

Date Submitted:
Date Filed:

Application Number:
Public Hearing:

Application for Zoning Exception
City of Jacksonville, Florida
Planning and Development Department

Please type or print in ink. Instructions regarding the completion and submittal of this application are located at the end of this form. For additional information, please contact the Planning and Development Department at (904) 255-7865.

For Official Use Only		
Current Zoning District:		Current Land Use Category:
Exception Sought:		Applicable Section of Ordinance Code:
Council District:	Planning District:	
Previous Zoning Applications Filed (provide application numbers):		
Notice of Violation(s):		
Number of Signs to Post:	Amount of Fee:	Zoning Asst. Initials:
Neighborhood Associations:		
Overlay:		

PROPERTY INFORMATION	
1. Complete Property Address:	2. Real Estate Number:
3. Land Area (Acres):	4. Date Lot was Recorded:
5. Property Located Between Streets:	6. Utility Services Provider: City Water / City Sewer <input type="checkbox"/> Well / Septic <input type="checkbox"/>
7. Current Property Use:	
8. Exception Sought:	
9. In whose name will the Exception be granted:	

OWNER'S INFORMATION (please attach separate sheet if more than one owner)	
10. Name:	11. E-mail:
12. Address (including city, state, zip):	13. Preferred Telephone:

APPLICANT'S INFORMATION (if different from owner)	
14. Name:	15. E-mail:
16. Address (including city, state, zip):	17. Preferred Telephone:

CRITERIA
<p>Section 656.101(i), Ordinance Code, defines an exception as “a use that would not be appropriate generally or without restriction throughout the zoning district but which, if controlled as to the number, area, location or relation to the neighborhood, could promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare.”</p> <p>Section 656.131(c), Ordinance Code, provides that, with respect to action upon Applications for Zoning Exceptions, the Planning Commission may grant the exception if it finds from a preponderance of the evidence of record presented at the public hearing that the proposed use meets, to the extent applicable, the following standards and criteria:</p> <ul style="list-style-type: none"> (i) <i>Will be consistent with the Comprehensive Plan, including any subsequent plan adopted by the Council pursuant thereto;</i> (ii) <i>Will be compatible with the existing contiguous uses or zoning and compatible with the general character of the area considering population, density, design, scale, and orientation of the structures to the area, property values and existing similar uses;</i> (iii) <i>Will not have an environmental impact inconsistent with the health, safety and welfare of the community;</i> (iv) <i>Will not have a detrimental effect on vehicular or pedestrian traffic or parking conditions, and will not result in the generation or creation of traffic inconsistent with health, safety and welfare of the community;</i> (v) <i>Will not have a detrimental effect on the future development of contiguous properties or the general area, according to the Comprehensive Plan, including any subsequent plan adopted by the Council pursuant thereto;</i> (vi) <i>Will not result in the creation of objectionable or excessive noise, lights, vibrations, fumes, odors, dust or physical activities taking into account existing uses or zoning in the vicinity;</i> (vii) <i>Will not overburden existing public services and facilities;</i> (viii) <i>Will be sufficiently accessible to permit entry onto the property by fire, police, rescue and</i>

- other services; and*
- (ix) *Will be consistent with the definition of an exception, the standards and criteria of the zoning classification in which such use is proposed to be located and all other requirements for such particular use set for elsewhere in the Zoning Code (Chapter 656, Ordinance Code) or as otherwise adopted by the Planning Commission.*

18. Given the above definition of an “exception” and the aforementioned criteria by which the request will be reviewed against, please describe the reason that the request is being sought. Provide as much information as you can; you may attach a separate sheet if necessary. Please note that failure by the applicant to adequately substantiate the need for the exception and to meet the criteria set forth may result in a denial.

ATTACHMENTS

The following attachments must accompany each copy of the application.

- ☐ Survey
- ☐ Site Plan – two (2) copies on 8 ½ x 11 and two (2) copies on 11 x 17 or larger
- ☐ Property Ownership Affidavit (Exhibit A)
- ☐ Agent Authorization if application is made by any person other than the property owner (Exhibit B)
- ☐ Legal Description – may be written as either lot and block, or metes and bounds (Exhibit 1)
- ☐ Proof of property ownership – may be print-out of property appraiser record card if individual owner, http://apps.coj.net/pao_propertySearch/Basic/Search.aspx, or print-out of entry from the Florida Department of State Division of Corporations if a corporate owner, <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>.
- ☐ Letter from the Department of Children and Family Services (DCFS) – **day care uses only**
- ☐ Advisory opinion letter from the Environmental Quality Division (EQD) – **if required**

FILING FEES

*Applications filed to correct existing zoning violations are subject to a double fee.

<u>Base Fee</u>	<u>Public Notices</u>	<u>Advertisement</u>
Residential Districts: \$1,161.00	\$7.00 per Addressee	Billed directly to owner/agent
Non-residential Districts: \$1,173.00		

AUTHORIZATION

Please review your application. No application will be accepted until all of the requested information has been supplied and the required fee has been paid. The acceptance of an application as being complete does not guarantee its approval by the Planning Commission. The owner and/or authorized agent must be present at the public hearing.

The required public notice signs must be posted on the property within five (5) working days after the filing of this application. Sign(s) must remain posted and maintained until a final determination has been made on the application.

I hereby certify that I have read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application, and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Owner(s)

Print name: _____

Signature: _____

Applicant or Agent (if different than owner)

Print name: _____

Signature: _____

**An agent authorization letter is required if the application is made by any person other than the property owner.*

Owner(s)

Print name: _____

Signature: _____

SUBMITTAL

This application must be typed or printed in ink and submitted along with three (3) copies for a total of **four (4) applications**. Each application must include **all required attachments**.

Submit applications to:

Planning and Development Department, Zoning Section

214 North Hogan Street, 2nd Floor

Jacksonville, Florida 32202

(904) 255-8300

Instructions for Completing a Zoning Exception Application

SUBMITTAL

Any Application for Zoning Variance (V), Exception (E), Sign Waiver (SW), Waiver of Liquor Distance (WLD), Waiver of Required Minimum Road Frontage (WRF), or Administrative Deviation (AD) will be filed with the Planning and Development Department, at the Zoning Counter on the 2nd floor of the Edward Ball Building, located at 214 North Hogan Street, Jacksonville, Florida 32202, (904) 255-8300.

All applications must be complete when filed. Four (4) completed applications, which include all required attachments, must be submitted.

APPLICATION FORM INSTRUCTIONS

The following is a step by step guide to help persons interested in applying for a **Zoning Exception**. Each item listed below corresponds to the item/question numbers on the application form.

The gray box titled, "For Official Use Only," will be completed by the Zoning Section Staff.

- **PROPERTY INFORMATION BOX**

Items 1-4

Enter the street address, the real estate number(s), the total acreage of the parcel(s), and the date that the lot was officially recorded as shown on the original deed for the parcel or legal description. Real estate numbers and parcel information can be obtained through the Property Appraiser's website: www.coj.net/departments/property-appraiser.aspx

Item 5

Please list the names of the two closest public streets to the property, not including the street on which the property is addressed. These streets are typically perpendicular to the street on which the property fronts.

Item 6

Please indicate whether the utilities will be provided by JEA, private well and septic tank, or another provider.

Item 7

Please indicate how the property is currently being used.

Item 8

Enter the request sought, such as what specific use you are trying to gain approval. If more than one request is needed, please list all that apply, and list each request separately.

PLANNING AND DEVELOPMENT DEPARTMENT

Instructions for Completing a Zoning Exception Application

Item 9

When any application is approved, the request is given a final order by the City. The request will be applicable to a person or entity, and this will be listed in the final order. If you are an individual and the request is for your personal property, you would list your name and that of your spouse, if applicable. If the request is for a business, this requires the name of the corporation or entity that will own the business. Pursuant to Section 656.136(c), a zoning exception shall be transferable and run with the land. When the use requires licensure or other approvals by the State or any other governmental entity, such as a liquor license approval or approval for day care facilities, the zoning exception granted in connection with such use shall be granted to the applicant or the State license holder.

- **OWNER'S INFORMATION BOX**

Items 10-13

Please provide the full name, address, e-mail address, and preferred telephone number for the owner(s) of the property. Use a separate sheet of paper if necessary.

- **APPLICANT'S INFORMATION BOX**

Items 14-17

If the applicant is not the property owner, please provide the full name, address, e-mail address, and preferred telephone number for the applicant or authorized agent.

- **CRITERIA**

Item 18

Please read the criteria against which the request will be reviewed, and use the area on the application or if needed, a separate piece of paper, to provide as much detail as possible to describe the reason for the application. This is your opportunity to provide as much information as you can to assist the planner assigned to your application in understanding your request. This is critical and may impact the Planning Department's recommendation. Be specific about what you're trying to do or accomplish.

- **ATTACHMENTS**

All applications must consist of four (4) complete sets of the application and all required attachments. All required attachments should be provided on 8 ½" x 11" paper, with the exception of two (2) of the four (4) application sets, which will include site plans at 11" x 17" or larger.

- Survey, signed and sealed by a licensed surveyor within the last five (5) years or as required by the Current Planning Division
- Legal description, may be written as either lot and block, or metes and bounds (Exhibit 1)
- Site plan, drawn to scale
- Agent Authorization Letter is required if application is made by any person other than the property owner. (Exhibit B)
- Property Ownership Affidavit (Exhibit A)

PLANNING AND DEVELOPMENT DEPARTMENT

Instructions for Completing a Zoning Exception Application

- Proof of property ownership, may be a print-out of property appraiser record card if individual owner (http://apps.coj.net/pao_propertySearch/Basic/Search.aspx); or print-out of entry from the Florida Department of State Division of Corporations if a corporate owner (<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>).
- Letter from the Florida Department of Children and Family Services (DCFS). **Applicable to day care uses only.**
- Advisory opinion letter from the City of Jacksonville Environmental Quality Division (EQD) **if required.**

A larger scale drawing may be required for commercially zoned property with an existing structure, or otherwise as required by the Planning and Development Department's Zoning Section. The same shall also show existing improvements on the property.

The following information must be shown on the **site plan**:

- Property dimensions and total land area
- Buildings (including dimensions and total lot coverage area)
- Parking spaces and dimensions (including handicap) – **commercial only**
- Loading and unloading area, if applicable, with turn-around area and dimensions – **commercial only**
- Landscape areas and dimensions – **commercial only**
- Ingress and egress (driveways, alleys and easements)
- Adjacent streets and rights-of-way
- North arrow, map scale, and date of drawing
- Signage (if any)
- Building setbacks per Zoning Code
- Adjacent zoning districts and property uses

All drawings must be drawn to scale. Failure to have a "to-scale" drawing with each of the items above shown could result in your application being deferred or denied by the Planning Commission.

NOTIFICATIONS

- When your completed application is submitted and accepted as sufficient, a list of property owners (addressee) within a 350-foot radius of the property will be prepared by the Department. These property owners will be mailed a notice of public hearing.
- For all applications, except Administrative Deviations, the applicant will receive an invoice from the *Financial News & Daily Record* for the advertisement of their notice of public hearing. This invoice must be paid prior to the application being heard by the Planning Commission.

PLANNING AND DEVELOPMENT DEPARTMENT

Instructions for Completing a Zoning Exception Application

- The applicant will be provided with signs to post on their property. The required signs must be posted on the property within five (5) working days after the application is filed. Sign(s) must be visible and maintained until a final determination has been made on the application.

Legal Description
Exhibit 1
June 30, 2021

Property Ownership Affidavit – Limited Liability Company (LLC)

Date: _____

City of Jacksonville
Planning and Development Department
214 North Hogan Street, Suite 300,
Jacksonville, Florida 32202

Re: Property Owner Affidavit for the following site location in Jacksonville, Florida:

Address: _____ RE#(s): _____

To Whom it May Concern:

I _____, as _____ of _____,
a Limited Liability Company organized under the laws of the state of _____, hereby certify
that said LLC is the Owner of the property described in Exhibit 1 in connection with filing application(s)
for _____ submitted to the Jacksonville Planning and Development
Department.

(signature) _____

(print name) _____

Please provide documentation illustrating that signatory is an authorized representative of the LLC. This may be shown through a printout from sunbiz.org showing that the person is either a "sole member" or a "managing member." Other persons may be authorized through a resolution, power of attorney, etc.

**STATE OF FLORIDA
COUNTY OF DUVAL**

Sworn to and subscribed and acknowledged before me by means of [] physical
presence or [] online notarization, this _____ day of _____ 20____, by
_____, as _____, of
_____, a _____ corporation, who is personally
known to me or who has produced _____ as identification and who
took an oath.

(Signature of NOTARY PUBLIC)

(Printed name of NOTARY PUBLIC)

State of Florida at Large.

My commission expires: _____

Property Ownership Affidavit - Corporation

Date: _____

City of Jacksonville
Planning and Development Department
214 North Hogan Street, Suite 300,
Jacksonville, Florida 32202

Re: Property Owner Affidavit for the following site location in Jacksonville, Florida:

Address: _____ RE#(s): _____

To Whom it May Concern:

I _____, as _____ of
_____ corporation, hereby certify that said
corporation is the Owner of the property described in Exhibit 1 in connection with filing application(s)
for _____ submitted to the Jacksonville Planning and Development Department.

(signature) _____

(print name) _____

Please provide documentation illustrating that signatory is an authorized representative of the corporation; this may be shown through corporate resolution, power of attorney, printout from sunbiz.org, etc.

**STATE OF FLORIDA
COUNTY OF DUVAL**

Sworn to and subscribed and acknowledged before me by means of [] physical presence
or [] online notarization, this _____ day of _____ 20____, by
_____, as _____, of
_____, a _____ corporation, who is personally
known to me or who has produced _____ as identification and who
took an oath.

(Signature of NOTARY PUBLIC)

(Printed name of NOTARY PUBLIC)

State of Florida at Large.

My commission expires: _____

Property Ownership Affidavit - Individual

Date: _____

City of Jacksonville
Planning and Development Department
214 North Hogan Street, Suite 300,
Jacksonville, Florida 32202

Re: Property Owner Affidavit for the following site location in Jacksonville, Florida:

Address: RE#(s):

To Whom it May Concern:

I, _____ hereby certify that _____
is the Owner of the property described in Exhibit 1 in connection with filing application(s) for
_____ submitted to the
Jacksonville Planning and Development Department.

By _____

Print Name: _____

STATE OF FLORIDA COUNTY OF DUVAL

Sworn to and subscribed and acknowledged before me by means of ☐ physical presence or
☐ online notarization, this _____ day of _____ 20____, by
_____, as _____, of
_____, a _____ corporation, who is
personally known to me or who has produced _____ as identification
and who took an oath.

—

(Signature of NOTARY PUBLIC)

(Printed name of NOTARY PUBLIC)

State of Florida at Large.

My commission expires: _____

Agent Authorization – Limited Liability Company (LLC)

Date: _____

City of Jacksonville
Planning and Development Department
214 North Hogan Street, Suite 300,
Jacksonville, Florida 32202

Re: Agent Authorization for the following site location in Jacksonville, Florida:

Address: _____ RE#(s): _____

To Whom It May Concern:

You are hereby advised that _____, as _____ of _____, hereby certify that the _____ is the Owner of the property described in Exhibit 1. Said owner hereby authorizes and empowers _____ to act as agent to file application(s) for _____ for the above referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change as submitted to the Jacksonville Planning and Development Department.

(signature) _____

(print name) _____

**STATE OF FLORIDA
COUNTY OF DUVAL**

Sworn to and subscribed and acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____ 20____, by _____, as _____, of _____, a _____ corporation, who is personally known to me or who has produced _____ as identification and who took an oath.

(Signature of NOTARY PUBLIC)

(Printed name of NOTARY PUBLIC)

State of Florida at Large.

My commission expires: _____

Agent Authorization - Corporation

Date: _____

City of Jacksonville
Planning and Development Department
214 North Hogan Street, Suite 300,
Jacksonville, Florida 32202

Re: Agent Authorization for the following site location in Jacksonville, Florida:

Address: _____ RE#(s): _____

To Whom it May Concern:

You are hereby advised that _____, as _____ of _____, a corporation organized under the laws of the state of _____, hereby authorizes and empowers _____ to act as agent to file application(s) for _____ for the above referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change as submitted to the Jacksonville Planning and Development Department.

(signature) _____

(print name) _____

STATE OF FLORIDA COUNTY OF DUVAL

Sworn to and subscribed and acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____ 20____, by _____, as _____, of _____, a _____ corporation, who is personally known to me or who has produced _____ as identification and who took an oath.

(Signature of NOTARY PUBLIC)

(Printed name of NOTARY PUBLIC)

State of Florida at Large.

My commission expires: _____

Agent Authorization – Individual

Date: _____

City of Jacksonville
Planning and Development Department
214 North Hogan Street, Suite 300,
Jacksonville, Florida 32202

Re: Agent Authorization for the following site location in Jacksonville, Florida:

Address: _____

RE#(s): _____

To Whom it May Concern:

You are hereby advised that _____, as
_____ of _____,
hereby certify that said undersigned is the Owner of the property described in Exhibit 1. Said owner
hereby authorizes and empowers _____ to act as agent to
file application(s) for _____ for the above
referenced property and in connection with such authorization to file such applications, papers,
documents, requests and other matters necessary for such requested change as submitted to the
Jacksonville Planning and Development Department.

By: _____

Print Name: _____

STATE OF FLORIDA COUNTY OF DUVAL

Sworn to and subscribed and acknowledged before me by means of ☐ physical presence or ☐ online
notarization, this _____ day of _____, 20____, by
_____, who is personally known to me or who has produced
_____ as identification and who took an oath.

(Signature of NOTARY PUBLIC)

(Printed name of NOTARY PUBLIC)

State of Florida at Large.

My commission expires: _____