



# Columbia County Gateway to Florida

## FOR PLANNING USE ONLY

Application # SP \_\_\_\_\_

Application Fee \$750.00

Receipt No. \_\_\_\_\_

Filing Date \_\_\_\_\_

Completeness Date \_\_\_\_\_

## Special Permit Application

### A. PROJECT INFORMATION

1. Project Name: \_\_\_\_\_
2. Address of Subject Property: \_\_\_\_\_
3. Parcel ID Number(s): \_\_\_\_\_
4. Future Land Use Map Designation: \_\_\_\_\_
5. Zoning Designation: \_\_\_\_\_
6. Acreage: \_\_\_\_\_
7. Existing Use of Property: \_\_\_\_\_
8. Proposed Use of Property: \_\_\_\_\_
9. Duration of Proposed Temporary Use: \_\_\_\_\_

### B. APPLICANT INFORMATION

1. Applicant Status ☐ Owner (title holder) ☐ Agent
2. Name of Applicant(s): \_\_\_\_\_ Title: \_\_\_\_\_  
Company name (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.**

3. If the applicant is agent for the property owner\*.  
Property Owner Name (title holder): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.**

**\*Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.**

**C. ADDITIONAL INFORMATION**

1. Is there any additional contract for the sale of, or options to purchase, the subject property?  
If yes, list the names of all parties involved: \_\_\_\_\_  
If yes, is the contract/option contingent or absolute:    ☐ Contingent    ☐ Absolute
2. Has a previous application been made on all or part of the subject property:  
Future Land Use Map Amendment:        ☐ Yes \_\_\_\_\_        ☐ No \_\_\_\_\_  
Future Land Use Map Amendment Application No. CPA \_\_\_\_\_  
Site Specific Amendment to the Official Zoning Atlas (Rezoning): ☐ Yes \_\_\_\_\_    ☐ No \_\_\_\_\_  
Site Specific Amendment to the Official Zoning Atlas (Rezoning) Application No. Z \_\_\_\_\_  
Variance: ☐ Yes \_\_\_\_\_        ☐ No \_\_\_\_\_  
Variance Application No. V \_\_\_\_\_  
Special Exception:        ☐ Yes \_\_\_\_\_        ☐ No \_\_\_\_\_  
Special Exception Application No. SE \_\_\_\_\_

**D. ATTACHMENT/SUBMITTAL REQUIREMENTS**

In accordance with the Columbia County Comprehensive Plan and Land Development Regulations ("LDRs"), certain uses are required to obtain a Special Permit from the Board of County Commissioners. Below is a list of uses that require a Special Permit from the Board of County Commissioners.

1. Bulkheads, Docks, and Similar Structures to be located on Perennial Rivers (Section 14.6).
2. Land and Water Fills, Dredging, and Mining (Section 14.7).
3. Temporary Uses (Section 14.10):
  - A. In agricultural, commercial, and industrial districts: commercial circuses, carnivals, outdoor concerts, and similar uses.
  - B. In agricultural and commercial districts: such uses similar to, but not limited to asphalt and concrete batch plants, excepting locations in high groundwater recharge, which provide materials for state and local government road projects.
4. Hazardous, Bio-Hazardous and Medical Waste Treatment Facilities (Section 14.11).
5. Intensive Agriculture (Section 14.12).

For all Special Permits, the following items are required for a complete application:

1. Vicinity Map – Indicating general location of the site, abutting streets, existing utilities, complete legal description of the property in question, and adjacent land use.

2. Site Plan – Including, but not limited to the following:
  - a. Name, location, owner, and designer of the proposed development.
  - b. Present zoning for subject site.
  - c. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties.
  - d. Date, north arrow, and graphic scale not less than one inch equal to 50 feet.
  - e. Area and dimensions of site (Survey).
  - f. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
  - g. Access to utilities and points of utility hook-up.
  - h. Location and dimensions of all existing and proposed parking areas and loading areas.
  - i. Location, size, and design of proposed landscaped areas (including existing trees and required landscaped buffer areas).
  - j. Location and size of any lakes, ponds, canals, or other waters and waterways.
  - k. Structures and major features fully dimensioned including setbacks, distances between structures, floor area, width of driveways, parking spaces, property or lot lines, and percent of property covered by structures.
  - l. Location of trash receptacles.
3. Stormwater Management Plan—Including the following:
  - a. Existing contours at one foot intervals based on U.S. Coast and Geodetic Datum.
  - b. Proposed finished elevation of each building site and first floor level.
  - c. Existing and proposed stormwater management facilities with size and grades.
  - d. Proposed orderly disposal of surface water runoff.
  - e. Centerline elevations along adjacent streets.
  - f. Water management district surface water management permit.
4. Legal Description with Tax Parcel Number.
5. Proof of Ownership (i.e. deed).
6. Agent Authorization Form (signed and notarized).
7. Proof of Payment of Taxes (can be obtained online via the Columbia County Tax Collector's Office).

8. Fee. The application fee for a Special Permit Application is \$750. No application shall be accepted or processed until the required application fee has been paid.

**For submittal requirements, please see the Columbia County Building and Zoning Development Application Submittal Guidelines.**

I hereby certify that all of the above statements and statements contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge and belief.

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Applicant/Agent Name (Type or Print)

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Applicant/Agent Signature

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Date