



Special Exception Application Packet

Washington County Planning Office
1331 South Boulevard, Chipley FL 32428
Phone: (850) 415-5093
Email: scramer@washingtonfl.com

Procedure

1. Pre-Application Review

- a. The applicant should consult early with the Planning Office, the Florida Department of Environmental Protection, the Northwest Florida Water Management District, the Health Department and other pertinent agencies for advice and assistance.
- b. The applicant should present outside agency verifications of compliance to the Planning Office, along with sketch plans, and data containing existing conditions with the site and in its vicinity during a scheduled "pre-application conference." During the pre-application conference, the special exception review process will be discussed, and the Development Administrator will determine the classification of both the Special Exception Type and Development Plan Review.

2. Special Exception Application and Development Review

- a. Submit a Special Exception Application and applicable application fee:
 - Cemeteries: \$250
 - All Other Uses: \$750
- b. Submit the applicable Application for Development Review, \$250 application fee and required documentation.
- c. Draft public notification documents (property owner notification letter, newspaper advertisement and on-site signs) and coordinate Neighborhood Information Meeting (NIM), Development Review Committee (DRC) Meeting, and Public Hearings with the Planning Office. For templates, and required deliverables see "Public Notification Templates."

- #### 3. Development Review Committee Meeting. Schedule a DRC Meeting for Staff Review of Proposed Development Plans. Meetings are regularly held on the second (2nd) Wednesday of each month at 9:00 a.m. DRC meeting must be held BEFORE the NIM. Incorporate staff comments into development plans.

- #### 4. Neighborhood Information Meeting. Hold NIM at the time, date and location as approved by the Planning Office. The Development Administrator will facilitate the NIM, however, the applicant is responsible for providing a presentation on the proposed development, and submitting a digital recording of the meeting to the Planning Office. The applicant must submit certified return receipts (green cards), proof of publication and the notarized sign affidavit to the Planning Office prior to the NIM.

- #### 5. Planning Commission Meeting. Attend a regularly-scheduled Planning Commission Meeting, which are typically held on the 1st Tuesday of each month, but subject to change. Confirm meeting dates with the Planning Office. Present proposed development to the Planning Commission for consideration.

6. Governing Body Meeting(s).

BCC Meeting: Attend a regularly-scheduled Board of County Commissioners (BCC) Meeting. BCC Meetings are typically held on the last Thursday of each month, but are subject to change. Confirm meeting dates with the Planning Office.

Town/City Council Meeting: Projects which are located within the jurisdiction of a municipality must obtain a signed resolution in support of the proposed comments from the Town or City Council of jurisdiction, prior to BCC consideration.

Performance Standards, LDC Section 10.05.05

In reviewing the application for a Special Exception, the Planning Commission and the BCC shall consider:

- A. **Generally.** The following performance standards relate to the list of issues given in LDC Section 10.05.04.
- B. **Traffic Impact.** Special Exceptions are required to adhere to the design standards presented in Article Five of the Washington County LDC. Where Article Five calls for a Traffic Impact Study to be performed, it shall follow the outline presented in LDC Section 10.05.05, with the intent of identifying specific on-site and off-site impacts connected with the project.
- C. **Ingress and Egress.** These issues shall be addressed in the above traffic impact study.
- D. **Drainage.** Special Exception applications are required to meet the requirements of LDC Section 5.06.00.
- E. **Water Quality.** Special Exception applications are required to meet the requirements of LDC Section 5.06.00. In addition, the applications shall comply with any state provisions related to water quality and monitoring including, but not limited to 17-25 and 17-3, F.A.C. and any amendments thereto.
- F. **Visual Appearance.** All projects shall provide additional buffering equivalent to a one letter category (i.e. from "B" to "C") pursuant to the landscaping requirements of Section 2.06.00 of this Code.
- G. **Mitigation and Avoidance of Environmentally Sensitive Lands.** Where environmentally-sensitive lands are encountered, such lands shall be identified pursuant to the submittal requirements listed above and shall meet the requirements of Article Four of this Code. All attempts shall be made during the Special Exception process to avoid impacting these areas. When impact is unavoidable, compensatory mitigation shall be performed, subject to the following requirements:
 - 1. The created, enhanced or restored environmentally-sensitive areas must be of the same type as the destroyed or degraded environmentally sensitive area; and,
 - 2. If a project is not otherwise permitted under the provisions of this Code, the provision of compensatory mitigation shall not be the sole basis for permitting the project; and,
 - 3. A developer of a compensatory mitigation plan shall grant a conservation easement under Section 704.06, F.S., on a newly-created environmentally sensitive area to protect it from future development; and, compensatory wetland mitigation shall require that the amount of wetlands created, enhanced, or restored be large enough to assure that the amount of wetlands destroyed or degraded will be completely and successfully replaced. The following minimum ratios of replacement to destroyed wetlands shall be presumed to provide reasonable assurances for type-to-type mitigation: Hardwood Swamps 2.5:1, Riverine Cypress 2.5:1, Cypress Pond 2.5:1, Freshwater Marsh 1.5:1.
- H. **Noise.** As a condition for approval of the Special Exception, a statement shall be incorporated as part of the Development Order to the effect that sound levels emanating from the site shall not exceed a level of 55 decibels between 10 p.m. and 7 a.m. and 65 decibels between 7 a.m. and 10 p.m.
- I. **Signage.** Notwithstanding the requirements of Article Seven of this Code, no accessory signs shall be allowed.
- J. **Air Quality.** All sources of air pollution shall comply with rules set forth by the Environmental Protection Agency (Code of Federal Regulations, Title 40), and the Florida Department of Environmental Regulations (Chapter 17-2, F.A.C.).
- K. **Cemeteries and Water Table.** Cemeteries shall only be allowed in areas where the normal water table is four (4) feet or greater depth below the ground surface.

Definition, LDC Section 10.00.03

A "Special Exception" is a use that would not be appropriate generally throughout a particular land use district, but which, if controlled as to number, area, location, or reflection to the neighborhood, would not adversely affect the public health, safety, comfort, good order, appearance, convenience, and the general welfare.

Public Notification Templates

Property Owner Notification Letters

“NOTICE OF PUBLIC HEARING REGARDING PROPOSED SPECIAL EXCEPTION

In accordance with Section 10.02.03 of the Washington County Land Development Code, notification is hereby provided to all real property owners which are located within 300 feet of the affected property for which a land use special exception is sought.

A Special Exception Type [INSERT SPECIAL EXCEPTION TYPE] is proposed for the development of a [INSERT REQUESTED USE] to be located within the affected property as hereby described:

[INSERT PARCEL NUMBER AND/OR ADDRESS, IF APPLICABLE]

[INSERT LEGAL DESCRIPTION AND PROPERTY APPRAISER PROPERTY MAP]

Public Hearings are tentatively scheduled to be held as follows. In the event of a hearing cancellation, additional notifications will be issued.

A Neighborhood Information Meeting (NIM) will be held by the applicant on [INSERT NIM DATE] at [INSERT NIM TIME] Central Standard Time (CST) at [INSERT NIM LOCATION].

The Washington County Planning Commission will hold a public hearing regarding the abovementioned proposed development on [INSERT PLANNING COMMISSION DATE] at 5:00 p.m. CST in the Washington County Board of County Commissioners Board Room located at 1331 South Boulevard, Chipley, Florida 32428.

A second hearing will be held regarding the abovementioned proposed development on [INSERT BOARD OF COUNTY COMMISSIONERS MEETING DATE] at 9:00 a.m. CST in the Washington County Board of County Commissioners Board Room located at 1331 South Boulevard, Chipley, Florida 32428.

Records pertaining the abovementioned request are available for public review at the Washington County Planning Office located at 1331 South Boulevard, Chipley, Florida 32428. For additional information, contact the Planning Office at (850) 415-5093 or scramer@washingtonfl.com.”

Required Deliverables to Planning:

1. Draft copy of notification letter – Submit to Planning Office for review and approval with application prior to distribution
2. List of property owners within 300 feet of subject property (Planning Office will provide)
3. Certified mail receipts (green cards) – To be submitted to Planning Office prior to Neighborhood Information Meeting

Newspaper Advertisement

“NOTICE OF PUBLIC HEARING REGARDING PROPOSED SPECIAL EXCEPTION

In accordance with Section 10.02.03 of the Washington County Land Development Code, public notification is hereby provided in regards to a Special Exception Type [INSERT SPECIAL EXCEPTION TYPE] which is proposed for the development of a [INSERT REQUESTED USE] to be located within the affected property as hereby described:

[INSERT PARCEL NUMBER AND/OR ADDRESS, IF APPLICABLE]

[INSERT LEGAL DESCRIPTION AND LOCATION MAP]

Public Hearings are tentatively scheduled to be held as follows. In the event of a hearing cancellation, additional notifications will be issued.

A Neighborhood Information Meeting (NIM) will be held by the applicant on [INSERT NIM DATE] at [INSERT NIM TIME] Central Standard Time (CST) at [INSERT NIM LOCATION].

The Washington County Planning Commission will hold a public hearing regarding the abovementioned proposed development on [INSERT PLANNING COMMISSION DATE] at 5:00 p.m. CST in the Washington County Board of County Commissioners Board Room located at 1331 South Boulevard, Chipley, Florida 32428.

A second hearing will be held regarding the abovementioned proposed development on [INSERT BOARD OF COUNTY COMMISSIONERS MEETING DATE] at 9:00 a.m. CST in the Washington County Board of County Commissioners Board Room located at 1331 South Boulevard, Chipley, Florida 32428.

Records pertaining the abovementioned request are available for public review at the Washington County Planning Office located at 1331 South Boulevard, Chipley, Florida 32428. For additional information, contact the Planning Office at (850) 415-5093 or scramer@washingtonfl.com.

Required Deliverables to Planning:

1. Draft copy of newspaper advertisement for review and approval – Submit with application.
2. Proof of Publication of Newspaper Advertisement – Submit prior to Neighborhood Information Meeting.

Public Notice Signs

*“In accordance the Washington County Land Development Code Section 10.02.03, public notification is hereby provided for public hearings related to Special Exception Type [INSERT SPECIAL EXCEPTION TYPE] which is proposed for the development of a [INSERT REQUESTED USE] to be located within the affected property as hereby described:
[INSERT PARCEL NUMBER AND/OR ADDRESS, IF APPLICABLE]*

Upcoming Public Hearings

Neighborhood Information Meeting: [INSERT DATE, TIME LOCATION]

Planning Commission: [INSERT DATE, TIME LOCATION]

Board County Commissioners Meeting: [INSERT DATE, TIME LOCATION]”

Required Deliverables to Planning:

1. Affidavit stating that sign will be posted at least 10 days prior to public hearings
2. Sign mock-ups or proofs – Submit with application for approval prior to display



AFFADAVIT TO POST SIGN

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*****IN THE EVENT OF HEARING CANCELLATION, THE APPLICANT IS RESPONSIBLE FOR RE-ISSUING NOTIFICATIONS AS NECESSARY TO ENSURE PROPER PUBLIC NOTIFICATION WHICH ADHERES TO THE REQUIREMENTS OF THE WASHINGTON COUNTY LDC.**

Applicant Affidavit

I hereby certify that I will post the required on-site sign in accordance with the Washington County Land Development Code Section 10.02.03. I understand that knowingly providing a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be subject to a misdemeanor of the second degree pursuant to Section 837.06, Florida Statutes.

Applicant Signature

Date

Printed Name: _____

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, by

Notary Signature

Personally Known OR Produced Identification
Type of Identification Produced _____



SPECIAL EXCEPTION APPLICATION

Washington County Planning Office
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Section 1: Applicant Contact Information

Name:	Address:
Phone:	Email:

Section 2: Property Information *Attach documentation if additional space is needed.*

Parcel ID #:	Property Address:
Owner Name:	Owner Address:
Acreage:	Land Use Designation:
Current Use Type:	Proposed Use Type:

Description of Existing Features (Include number, size and type of all structures, water features and utilities)

Section 3: Development Information *Attach documentation if additional space is needed.*

Description of Proposed Use:

Explain the extent in which the proposed use will impact environmentally sensitive areas or features such as water quality, endangered species habitat, flood hazard areas, aquifer recharge zones and/or wetlands.

Other Documentation Requested by Development Administrator

Attach documentation.

- 1.
- 2.
- 3.
- 4.
- 5.

Applicant Certification

I certify that the information provided on this application is true and accurate to the best of my knowledge and belief. I understand that knowingly providing a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be subject to a misdemeanor of the second degree pursuant to Section 837.06, Florida Statutes.

Applicant Signature

Date

Printed Name: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, by

Personally Known OR Produced Identification

Notary Signature

Type of Identification Produced _____