



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

Staff Use Only
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: _____

Current Zoning: _____ Current Future Land Use: _____

Required Submittal Items:

All submittals require two (2) CD copies with all below materials submitted in PDF format. **Note: All CD files MUST be labeled as shown below and numbered in the order they appear below. Failure to do so will result in a delay in processing your application.**

___ A.0 Special Exception Application / \$575.00 Fee

___ A.1 Property Card Printout (Include Parcel ID)

___ A.2 Current Deed

___ A.3 Aerial Photo / Location Map Printout

___ A.4 Future Land Use Map Printout

___ A.5 Zoning Map Printout

___ A.6 Legal Description (Microsoft Word format)

___ A.7 Signed, Notarized Authorized Agent Form

(If application is being submitted by any person other than the legal owner(s) of the property)

___ B.1 Site Sketch

___ B.2 Justification for Special Exception

___ B.3 List of Special Exception Requirements as Described in LDR §3.9(E)

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 the Interactive Map at <https://www.sumtercountyfl.gov/105/GIS>. Legal descriptions MUST consist of a Microsoft Word file and must comprise the ENTIRE development.

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: _____