

**HENDRY COUNTY PLANNING AND ZONING DEPARTMENT**

P.O. Box 2340  
LaBelle, Florida 33975-2340  
863-675-5240 • FAX: 863-674-4194  
<http://www.hendryfla.net/planning.php>

<i>For Office Use Only:</i>	
Date:	_____
Hearing No:	_____
Fees:	_____
Check No.:	_____ or Cash _____
Strap No.:	_____

**APPLICATION FOR SPECIAL EXCEPTION**

Please check applicable box(es):

- Major Special Exception (Requires a concept plan of proposed development)
- Minor Special Exception (Use change only, existing development)
- Amendment to an approved Major Special Exception

NOTE: This application with all supporting exhibits and data must be complete and returned to the Planning and Zoning Department before advertising for public hearing. The applicant or his/her agent must be present at the hearing for the application to be considered.

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Acreage: \_\_\_\_\_

Zoning on subject Property: \_\_\_\_\_

Adjacent Zoning: North: \_\_\_\_\_ South \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Adjacent Future Land Use: North: \_\_\_\_\_ South \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Future Land Use Designation on Property: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

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HAS A ZONING HEARING BEEN HELD ON THIS PROPERTY IN THE PAST TWENTY-FOUR (24) MONTHS? \_\_\_\_\_

If yes, application number or resolution number. \_\_\_\_\_

IS THIS HEARING BEING REQUESTED AS A RESULT OF A VIOLATION NOTICE? \_\_\_\_\_

If yes, to whom was the Violation Notice written? \_\_\_\_\_

Is there an existing approval for a special exception, rezone, variance, and/or administrative waiver on the property?  
\_\_\_\_\_ If yes, please provide resolution and/or ordinance numbers \_\_\_\_\_

All data and exhibits submitted in support of this application shall become a permanent part of the public records of Hendry County, Florida.

**SUBMITTAL REQUIREMENTS (unless waived at the pre-application meeting):**

1. Original application.
2. Proof of ownership or contract to purchase or lease property.
3. A copy of the pre-application meeting notes.
4. Boundary Survey of Property (11" x 17" minimum), must be less than one-year old, signed, sealed, and prepared by a professional surveyor and mapper, showing the location and dimensions of all property lines, existing streets or roads, easements, rights-of-way, and area dedicated to the public. In the case of improved property, the survey is to show all vertical improvements.
5. Electronic Version of legal description.
6. Area location map (provide electronic version for advertising).
7. Letter outlining request with data and analysis justifying request.
8. A description of how the request complies with applicable Goals, Objectives, and Policies from the Hendry County Comprehensive Plan.
9. Copies of any resolutions or ordinances for land use changes that apply to the subject property(s).
10. Notarized letter of Owner's Authorization.
11. Aerial photo of property.
12. Map showing existing land uses and principal roadways within 750 linear feet from boundaries of subject property.
13. List of surrounding property owners within 750 linear feet from boundaries of subject property.
  - a. Three (3) sets of mailing labels (1" x 2-5/8") of surrounding property owners.
14. A Major Special Exception application requires a concept plan to scale showing the general layout of the proposed development including setbacks, uses, parking and access.
15. Document the impact of proposed change(s) will have on the following public facilities.
  - a. Potable Water
  - b. Sanitary Sewer
  - c. Arterial and Collector Roads – *submit traffic impact statement, signed, sealed, and prepared by a Florida Licensed Engineer.*
  - d. Drainage
  - e. Solid Waste

- f. Recreation and Open Space
  - g. Schools
  - h. Fire Protection
  - i. Law Enforcement
  - j. Emergency Medical Services
16. Document flood zone based on Flood Insurance Rate Map Data (FIRM).
  17. Document location of wellfields and cones of influence, if applicable.
  18. Archaeological and historical site assessment report.
  19. Environmental assessment report.
  20. Florida Land Use Cover Classification System (FLUCC) map.
  21. Any additional data, materials or information deemed necessary by the County to make a determination.
  22. Processing fee payable to the Hendry County Board of County Commissioners:
    - \$1,500.00 – Major Special Exception (Requires site development plan)
    - \$500.00 – Minor Special Exception (Use change only)
    - Amendments to an approved Major Special Exception - \$1,000.00 plus \$20.00 per additional acre over original acre.
- Advertising charges will be invoiced prior to public hearings*

**Please submit original application plus supporting documentation for sufficiency review. Once the application has been deemed sufficient, please submit 4 copies and 1 CD of all documents for formal review. The Local Planning Agency public hearing will require 10 copies and the Board of County Commissioners public hearing will require 13 copies, plus a CD.**

**ALL TEXT DOCUMENTS ARE TO BE SUBMITTED ON DOUBLE-SIDED PAGES. ANY GRAPHS OR MAPS ARE TO BE ONE-SIDED.**

LETTER OF AUTHORIZATION

ATTEST:

We/I, \_\_\_\_\_, being first duly sworn, depose and say that we/I are/am the owners of the property described herein and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, all sketches, data, and other supplementary matter attached to and made a part of this application, are true and correct to the best of our knowledge and belief. We/I understand that the information requested on this application must be complete and accurate and that the content of this form, whether computer generated or County printed shall not be altered.

As property owner We/I further authorize \_\_\_\_\_ to act as our/my representative in any matters regarding this Petition.

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Signature of Property Owner)

\_\_\_\_\_  
(Typed or Printed Name of Owner)

\_\_\_\_\_  
(Typed or Printed Name of Owner)

State of Florida  
County of Hendry

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
(Signature of Notary Public – State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)