



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 documents listed below can be submitted electronically in PDF format.

*Special Exception Application Fee - \$575.

- A.0 Special Exception Application* B.1 Narrative as described in LDR Sec. 3.9(B)(2)
A.1 Property Card Printout (Include Parcel ID) B.2 Site Plan or Sketch supporting narrative
A.2 Current Deed
A.3 Aerial Photo / Location Map Printout
A.4 Future Land Use Map**
A.5 Zoning Map**
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)

**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 be Microsoft Word format and must comprise the ENTIRE development.

Please describe your request in detail:

Required Documents & Fees

The required submittal items listed above must be included when submitting the application package. Note: All PDF files MUST be numbered and labeled as shown above. Failure to include the above supporting documentation will delay processing of your application package. A sufficiency letter will be issued within seven (7) days of receipt of application package. 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: Print Name: Date: