



CITY OF NEW SMYRNA BEACH

SPECIAL EXCEPTION APPLICATION

City of New Smyrna Beach
Office: 3650 North Dixie Freeway
Mail: 210 Sams Avenue
New Smyrna Beach, FL 32168
Phone: 386.410.2800

Munis Application #

PROPERTY LOCATION

Address:
PID:

PLANNING APPLICATION REQUEST (OFFICE USE ONLY)

Request Type:
Case No.: Date Submitted: Date Closed: Accepted By:
Project Name: planning and Zoning Board Meeting Date:

APPLICANT INFORMATION

Applicant Name: <<<<<<<<<<<<< MUST BE A PERSON
Mailing Address: Phone #:
City: State: Zip: E-Mail:

OWNER INFORMATION (IF NOT SAME AS APPLICANT)

Owner Name:
Mailing Address: Phone #:
City: State: Zip: E-Mail:

REQUEST

Zoning District: Property Acreage:
Subject Property Location:
Notes:

Table with columns for FEES: Request Type Fee, Concurrency Review Fee, Total Fee, Exempt from Fee

REQUIRED ATTACHMENTS

List of attachments: 1. Complete Application Form, 2. \$500.00 Application Fee, 3. \$200.00 Advertising Fee, 4. Required support documents (see attached)
Print Above Name

PAYMENTS

Table with columns: No., Amount, Type, Ck #
Balance Due:

SIGNATURES

INFORMATION AND DOCUMENTS SUBMITTED ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.
Signature of Property Owner and/or Applicant Date
Note: Application and all required support documents must be submitted by 12:00pm on the submission deadline in order for application to be considered complete.



REQUIRED SUPPORT DOCUMENTS

SPECIAL EXCEPTION

PRE-APPLICATION MEETING

Prior to submitting a special exception package, the property owner(s) or applicant must first meet with a member of the Planning Department staff. The purpose of the pre-application meeting is to determine whether the proposed use will be allowed as a special exception, to acquaint the applicant with the procedures to obtain special exception approval and to acquaint staff with the proposed special exception.

REQUIRED SUPPORT DOCUMENTS

- Completed application form
- Application fee \$500.00
- Advertisement fee (please submit payment on separate check) \$200.00
- Legal description of the subject property
- List of names and addresses of property owners within 150 feet of the subject property. List must be provided by Volusia County Property Appraiser's Office (Request Form is attached to the application)
- Certification from the landowner of record that the applicant has authorization to make application for the requested construction, if applicant is not owner
- Tax ID number of the subject property
- Survey of site plan, drawn to scale, indicating present and proposed structures.

ADDITIONAL INFORMATION – APPLICANTS PLEASE NOTE!

Advertising fees associated with a variance, Special Exception, and or Appeal request covers the cost of advertising in the local newspaper and does not include the cost of notifying property owners within 150 feet of the subject property. The applicant is responsible for notifying property owners within 150 feet of the subject property, by mailing a Notification Letter that is prepared by the Planning Department, by Certified Mail/Return Receipt. All Return Receipts collected are required to be turned into the Planning Department for the case file, either as copies or the originals.

APPLICATIONS THAT DO NOT CONTAIN ALL REQUIRED SUPPORT DOCUMENTS WILL NOT BE ACCEPTED.



SURROUNDING OWNERS REQUEST FORM



Surrounding Property Owners: \$25.00 Pre-Paid Flat Fee (please allow 5 business day for processing)

To be completed by Property Owner or Agent:

Date of Request: _____

Tax Parcel Number: _____

Check one below:

- 1. Adjacent only:
- 2. Radius: Number of feet needed _____ (ie 100, 300, 500 ft)

Owner or Agent Name: _____

Current Mailing Address: _____

Phone Number: _____ Email Address (required if information is to be sent in electronic format): _____@_____

Owner or Agent Signature: _____ Date _____

Select Desired Format:

Printed List (To be pick-up) Certified Printed List Required? (Circle yes if needed) **Yes**

If picking up a printed list please office to pick up from:

- DeLand New Smyrna Beach Daytona Beach Orange City

OR

Your selection from one of the electronic formats below. If an electronic format is chosen, it will be emailed to the email address provided above.

- Text (Tab Delimited)
- Excel (.xls)
- Lotus 1-2-3 (.wks)
- Dbase (.dbf)

Please read the disclaimer below and initial. Request will not be processed without customer initials.

DISCLAIMER: Volusia County Property Appraiser and staff are constantly working to provide and publish the most current and accurate information possible. No warranties, expressed or implied are provided for the data herein, its use, or its interpretation. No responsibility or liability is assumed for inaccuracies or errors. Please govern yourself accordingly.

Customer Initials: _____

Received by Staff: _____ **PA Office:** _____ **Paid?** _____

Forward Request to: Sandy Hulvey, Volusia County Property Appraiser's Office
123 W. Indiana Avenue, Room 102
Deland, Florida 32720
Phone 386-822-5720 or FAX 386-740-5179