Commission may prescribe appropriate conditions and safeguards to ensure the public health, safety and welfare as well as compliance with the requirements of this Chapter and the Code in general. Such conditions may include time limits for the initiation and duration of the conditional use, specific minimum or maximum limits to regular Code requirements, or any other conditions reasonably related to the requirements and criteria of this Code.
  - (2) *Review criteria.* When reviewing an application for a conditional use permit, the Planning and Zoning Board and City Commission shall consider the following requirements and criteria:
    - (a) The proposed use must comply with the Comprehensive Plan;
    - (b) Allowance of the conditional use will not result in a decrease in neighboring property values;
    - (c) The site plan illustrates environmental safeguards, adequate parking, loading and services areas which are located such that there is no adverse impact on adjoining properties;
    - (d) Significant measures such as increased buffering, screening, or landscaping have been incorporated into the site plan to protect the adjoining property owners from adverse impacts such as visual, noise, odor, dust, and particulates; and
    - (e) Alternative properties are not available in which a conditional use permit would not be necessary.
- (F) *Transfer or abandonment of a conditional use.*
- (1) Conditional use permits may run with the owner or with the property. The City Commission shall, at the time of approval, specify whether the conditional use runs with the owner or the

property. If it runs with the owner, ownership of a conditional use cannot be transferred to another party.

- (2) A conditional use permit that is not initiated within one (1) year of being granted shall not be established without a new application and public hearing in accordance with the procedures for such. A conditional use that is abandoned for a period of six (6) months or more shall not be reestablished without filing a new application with subsequent public hearing in accordance with the procedures for such.