



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

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

Special Exception Application

Note: This type of submittal may require the scheduling of a pre-application meeting with Development Services staff prior to the completion of this application. Please consider this and schedule accordingly.

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 Special Exception Submittals:

- Justification for Special Exception
- Site Sketch
- List of Special Exception Requirements as Described in LDR §3.9(E) (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/. 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. **Note: All files on the CD MUST be labeled as shown above and numbered in the order they appear above. Failure to do so will result in a delay in processing your application.**

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.

3.9. Special exceptions.

- (A) *General.* A special exception is a use that would not be appropriate without restriction, but which, if controlled as to number, area, location or relation to the surrounding area, would promote the public health, safety and general welfare. Principal uses only allowed as special exceptions are specified in TABLE 3-6.
- (B) *Procedure.* For the procedure for special exceptions allowing a home occupation, see section 3.15. For all other special exceptions, the following actions must be taken before the Planning and Zoning Board may grant a special exception:
- (1) *Application.* A completed application form must be submitted to the Development Services Department. Before the application is processed the Development Services Department must verify the application is complete. Non-refundable fees are to be submitted with the completed application. The application may require a site plan or sketch at the discretion of the Development Services Director.
 - (2) *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" x 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.
 - (3) *Review process.* The Planning and Zoning Board shall have the power to hear and approve special exceptions as specifically authorized under the terms of these zoning regulations, to grant special exceptions with appropriate conditions and safeguards, or to deny special exceptions when not in harmony with the purpose and intent of these zoning regulations. In granting any special exception, the Board may prescribe appropriate conditions and safeguards to ensure compliance with the requirements of this Chapter and the Code in general. Such conditions may include time limits for the initiation of the special exception use, specific minimum or maximum limits, or any other conditions reasonably related to the requirements and criteria of this Code.
- (C) *Review criteria.* When reviewing an application for a special exception other than for a home occupation permit, the board shall consider the following requirements and criteria:
- (1) The proposed use must comply with the Comprehensive Plan;
 - (2) Size, location or number of special exception uses in the area shall be limited so as to maintain the overall character of the district as intended by this Code;
 - (3) Justification has been presented as to why the special exception should be granted; and
 - (4) Allowance of the special exception use will not result in a decrease in neighboring property values.
- (D) *Transfer or expiration of special exceptions.*
- (1) Special exceptions may run with the property and the ownership of a special exception use may be transferred to another party.
 - (2) A special exception use that is not initiated within one (1) year of being granted shall not be established without a new public hearing in accordance with requirements of this Chapter.
 - (3) A special exception use that is abandoned for a period of six (6) months or more shall not be reestablished without a new public hearing in accordance with the requirements of this Chapter.
- (E) *Special requirements.* For those special exception uses listed below, the following additional special requirements shall apply:
- (1) *Kennels, animal rescue facilities.* (Allowed in AG-10 and AG-5). A special exception may be granted provided the proposed site shall not abut a residential or mixed use zoning district.

- (2) *Golf courses and driving ranges.* (Allowed in RR, ER, R-1, R-2, R-3, R-4, R-5). A special exception may be granted provided the golf course or driving range is a component of a residential subdivision.
- (3) *Community residential home.* (Allowed in IN, C-1, C-2, C-2A, C-3, CDT) A special exception may be granted under the following conditions:
 - (a) The proposed site shall not be located within a radius of 1,000 feet of another existing home with six or fewer residents.
 - (b) At the time of home occupancy, the City shall be notified that the home is licensed by the licensing entity.
 - (c) The proposed site shall be developed in accordance with the lot details for the R-2 zoning district.
- (4) *Assisted living facility.* (Allowed in R-1, R-2, R-3, R-4, R-5, RMU, RM-10, C-1, C-2, C-2A, C-3). A special exception may be granted under the following conditions:
 - (a) The proposed site shall front an arterial or collector road.
 - (b) The proposed site shall utilize the lot requirements for the IN zoning district.
 - (c) Proof of licensing by the appropriate jurisdictional agency will be required.
 - (d) The facility shall be compatible with the adjacent area.
 - (e) Additional buffering or screening may be required.
- (5) *Independent living facility.* (Allowed in R-1, R-2, R-3, R-4, R-5, RMU, RM-10, C-1, C-2, C-2A, C-3). A special exception may be granted under the following conditions:
 - (a) The proposed site shall front an arterial or collector road.
 - (b) The proposed site shall utilize the lot requirements for the IN zoning district.
 - (c) Proof of licensing by the appropriate jurisdictional agency will be required.
 - (d) The facility shall be compatible with the adjacent area.
 - (e) Additional buffering or screening may be required.
- (6) *Nursing home.* (Allowed in C-1, C-2, C-2A, C-3, CDT). A special exception may be granted under the following conditions:
 - (a) The proposed site shall front an arterial or collector road.
 - (b) The proposed site shall be developed in accordance with the lot details for the IN zoning district.
 - (c) Proof of licensing by the appropriate jurisdictional agency will be required.
 - (d) The facility shall be compatible with the adjacent area.
- (7) *Child care facility/ day care.* (Allowed in R-1, R-2, R-3, R-4, R-5, MHP, CDT). A special exception may be granted under the following conditions:
 - (a) The proposed site shall be a minimum of 15,000 square feet with a minimum lot width of 100 feet.
 - (b) Proof of licensing by the appropriate jurisdictional agency will be required.
 - (c) Additional buffering and screening may be required.
- (8) *Churches and places of worship.* (Allowed in AG-10, AG-5, RR, ER, R-1, R-2, R-3, R-4, R-5, MHP, RMU, RM-10, C-1, C-2, C-2A, C-3) A special exception may be granted provided the proposed site utilize the lot details for the IN zoning district.
- (9) *Cemeteries and mausoleums.* (Allowed in AG-5, AG-10, RR, ER, R-1, R-2, R-3, R-4, R-5, MHP, RMU, RM-10, RIO) A special exception may be granted under the following conditions:
 - (a) The proposed site shall be a minimum of one acre.
 - (b) Additional buffering or screening may be required.
- (10) *Private clubs and lodges.* (Allowed in RR, ER, R-1, R-2, R-3, R-4, R-5, MHP, RMU, RM-10, RIO) A special exception may be granted under the following conditions:
 - (a) The proposed site shall utilize the lot details for the CN zoning district.

- (b) The facility shall be compatible with adjacent neighborhoods.
- (11) *Public buildings owned, operated, and used by a government entity.* (Allowed in AG-10, AG-5, RR, ER, R-1, R-2, R-3, R-4, R-5, MHP, RMU, RM-10, C-1, C-2, C-2A, C-3) A special exception may be granted under the following conditions:
 - (a) The facility shall be compatible with adjacent development.
 - (b) The proposed site shall be developed in accordance with the lot details for the PEU zoning district.
- (12) *Street and highway department garage or maintenance facility.* (Allowed in AG-10, AG-5, RIO, C-1, C-2, C-2A, C-3) A special exception may be granted. However, additional buffering and screening may be required.
- (13) *Service and repair shops for automobiles, small engines, and other similar uses.* (Allowed in C-1, C-2, C-2A, NMU-4, NMU-7, ECNMU-7, CMU, CC, CDT). A special exception may be granted under the following conditions:
 - (a) The use and all associated activities must be in completely enclosed buildings.
 - (b) Additional buffering and screening may be required.
- (14) *Retail and wholesale commercial establishments for, lumber, building and landscaping supplies, equipment, and other similar uses with potential outside storage.* (Allowed in C-2, C-2A, NMU-4, NMU-7, ECNMU-7, CMU, CC). A special exception may be granted under the following conditions:
 - (a) Any outdoor storage of goods must be:
 - (i) Located contiguous either behind or flanking the principal structure;
 - (ii) Be enclosed by a screen or other similar material;
 - (iii) Be architecturally compatible with the principal structure.
 - (b) Additional buffering and screening may be required.
- (15) *Motor vehicle, golf cart and similar sales.* (Allowed in C-2A, NMU-4, NMU-7, ECNMU-7, CMU, CC, CDT). A special exception may be granted under the following conditions:
 - (a) The use and all associated activities must be in completely enclosed buildings.
 - (b) Additional buffering and screening may be required.
- (16) *Storage facilities (indoor).* (Allowed in NMU-4, NMU-7, ECNMU-7, CMU, CC, CDT). A special exception may be granted under the following conditions:
 - (a) The use and all associated activities must be in completely enclosed buildings.
 - (b) Additional buffering and screening may be required.
- (17) *Outdoor storage facilities for RVs, boats, campers, vehicles, machinery, equipment, or other similar items.* (Allowed in AG-5, AG-10, C-2, C-3, 466-301, M-1, and M-2). A special exception may be granted under the following conditions:
 - (a) The area of the property utilized for outdoor storage must be enclosed by a wall, fence, or opaque landscape buffer so that the items in storage are not visible from any street or surrounding property.
 - (b) Additional buffering and screening may be required.
- (18) *Tower or wireless communication services.* (Allowed in AG-10, AG-5, PEU, C-3, M-1, M-2) A special exception use may be granted under the following conditions:
 - (a) A chain link fence, concrete wall or other fence or wall not less than six (6) feet in height from finished grade, shall be constructed around each tower.
 - (b) Towers shall be set back from any residential zoning district a minimum of three (3) times the height of the installed tower.
 - (c) Adequate buffering shall be required.

- (d) Any tower visible from a residential or mixed use zoning district should be disguised so as to not be recognizable as a telecommunications tower when viewed from the residential district.
- (e) Towers shall be so situated upon the site upon which they are erected to be no closer than the height of the tower from any boundary of the site. For example, a 100-foot tower must be surrounded by at least 100 feet of property in all directions, as measured from the base of the tower, which property shall be owned by the same owner as the property upon which the tower situated.
- (f) Any tower upon which use has been abandoned for more than 180 days shall be removed upon 60 days' notice by the City unless usage resumes within the 60-day period.
- (g) No signage of any type shall be allowed upon any tower erected, unless required by the Federal Aviation Administration.
- (h) Any lighting must be shielded to fall within the confines of the property, unless otherwise required by the Federal Aviation Administration.
- (i) All towers shall be designed and constructed in such a way as to permit and accommodate at least one (1) other provider of wireless communications services. Providers are required, before filing for a special exception for a tower or placement of an antenna on an alternative support structure, to investigate the possibility of collocating such facility on a tower or alternative support structure already in use by one (1) or more other providers of service. Each applicant for a tower or placement of an antenna on an alternative support structure, shall be required to certify in writing, as part of the application process, that it has investigated the possibility of co-location and that there are no towers or alternative support structures reasonably available on which the applicant could co-locate its antenna and reasonably meet its technical and service requirements.