



WASHINGTON COUNTY PLANNING DEPARTMENT

1331 South Boulevard
Chipley, Florida 32428
Phone (850) 415-5093

E-Mail : dmcdonald@washingtonfl.com

SPECIAL EXCEPTION APPLICATION PROCEDURE

1. **Pre-Application Review**
 - a. The applicant should consult early with the Planning Department, 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 Department, 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 Development Review**
 - a. Submit a Special Exception Application and applicable application fee: \$750
 - b. Submit the applicable Application for Development Review, with application fee and required documentation (optional).
 - c. Planning Department to 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 Department. However, the Planning Department requests reimbursement of these costs.
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 Department The Development Administrator will facilitate the NIM, however, the applicant is encouraged to attend or send a representative to the meeting.
5. **Planning Commission Meeting.** Attend a regularly-scheduled Planning Commission Meeting, which are typically held on the 1st Monday of each month, but subject to change. Confirm meeting dates with the Planning Department. 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 third 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.



WASHINGTON COUNTY PLANNING OFFICE

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SPECIAL EXCEPTION APPLICATION

Section 1: Application 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. _____

Application 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 of Applicant

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20 ____, by

Personally Known OR Produced Identification Type of Identification Produced _____

Notary Signature



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AFFIDAVIT TO POST SIGN

***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 of Applicant

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20 __, by

Personally Known OR Produced Identification Type of Identification Produced _____

Notary Signature