

CITY OF ZEPHYRHILLS
CONDITIONAL USE PETITION

Site Plan Review	_____
Planning Comm.	_____
City Council	_____

*APPOINTMENTS ARE REQUIRED TO SUBMIT THIS
PETITION. APPLICATIONS WILL NOT BE ACCEPTED
BY MAIL OR WITHOUT AN APPOINTMENT.*

Date Received _____
File Number _____

Petitioner: _____
Address: _____
Telephone #: _____ Fax #: _____ E-mail: _____

Agent for Petitioner: _____
Address: _____
Telephone #: _____ Fax #: _____ E-mail: _____

Owner of Property: _____
Address: _____
Telephone #: _____ Fax #: _____ E-mail: _____

Address/Location of Subject Property _____

Check one: Residential - \$150.00 or Non-Residential - \$250.00

Parcel I.D. Number(s) _____

Legal Description of Property Involved _____

Existing Zoning _____

Total Acreage/Square Footage of Subject Property _____

Current Use of Land _____

Code Section _____

Proposed Conditional Use and Summary of Facts *(Refer to City's Land Development Code, Article XI, Part 11.10.00 (Conditional Uses))*

The Petitioner, as owner, of the above described land does respectfully request City Council to take all action necessary in order to process the CONDITIONAL USE for the above described real property to the City of Zephyrhills.

The Petitioner, as owner and/or representative, of the above described land agrees to pay all related costs associated to the subject Conditional Use including: petition fees, advertisement fees and the provision of stamped envelopes of property owners within a 150 foot radius of the perimeter of subject property.

PLEASE NOTE: The Developer shall coordinate with City Departments prior to development submittal to identify future required development fees which may include: impact fees, water and sewer connection fees, deposits, and traffic review study / drainage review reimbursements.

Signature of Petitioner

Signature of Owner

Print or type name of person signing above

Print or type name of person signing above

Date

Date

NOTE: IF THE PETITIONER WISHES TO BE REPRESENTED BY AN AGENT, THE POWER OF ATTORNEY ON THE FOLLOWING PAGE MUST BE PROPERLY EXECUTED. IF DRAWINGS PREPARED BY AN ARCHITECTURAL, ENGINEERING OR OTHER FIRM ARE SUBMITTED, THE FIRM MUST EXECUTE THE ATTACHED

PERMISSION TO REPRODUCE.

AFFIDAVIT

I, _____ certify that I am the owner or authorized representative of the property described herein, and that all answers to the questions in this application and any sketches, data or other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief.

KNOW ALL MEN THAT I, _____, do hereby constitute and appoint _____ my true and lawful attorney, to execute the foregoing instrument in my name, place and stead this _____ day of _____, _____.

Date: _____
Signature of owner or authorized agent

Print or type name of person signing above

Name of owner/agent entity if a corporation, L.L.C., partnership, or trust

Representative capacity of person signing Affidavit:
President of Vice President of Corporation
Managing Member of L.L.C.
General Partner
Trustee

STATE OF FLORIDA)
)
COUNTY OF PASCO)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ who is personally known to me or who has produced _____ as identification and who did not take an oath.

Notary Public

Print or type name
My Commission Expires: _____

KNOW ALL MEN THAT I, _____, _____(Title), of the firm of _____, do hereby grant the City of Zephyrhills permission to reproduce all or a portion of all plans, drawings, etc., submitted in connection with the foregoing petition.

Signature
Title: _____
Date: _____

STATE OF FLORIDA)
)
COUNTY OF PASCO)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ who is personally known to me or who has produced _____ as identification and who did not take an oath.

Notary Public

Print or type name
My Commission Expires: _____

**CONFIRMATION OF OWNERSHIP BY OWNER; AND
AUTHORIZATION FOR AGENT OR PETITIONER (WHEN A DIFFERENT ENTITY)**

The undersigned to hereby swear or affirm that they are the fee simple title holders and owners of the record of property commonly known as _____
And legally described in Exhibit A attached hereto.

The property described herein is the subject of a land use application for development. We hereby designate _____ as the legal representative of the property in the course of seeking approval of this application. This representative will remain the only entity to authorize development activity until such time as anew or amended authorization is delivered to the City.

Owner Signature Printed Name

Name of owner entity if a corporation, L.L.C., partnership, trust

Representative capacity of person signing: President or Vice
President of Corporation, Managing Member of L.L.C., General
Partner, Trustee

Address of Owner

STATE OF FLORIDA)
COUNTY OF PASCO)

Sworn to (or affirmed) and subscribed before me this _____ day of
_____, 200__, by _____
(_____)
capacity if applicable

who is personally known to me or produced _____ as
identification.

Notary Public
Notary Public – State of Florida
My commission expires _____

Name typed, stamped or printed

STANDARDS:

In their deliberations concerning the granting of a conditional use, the Site Plan Review Committee and Planning Commission shall carefully consider the following guidelines and standards in the City of Zephyrhills Land Development Code, Article XI, Part 11.10.00.

INSTRUCTIONS FOR FILING A CONDITIONAL USE PETITION

PROCEDURE:

1. Conditional use petitions may be obtained at the Planning Department or on the web at www.ci.zephyrhills.fl.us under Development Services Department. A petition must be completed and submitted to the Planning Department, together with the required fee and supportive materials. **Prior to the submittal deadline, petitioners are required to arrange a pre-application conference to discuss their requests with a member of the Planning Department staff.** You may arrange an appointment by calling 780-0006.
2. Petitions will be scheduled to be reviewed by the Site Plan Review Committee (SPR) that meets once a month. The deadline for Petitions to be reviewed by SPR is the last business day of the preceding month. Petitions received later than the last business day or petitions that are determined to be incomplete will be placed on the agenda of the next SPR meeting. The SPR Committee (staff) will recommend or deny forwarding the Petition to the Planning Commission.
3. Planning Commission meetings are held once a month. The Planning Department will give due public notice that a public hearing will be held by the Planning Commission (PC) to consider the request. Owners of property within 150 feet of the site will be notified of the request and invited to comments.
4. The petitioner or his authorized representative shall appear at the Planning Commission hearing. The petitioner should be prepared to address the guidelines and standards listed for the conditional use. After considering the recommendation of the staff and comments by the petitioner and the public, the Planning Commission Board will make a recommendation to City Council to approve, deny, or approve the request with conditions.
5. The recommendation of the Planning Commission will be forwarded to the City Council. After considering the recommendation of staff and the Planning Commission Report, the City Council may recommend to have a Public Hearing at the next City Council Meeting. At the Public Hearing, the City Council may vote to approve, deny or approve the petition with conditions.
6. Approximately one week before any of the Public Hearings, a sign will be placed on the subject property notifying the general public of the hearings.

TIME LIMITATION:

Approved conditional uses expire 12 months after the date of approval, unless a building permit has been issued or the use initiated within the 12-month period. (See City's Land Development Code, Article XI, Part 11.10.02 (B))

REQUIRED SUPPORTIVE MATERIALS:

- A. A check for \$150.00 (residential) or \$250.00 (non-residential) made payable to the City of Zephyrhills.
- B. Eighteen (18) sets of the following:
 - 1. Completed petition form (*Original and 17 copies*);
 - 2. Proof of ownership (1 copy of warranty deed, lease agreement with legal description, or the like).
 - 3. A site plan, **if applicable**. Eighteen(18) copies of a site plan must be submitted with eighteen (18) copies of the petition and any other necessary supportive materials (i.e., 18 complete **SETS***). This plan must be at a suitable scale and be no smaller in size than 8-1/2" x 11" and no larger in size than 24" x 36". Plans larger than 8-1/2" x 11" **MUST BE FOLDED**. One legible reduced plan (either 8½" x 11" or 11" x 17") is also required. The architectural, engineering or other firm preparing the plans **MUST SIGN** permission to reproduce on Page 3 of the application and have his or her signature notarized. The site plan must show all data pertinent to the proposed conditional use, including at least the following:
 - (a) Date of drawing
 - (b) Scale
 - (c) North arrow
 - (d) Name of person or firm who drew the plan
 - (e) Location of property, property dimensions, abutting rights of way, easements, setbacks, off-street parking, proposed landscaping, existing or proposed structures
 - (f) All properties immediately adjacent to and across an alley or street: show location of building footprints, access points, other significant features
 - 4. Stamped envelopes addressed to the property owners within 150 feet of the boundary of the subject property with a list and map verifying the owners.
NOTE: Streets/ROW's are not included as part of the 150 feet.
- C. A residential impact statement petition may also be required.

***For example, one petition, one site plan, and one each of other supportive materials should be put together to comprise a set. Do not submit, for example, one stack of 18 site plans, one stack of 18 petitions, and one stack of other supportive materials separate from each other supportive material, as this is not a set.**

PLEASE NOTE: The City of Zephyrhills reserves the right to refuse to accept a petition if incomplete on the filing deadline date. The complete petition may be submitted for the following month's SPR meeting.