

APPLICATION FOR SPECIAL PERMIT  
TO THE BOARD OF COUNTY COMMISSIONERS  
COLUMBIA COUNTY

SECTION TO BE COMPLETED BY APPLICANT INFORMATION CONCERNING TITLE HOLDER(S) AND AGENT

Name of Title Holder(s): \_\_\_\_\_

Address: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Do any other persons have any ownership or interest in the property: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list such persons \_\_\_\_\_

Title Holder(s) Representative (Agent), if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

Zip \_\_\_\_\_ Phone: \_\_\_\_\_

A Special Permit is requested in conformity with the Zoning Regulations to permit a \_\_\_\_\_

\_\_\_\_\_ on the property described below and in conformity  
with the site plan dated, \_\_\_\_\_

LOCATION AND USE

Legal Description (use additional pages as necessary): \_\_\_\_\_

Size of property in acres or fractions thereof: \_\_\_\_\_

Present Use: \_\_\_\_\_  
(commercial, industrial, agricultural, residential, etc.)

Future Land Use Plan Map Category: \_\_\_\_\_

Zoning District : \_\_\_\_\_

Application for Special Permit to

Board of County Commissioners

ACTIONS BY APPLICANT ON PROPERTY

A previous special permit application:

\_\_\_\_\_ was made with respect to these premises, Application Number: \_\_\_\_\_

\_\_\_\_\_ was not made with respect to these premises.

I(we) hereby certify that all of the above statements and the statements contained in any documents or plans submitted here-with are true and correct to the best of my(our) knowledge and belief.

If the title holder(s) are represented by an agent, a letter of such designation from the title holder(s) addressed to the County Building & Zoning Coordinator must be attached.

\_\_\_\_\_  
Applicant Name-(Type or Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

APPLICANT ACKNOWLEDGES THAT EITHER APPLICANT OR A REPRESENTATIVE MUST BE PRESENT AT THE PUBLIC HEARINGS BEFORE THE BOARD, OTHERWISE THE REQUEST WILL NOT BE CONSIDERED (UNLESS APPLICANT'S APPEARANCE IS PREVIOUSLY WAIVED BY STAFF)

FOR OFFICE USE ONLY

Date Filed: \_\_\_\_\_ Special Permit Application No. \_\_\_\_\_

Fee Amount: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Date of Planning and Zoning Board Public Hearing: \_\_\_\_\_

Date(s) Notice Published: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Newspaper: \_\_\_\_\_

Date of Board of County Commissioners Public Hearing: \_\_\_\_\_

Date(s) Notice Published: (1) \_\_\_\_\_ (2) \_\_\_\_\_

Newspaper: \_\_\_\_\_

Board of County Commissioners Decision: \_\_\_\_\_

NOTICE TO APPLICANTS FOR  
SPECIAL PERMITS

1. The following is required to be submitted along with the application for a Special Permit.
  - a. Site plan at an appropriate scale showing proposed placement of structures on the property, provisions for ingress and egress, off street parking and off street loading areas and refuse and service areas, as well as required yard and other open spaces;
  - b. Plans showing proposed locations for utility hook up (if applicable);
  - c. Plans for screening and buffering with reference as to type, dimensions and character;
  - d. Proposed landscaping; and
  - e. Proposed signs and lighting, including types, dimensions and character.
2. The site plan must contain any additional requirements for consideration of the special permit as provided within the Zoning Regulations.
3. The site plan must include or be accompanied by any additional information requested by the County.