



10. **Current Use of Property:** (Number of existing dwelling units, type of commercial or industrial, etc): \_\_\_\_\_

11. **Existing Size of Property:** Size of Property (width) \_\_\_\_\_ feet, (depth) \_\_\_\_\_ feet, street frontage \_\_\_\_\_ feet, water frontage \_\_\_\_\_ feet, **Total acres** \_\_\_\_\_. If different from the total acreage, the upland, or developable portion is \_\_\_\_\_ +/- acres.

12. **Are there existing structures on the property?** [ ] Yes [ ] No **If yes**, what type (CBS, Frame, Stucco, Other), if multiple units, (Number of Dwellings per Building)?

13. **Uses on Adjacent Property:** Also indicate whether the adjacent property is within another jurisdiction and indicate that jurisdiction's FLUM and/or Zoning designations.

	Existing Uses	FLUM Designations	Zoning Districts
North			
East			
South			
West			

\*\*\*\*\*

**SECTION IV: INFORMATION ABOUT PROPOSED USE**

14. **Proposed Use** (Uses desired which are not permitted by present zoning district or Land Use FLUM designation):

15. **Proposed number of Dwelling Units or the number of square feet of commercial space (if applicable):**

16. **Proposed Development Standards (if applicable):**

- a. Existing Parcel Size: \_\_\_\_\_. **Proposed Parcel Size** (if increasing area): \_\_\_\_\_.
- b. Existing Impervious Surface: building footprints + paved parking + other paved areas = \_\_\_\_\_ (sq. ft.).
- c. Existing Impervious Surface (sq. ft.) divided by Existing Parcel Size (sq. ft.) = \_\_\_\_\_ %.
- d. Proposed Impervious Surface: \_\_\_\_\_ % \_\_\_\_\_.
- e. Existing Floor Area Ratio (FAR) = gross floor area of existing buildings: \_\_\_\_\_) Parcel size (sq.ft.)= \_\_\_\_\_ FAR.
- f. Proposed Floor Area Ratio (FAR): \_\_\_\_\_.

17. **Time Limit:** When will the special exception being applied for be initiated and/or completed? \_\_\_\_\_

\*\*\*\*\*

**SECTION V: MAPS, OWNERS OR AGENTS AFFIDAVIT AND LIST OF PROPERTY OWNERS**

18. **Tax Map:** Boundary of the site and the location of the proposed development action should be shown. This map may be secured from the County Property Appraiser's office.

19. **Map Properties Within 500 Feet:** A drawing, sketch or plat in duplicate, showing each parcel of land within 500 feet of the property covered in the application. (Scale 1" = 100' if a drawing or sketch.)

20. **Owners or Agents Affidavit:** An Owner's and/or Agent's Affidavit must be completed and submitted as part of all applications.

21. **List of Property Owners:** List of all current property owners within **500 feet radius** of property covered in the application, including name, mailing address and legal description of their properties. If in areas zoned Agriculture, minimum of 6 names required adjacent or in the vicinity of the special exception requested. (Attach separate sheet to this application.)



**SECTION VI: BURDEN OF PROOF INFORMATION:**

**22. Burden of Proof:** The burden of proof and persuasion remains at all times on the applicant. This burden of proof and persuasion includes providing information requested in questions # 22 A through # 22F. The application for a special exception shall state fully the grounds on which it is requested and show compliance with the following standards:

- A. Please provide information, if possible, that the development will comply with all requirements of this chapter and Florida law (Use additional sheet, if required). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. Please provide information, if possible, that the development, if completed as proposed, will probably not materially endanger the public health or safety (Use additional sheet, if required). \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- C. Please provide information, if possible, that the development, if completed as proposed, will probably not substantially injure the value of adjoining or abutting property (Use additional sheet, if required). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. Please provide information, if possible, that the development, if completed as proposed, will probably not be in harmony with the area in which it is to be located (Use additional sheet, if required). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- E. Please provide information, if possible, that the development, if completed as proposed, will comply with all requirements of the adopted Highlands County Land Development Regulations (Use additional sheet, if required). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- F. Please provide information, if possible, that the development, if completed as proposed, will comply with the adopted Highlands County Comprehensive Plan or other plan officially adopted by the Board of County Commissioners (Use additional sheet, if required). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**23. Are there any appropriate conditions and safeguards,** in conformity with this chapter, that can be applied and should be mandated as a condition for the approval of this special exception? (Use separate additional sheet, if required)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

Please circle which paper you want the Public Notice advertised in.

Highlands Today

NewSun

**Highlands County, Florida  
Development Services Department Application**

**OWNER'S AFFIDAVIT**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the **OWNER** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Address: Number and Street (P.O. Box)

\_\_\_\_\_  
City and State (Zip Code)

**STATE OF FLORIDA, HIGHLANDS COUNTY**

The Foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_ who are personally  
Name Name  
known by me or who has produced \_\_\_\_\_ and \_\_\_\_\_,  
Document Document  
respectively, as identification and who did (did not) take an oath:

\_\_\_\_\_  
Signature

\_\_\_\_\_, Notary Public  
Print Name

State of Florida  
My Commission Expires: \_\_\_\_\_

**Highlands County, Florida  
Development Services Department Application**

**AGENT'S AFFIDAVIT**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the **ATTORNEY-IN-FACT, AGENT or LESSEE** of the property described and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief. I understand this application must be completed and accurate before hearings can be advertised. I also understand that it is my obligation to comply with any other lawfully adopted and recorded deed restrictions or covenants that are more restrictive or impose a higher standard, and that any action of this Board does not supersede those requirements.

\_\_\_\_\_  
Printed Name of Agent

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Address: Number and Street (P.O. Box)

\_\_\_\_\_  
City and State (Zip Code)

**STATE OF FLORIDA, HIGHLANDS COUNTY**

The Foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_ who are personally  
Name Name  
known by me or who has produced \_\_\_\_\_ and \_\_\_\_\_,  
Document Document  
respectively, as identification and who did (did not) take an oath:

\_\_\_\_\_  
Signature

\_\_\_\_\_, Notary Public  
Print Name

State of Florida  
My Commission Expires: \_\_\_\_\_

**HIGHLANDS COUNTY  
DEADLINES FOR PUBLIC HEARINGS  
FOR REZONES, SPECIAL EXCEPTIONS, VARIANCES,  
APPEALS, SMALL SCALE PLAN AMENDMENTS, AND  
LARGE SCALE PLAN AMENDMENTS**

The application *deadline is always at 12:00 P.M.* The hearing dates are always on Tuesdays except for holidays. The P&Z, BOA and LPA meetings begin at 3:00 P.M. or soon thereafter. The BCC meetings begin at 9:00 A.M. or soon thereafter.

**APPLICATION DEADLINES**

Wednesday, November 17, 2010  
Wednesday, December 15, 2010  
Wednesday, January 12, 2011  
Wednesday, February 16, 2011  
Wednesday, March 16, 2011  
Wednesday, April 20, 2011  
Wednesday, May 18, 2011  
Wednesday, June 15, 2011  
Wednesday, July 20, 2011  
Wednesday, August 17, 2011  
Wednesday, September 14, 2011  
Wednesday, October 19, 2011  
Wednesday, November 16, 2011  
Wednesday, December 21, 2011

**P&Z, BOA & LPA MEETINGS**

January 11, 2011  
February 8, 2011  
March 8, 2011  
April 12, 2011  
May 10, 2011  
June 14, 2011  
July 12, 2011  
August 9, 2011  
September 13, 2011  
October 11, 2011  
November 8, 2011  
December 13, 2011  
January 10, 2012  
February 14, 2012

**BCC MEETINGS**

February 15, 2011  
March 15, 2011  
April 19, 2011  
May 17, 2011  
June 21, 2011  
July 19, 2011  
August 16, 2011  
September 20, 2011  
October 18, 2011  
November 15, 2011  
December 20, 2011  
January 17, 2012  
February 21, 2012  
March 20, 2012

**LARGE SCALE PLAN AMENDMENTS \***

APPLICATION DEADLINES	TRANSMITTAL LPA	TRANSMITTAL BCC	ADOPTION LPA	ADOPTION BCC	EFFECTIVE DATE
December 15, 2010	February 8, 2011	March 15, 2011	July 12, 2011	August 16, 2011	October, 2011 *
May 18, 2011	July 12, 2011	August 16, 2011	November 8, 2011	December 20, 2011	May, 2012
December 21, 2011	February 14, 2012	March 20, 2012	July 10, 2012	August 21, 2012	October, 2012 *

\* SEE PLANNING DEPARTMENT REGARDING EFFECTIVE DATE

**HIGHLANDS COUNTY ZONING AND PLANNING DEPARTMENT  
SCHEDULE OF FEES – FY 09-10  
501 S. COMMERCE AVE, SEBRING, FL 33870**

**PLANNING DEPARTMENT (863) 402-6650 \* ZONING DEPARTMENT (863) 402-6640 \***

Rural Land Stewardship (RLS).....	\$ TBD
Development of Regional Impact (DRI) .....	\$16,760
Pass through Fees Ordinance (per C.S.A.) .....	PER C.S.A.
Rezone Only .....	\$ 1,500
Large Scale Comprehensive Plan (LSCP) Amendment .....	\$ 1,550
Small Scale Comprehensive Plan (SSCP) Amendment.....	\$ 850
Combination of Large Scale Plan and Rezone .....	\$ 2,175
Combination of Small Scale Plan and Rezone .....	\$ 1,650
Revision of legal on resolution, ordinance or ad when applicant provides correct legal.....	\$ 1,050
Concurrency Traffic Analysis Reviews for LSCP and SSCP Amendment. Contact Engineering Dept.	
Special Exception Application (each) .....	\$ 745
Special Exception Application for a Tower (each).....	\$ 1,000
Variance Application (each) .....	\$ 500
Noticing, (rezones, variances and special exceptions) Actual or pro-rated expense for newspaper noticing depending on the application.	
Developer Requested Conference * Note .....	\$ 300
PD Amendment (minor amendment excluded) .....	\$ 1,500
FUD Amendment (minor amendment excluded) .....	\$ 1,500
Plat Review .....	\$ 200
Vacation of Plat Vacate .....	\$ 125
Vacation of Easement .....	\$ 100
Site Plan Review .....	\$ 315
Development Order Review .....	\$ 265
Unity of Title .....	\$ 50
Special Approval -- Car Tent Sales Permit.....	\$ 500
-- Beverage License .....	\$ 115
--Temporary Beverage License (1-3 day permit) .....	\$ 25
Amusements -- Bingo .....	\$ 100
-- Bingo – nonprofit – no fee for temporary permit (1 to 3 days).....	\$ 0
-- Carnival .....	\$ 250
-- Rodeo .....	\$ 150
-- Palm Reading .....	\$ 250
Zoning/FLUM Confirmation Letter (5 straps per letter) .....	\$ 60
Boat Dock/Boat House .....	\$ 30
Permit Review- New Structures .....	\$ 50
Miscellaneous ** (Shed, Carport, Driveway, Slab, Screen Room, Garage, Additions).....	\$ 30
Form Board, Fence and Seawall .....	\$ 5
CO Review.....	\$ 15
Addressing .....	\$ 15

**\*\*Exempt from Planning and Zoning review: re-roof, interior remodel with no change in use, window replacement size for size, hurricane shutters, siding and garage door.**

Environmental Clearance Report Processing Fee (>2 acres w/impact).....	\$ 325
“Simplified” Environmental Clearance Report Processing Fee (>2 acres no impact).....	\$ 150
Environmental Exemption Fee: This fee is collected with other building permit fees for projects that would otherwise have to go through Environmental clearance even though preparation of the Environmental Clearance report would be unnecessary.	
For each Residential Dwelling Unit **Note.....	\$ 100
For each Commercial/Industrial Building Permits **Note.....	\$ 250

**\*Note:** In an effort to better serve the people, Highlands County Planning and Zoning Staff believe effective communication early in the planning process prevents expensive setbacks later in the process. To this regard, two coordination meetings are available to facilitate effective communication between developer and staff: a pre-application meeting and an application review meeting. It is most beneficial to meet with the Highlands County Planning and Zoning Staff to review a proposal for basic conformity with county land use regulations. The pre-application meeting does well to circumvent routine problems that would otherwise cause delay and added expense. Prior to submitting the application, an application review meeting is also highly recommended to ensure the package is complete and as detailed as possible. There are no fees for the pre-application meeting or the application review meeting. All meetings requested by the developer after the pre-application meeting (excluding the application review meeting) in or after an application is submitted qualify as a developer requested conference.

**\*\*Note:** No Environmental Exemption Fee will be collected on building permits to replace existing mobile homes and residential dwellings on their original lot (providing that any nonconformity is corrected to the satisfaction of the Code Enforcement Official), for constructing accessory in unoccupied structures, or remodeling or adding to existing structures.

**Development Agreement Legal Review Fee:** Actual cost incurred by the legal review and services rendered by the Board Attorney and/or other law firm or service for this purpose.

**NUISANCE ABATEMENT FEES**

Standard Abatement.....	\$ 250
Abatement involving asbestos (cost of the Asbestos Survey adds an additional fee) .....	\$ 250

**DOCUMENT OR MAP PURCHASES**

Zoning Text .....	per County policy
Comprehensive Plan (text) .....	\$ 25
Evaluation & Appraisal Report Document.....	\$ 95
Color Maps (each FLUM or other map) .....	\$ 15
Blueprint Maps (each FLUM or other map “32 x 32”) .....	\$ 5
Blueprint Maps (each FLUM or other map “24 x 36”) .....	\$ 2
Copies or Xerox charges – .....	One sided per County policy
Copies or Xerox charges –.....	Two sided per County policy
Computer Discs with information.....	Per County policy
Cassette tape .....	Per County policy
Computer Disc without information .....	Per County policy
**Garage Sale/Yard Sale Permit .....	\$ 5

*Garage/Yard Sale Permits to be obtained and paid for at the Tax Collector’s Offices.*

**VESTING ORDER APPLICATIONS**

Single Lots of Record .....	\$ 130
Subdivisions (under 26 units) .....	\$ 325
Subdivisions (26 or more unites).....	\$ 650
Commercial & Industrial Property .....	\$ 650
Appeals (deposit on account).....	\$1,250

Resolutions 07-08-02, 07-08-7, & 07-08-71