



City of Venice
 401 West Venice Ave., Venice, FL 34285
 941-486-2626
 DEVELOPMENT SERVICES - PLANNING & ZONING
SPECIAL EXCEPTION APPLICATION

SE

SPECIAL EXCEPTION

Project Name: _____

Parcel Identification No.: _____

Address: _____

Parcel Size: _____

FLUM designation: _____

Zoning Map designation: _____

Property Owner's Name: _____

Telephone: _____

Fax: _____

E-mail: _____

Mailing Address: _____

Project Manager: _____

Telephone: _____

Mobile / Fax: _____

E-mail: _____

Mailing Address: _____

Project Engineer : _____

Telephone: _____

Mobile / Fax: _____

E-mail: _____

Mailing Address: _____

Project Architect: _____

Telephone: _____

Mobile / Fax: _____

E-mail: _____

Mailing Address: _____

Incomplete applications cannot be processed – See reverse side for checklist

Applicant Signature / Date: _____

APPLICATION CHECKLIST

Required documentation (provide one copy of the following, unless otherwise noted):

- Statement of Ownership & Control**
- Signed, Sealed and Dated Survey of Property**
- Agent Authorization Letter**
- Narrative describing the petition** (address the required findings for approval below)
- Public Workshop Requirements.** Date held _____
 - Copy of newspaper ad.
 - Copy of notice to property owners.
 - Copy of sign-in sheet.
 - Written summary of public workshop.

Required findings for approval. Before any special exception shall be approved, the planning commission shall make a written finding that the granting of the special exception will not adversely affect the public interest and certify that the specific requirements governing the individual special exception, if any, have been met by the petitioner and that, further, satisfactory provision and arrangement has been made concerning the following matters, where applicable:

1. Compliance with all applicable elements of the comprehensive plan.
2. Ingress and egress to property and proposed structures thereon with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
3. Off-street parking and loading areas, where required, with particular attention to the items listed in subsection (e)(2) of this section and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.
4. Refuse and service areas, with particular reference to the items listed in subsections (e)(2) and (e)(3) of this section.
5. Utilities, with reference to location, availability and compatibility.
6. Screening and buffering, with reference to type, dimensions and character.
7. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effects, and compatibility and harmony with properties in the district.
8. Required yards and other open space.
9. General compatibility with adjacent properties and other property in the district.
10. Any special requirements set out in the schedule of district regulations of this chapter for the particular use involved.

Required documentation (provide 15 sets of the following including 3 signed, sealed and dated, unless otherwise noted):

- Site and development plans at an appropriate scale showing proposed placement of structures on the property, and provisions for ingress and egress, off-street parking and off-street loading areas, refuse and service areas, and required yards and other open spaces;
- Plans showing proposed locations for utility hookups;
- Plans for screening and buffering with reference as to type, dimensions and character;
- Proposed landscaping and provisions for trees protected by city regulations; and
- Proposed signs and lighting, including type, dimensions and character.

Fees

Application filing fee \$400.

Public notice fee in excess of \$50 will be billed to applicant and is not included in application fee.