

APPLICATION FOR SPECIAL EXCEPTION

City of Bartow
Post Office Box 1069
Bartow, Florida 33831

This application provides a list of required information for use in preparing a Special Exception request in the City of Bartow. **The request must be submitted as an original form.** Additional applications may be obtained by mail or picked up at City Hall. Reproductions of this application will be accepted provided that it is clear and legible.

Please **PRINT** unless otherwise specified: Project Name* _____

Applicant's Name: _____ Owner's Name: _____

Street Address: _____ Street Address: _____

City, State, & Zip: _____ City, State, & Zip: _____

Telephone #: _____ Telephone #: _____

Email Address: _____ Email Address: _____

(* Indicate name of project, company, group, or organization)

Special exceptions shall be granted only for those activities specified as Special Exception uses and identified by an "S" in the Table of Land Uses Article 2.04.01(A). The following information is required to accompany this application:

- (1) Completed application forms with all necessary attachments.
- (2) An application review fee. (*See Fee Schedule for Appropriate Fee)
- (3) Five (5) copies of the proposed site plan containing the information required by Article 7.09.01.

Applicant states that she/he has read and understands the instructions on this application. **Any false information or misrepresentation made on this application may be grounds for revocation of any approval granted by the City.** Approval granted by the City in no way constitutes a waiver from any applicable Local, State, or Federal regulations.

Applicant's Signature: _____ Date: _____

INSTRUCTIONS TO APPLICANT

1. Abutting property owners may be notified by first class mail of any variance or administrative determination request. (*“abutting property” is any property located within 150 feet of the boundary of the property*)
2. An applicant or representative must be present at all required meetings. The reviewing body, at its discretion, may defer action, or take decisive action on any application. If you are not present, the Commission MAY deny the request.
3. Special Exception applications must be consistent with the City of Bartow’s Unified Land Development Code and Comprehensive Plan (C.P.) Future Land Use (F.L.U.) designation.
4. Approval of a Special Exception may subject the property to restrictions greater than the minimums set forth in the City’s Unified Land Development Code.
5. If the applicant is not the owner-of-record of the property, the owner must agree to this application either by signing the application form, or by submitting a notarized letter authorizing the applicant to act as an agent.

OFFICE USE ONLY

Receipt # _____ Location _____

Comprehensive Plan FLUM Designation _____ Zoning Classification _____

Property Appraiser Identification Number _____ - _____ - _____

City Commission District Number _____

Coordinates _____