



City of Longwood Special Exception Application

In those circumstances where the applicant believes that, due to unique characteristics of the site or other special circumstances, strict compliance with the Code is not feasible or desirable and that deviation from the Code will allow for equal or better results, the City Commission may be petitioned to grant a Special Exception to the Longwood Development Code relative to the specific provision(s) in question. Projects requesting special exceptions or waivers to the right-of-way standards, street sections, block size requirements, or requirement for liner buildings with parking garages in the Heritage Village Urban Code shall not be eligible to exceed the 80% maximum allowable density and intensity established in the Comprehensive Plan.

| Single-Family Residential Special Exception | Special Exception (Exception to Single Code Requirement for Multi-Family and Non-Residential Developments) | Special Exception Package (Exception to Multiple Requirements for Multi-Family and Non-Residential Developments) |
|--|---|---|
| \$125 Application Fee \$500 Review Retainer \$288 Advertising Deposit | \$500 Application Fee \$500 Review Retainer \$288 Advertising Deposit | \$1200 Application Fee \$500 Review Retainer \$288 Advertising Deposit |
| Property is in: <input type="checkbox"/> Historic District <input type="checkbox"/> Heritage Village <input type="checkbox"/> Not Applicable | | |

All fees are due at the time of application.

Parcel ID _____
(Available from the Property Appraiser's Office at <http://scpaweb.scpafl.org/v3/>)

Owner

Name _____
Address _____
Phone _____ E-Mail _____
Signature: _____ Date: _____

Applicant (If Different from Owner)

Name _____
Address _____
Phone _____ E-Mail _____
Signature _____ Date _____
Future Land Use _____
Planning District _____
Current Use _____
Proposed Use _____

I hereby certify that I have read this application and that the information supplied herein is true and correct to the best of my knowledge. I agree to comply with the current City Codes and Ordinances and County, State and Federal laws regarding land development. I am the property owner, authorized agent, of the subject property that this petition applies to.

Print Owner/Authorized Agent Name _____
Signature _____ Date _____

SPE _____

Date _____

(Department Use Only)

Application Checklist

Project Description Letter

A letter from the property owner that identifies the exact request that is being made, including cites of specific code language for which an exception is being requested. **The letter must also list and respond to each of the six required criteria in section 9.3.3. for each exception requested.**

Please see Page 2 of this application for more details.

Authorized Agent Letter

If the applicant is not the owner, a letter should be provided from the owner allowing the applicant to file the application on their behalf.

Site Plan/Survey

A current site plan or survey accurately portraying the proposed property and variance.

HOA Letter

For residential special exceptions with a Homeowner's Association, provide a letter from the HOA in support of the special exception.

I understand and agree to the cost recovery requirements in Chapter 59 of Longwood City Code and as described on Page 2 of this application.

Initials _____

Cost Recovery Agreement:

By signing this application, the applicant understands and agrees that, pursuant to Longwood City Code Chapter 59, all direct costs, expenses and fees incurred by the city relating directly to the review, processing, inspection, or regulation of an application, including but not limited to the time of city consultants, as well as those relating directly to advertising, surveying, legal and engineering for an application or project shall be assessed to the applicant and reimbursed to the City.

For projects in the Historic District, the department may seek the input of a licensed architect with specialization in historic structures to evaluate submittals, the cost of which would be the responsibility of the applicant.

To cover these costs, many applications require a review retainer. The review retainer will be held during the course of review, and returned to the applicant once project review has been completed or the application has been formally withdrawn and after all outstanding invoices are paid. The review retainer is not to be used to pay invoices during the course of review, those will be sent separately to the applicant.

Full payment of all fees is a requirement for City's final approval of the Application. Following the approval of a permit and the payment of all required fees, or following a written letter from the applicant requesting the application be withdrawn and voided, any remaining balance will be refunded to the applicant, typically within 60 days."

APPLICANT INITIALS: _____

9.3.0. – Special Exceptions.

9.3.1. *Special Exceptions.* In those circumstances where the applicant believes that, due to unique characteristics of the site or other special circumstances, strict compliance with the Code is not feasible or desirable and that deviation from the Code will allow for equal or better results, the City Commission may be petitioned to grant a Special Exception to the Longwood Development Code relative to the specific provision(s) in question. The applicant shall petition the Commission by completing an application provided by the Community Development Services Department and paying a fee as established by the City Commission.

9.3.2. *Application Process.* The applicant shall provide an application on forms provided by the Community Development Services Department and with a fee established by the City Commission, describing the Special Exception request and how the Special Request addresses the criteria listed in Sec. 9.3.3. Prior to review of the application by the City Commission, each applicable member of the Development Review Team (DRT) shall make a written recommendation for approval, approval with conditions, or denial of plans based on application of their particular code. It shall be the responsibility of the CDSD, or the Director's designee, to collect the comments of the DRT and prepare a written staff analysis of the outstanding issues related to each application and recommendation for approval, approval with conditions or denial to the City Commission.

9.3.3. *Criteria.* The City Commission shall consider the following criteria when making their determination:

1. The request is consistent with the spirit and intent of the Code;
2. The resulting development will provide equal or better results than required by the code;
3. That the resulting development is consistent with the City's Comprehensive Plan and other city adopted planning documents;
4. That the granting of the Special Exception will not diminish property values of the area surrounding the site;
5. That the request represents the minimum modification(s) necessary; and
6. If the condition resulting for the request for a Special Exception is common to numerous sites, so that the requests for similar special exceptions are likely to be received, the cumulative impacts of granting the request.

9.3.4. *Commission Review.* The City Commission shall hold a public hearing to consider all requests for Special Exceptions to the Code. At least ten (10) days prior to the hearing date, notice of the time and place of such hearing shall be published in the official newspaper of the City of Longwood. The applicant shall send written notice of the public hearing to all owners of real property located within the area to be considered for the Special Exception and to all owners of real property located within two hundred (200) feet of the area for which the Special Exception is requested. Such notice shall be given not less than ten (10) days prior to the date set for the public hearing by posting such notice, properly addressed and postage-paid to each owner of record as it appears on the most recently approved tax roll. The applicant is responsible for all costs and fees associated with such notification.

In granting an application for Special Exception, the City Commission may impose such conditions and restrictions upon the site benefitted by the Special Exception as may be necessary to minimize the injurious effect of the Special Exception or to make the Special Exception more consistent with the spirit and intent of the Code. After conducting the public hearing and considering the criteria of Sec. 9.3.3., the City Commission may approve, approve with conditions, or deny the Special Exception application based on competent, substantial evidence in the record.