



Columbia County Gateway to Florida

FOR PLANNING USE ONLY

Application # STUP 260701

Application Fee 450.00

Receipt No. 773785

Filing Date 7-7-2024

Completeness Date 7-15-2024

76989

Special Temporary Use Permit Application



A. PROJECT INFORMATION

1. Project Name: OSCAR FIGUEROA JR.
2. Address of Subject Property: _____
3. Parcel ID Number(s): 33-45-16-03265-308
4. Future Land Use Map Designation: _____
5. Zoning Designation: _____
6. Acreage: 5.01
7. Existing Use of Property: Residential
8. Proposed Use of Property: Residential
9. Proposed Temporary Use Requested: Residential Son - 5yr 4H

B. APPLICANT INFORMATION

1. Applicant Status ☐ Owner (title holder) ☒ Agent
2. Name of Applicant(s): TRECA FRANK Title: Agent
Company name (if applicable): _____
Mailing Address: 10314 US Hwy 90E
City: LIVE OAK State: FL Zip: 32060
Telephone: (386) 703-2140 Fax: () _____ Email: treca_gm095@palmhills.com

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

3. If the applicant is agent for the property owner*.
Property Owner Name (title holder): OSCAR FIGUEROA JR.
Mailing Address: 337 SW DONOVAN BLVD
City: LAKE CITY State: FL Zip: 32055
Telephone: (407) 567-2851 Fax: () _____ Email: OSCARFIGUEROA@gmail.com

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

*Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.

✓ PAYMENT
✓ SIR. TO JR

C. ADDITIONAL INFORMATION

1. Is there any additional contract for the sale of, or options to purchase, the subject property? If yes, list the names of all parties involved: NO If yes, is the contract/option contingent or absolute: ☒ Contingent ☒ Absolute
2. Has a previous application been made on all or part of the subject property:
Future Land Use Map Amendment: ☒ Yes ☒ No
Future Land Use Map Amendment Application No. CPA N/A
Site Specific Amendment to the Official Zoning Atlas (Rezoning): ☒ Yes ☒ No
Site Specific Amendment to the Official Zoning Atlas (Rezoning) Application No. Z _____
Variance: ☒ Yes ☒ No
Variance Application No. V N/A
Special Exception: ☒ Yes ☒ No
Special Exception Application No. SE N/A

CI. ATTACHMENT/SUBMITTAL REQUIREMENTS

Certain uses are of short duration and do not create excessive incompatibility during the course of the use. Therefore, the Land Development Regulation Administrator is authorized to issue temporary use permits for the following activities, after a showing that any nuisance or hazardous feature involved is suitably separated from adjacent uses; excessive vehicular traffic will not be generated on minor residential streets; and a vehicular parking problem will not be created:

1. In any zoning district: special events operated by non-profit, eleemosynary organizations.
2. In any zoning district: Christmas tree sales lots operated by non-profit, eleemosynary organizations.
3. In any zoning district: other uses which are similar to (1) and (2) above and which are of a temporary nature where the period of use will not extend beyond thirty (30) days.
4. In any zoning district: mobile homes or travel trailers used for temporary purposes by any agency of municipal, County, State, or Federal government; provided such uses shall not be or include a residential use.
5. In any zoning district: applications for placement of any mobile home or travel trailer used as a residence, temporary office, security shelter, or shelter for materials of goods incident to construction on or development of the premises upon which the mobile home or travel trailer is located, shall require that a residential building permit application and signed septic site plan approval and release be submitted concurrently with the temporary use permit application. Maximum electrical capacity for such temporary uses shall not exceed 100 amps. Such uses shall be strictly limited to the time construction or development is actively underway. In no event shall the use continue more than twelve (12) months unless extended by the Board of County Commissioners upon finding by the Board that construction has been underway and is continuing.

6. In agricultural, commercial, and industrial districts: temporary religious or revival activities in tents.
7. In agricultural districts: In addition to the principal residential dwelling, two (2) additional mobile homes may be used as an accessory residence, provided that such mobile homes are occupied by persons related by the grandparent, parent, step-parent, adopted parent, sibling, child, stepchild, adopted child or grandchild of the family occupying the principal residential use. Such mobile homes are exempt from lot area requirements. A temporary use permit for such mobile homes may be granted for a time period up to five (5) years. The permit is valid for occupancy of the specified family member as indicated on Family Relationship Affidavit and Agreement which shall be recorded in the Clerk of the Courts by the applicant.

The Family Relationship Affidavit and Agreement shall include but not be limited to:

- a. Specify the family member to reside in the additional mobile home;
- b. Length of time permit is valid;
- c. Site location of mobile home on property and compliance with all other conditions not conflicting with this section for permitting as set forth in these land development regulations. Mobile homes shall not be located within required yard setback areas and shall not be located within twenty (20) feet of any other building;
- d. Responsibility for non ad-valorem assessments;
- e. Inspection with right of entry onto the property by the County to verify compliance with this section. The Land Development Regulation Administrator, and other authorized representatives are hereby authorized to make such inspections and take such actions as may be required to enforce the provisions of this Section and;
- f. Shall be hooked up to appropriate electrical service, potable well and sanitary sewer facilities (bathroom and septic tank) that have been installed pursuant to permits issued by the Health Department and County Building and Zoning Department, where required.
- g. Recreational vehicles (RV's) as defined by these land development regulations are not allowed under this provision (see Section 14.10.2#10).
- h. Requirements upon expiration of permit. Unless extended as herein provided, once a permit expires the mobile home shall be removed from the property within six (6) months of the date of expiration.

The property owner may apply for one or more extensions for up to two (2) years by submitting a new application, appropriate fees and family relationship residence affidavit agreement to be approved by the Land Development Regulations administrator.

Previously approved temporary use permits would be eligible for extensions as amended in this section.

8. In shopping centers within Commercial Intensive districts only: mobile recycling collection units. These units shall operate only between the hours of 7:30 a.m. and 8:30 p.m. and shall be subject to the review of the Land Development Regulation Administrator. Application for permits shall include written confirmation of the permission of the shopping center owner and a site plan which includes distances from buildings, roads, and property lines. No permit shall be valid for more than thirty (30) days within a twelve (12) month period, and the mobile unit must not remain on site more than seven (7) consecutive days. Once the unit is moved off-site, it must be off-site for six (6) consecutive days.
9. In any zoning district: A temporary business, as defined within these Land Development Regulations. At least sixty (60) days prior to the commencement date of the temporary permit, the applicant shall submit an application to the County, which shall include the following information.
 - a. The name and permanent address or headquarters of the person applying for the permit;
 - b. If the applicant is not an individual, the names and addresses of the business;
 - c. The names and addresses of the person or persons which will be in direct charge of conducting the temporary business;
 - d. The dates and time within which the temporary business will be operated;
 - e. The legal description and street address where the temporary business will be located;
 - f. The name of the owner or owners of the property upon which the temporary business will be located;
 - g. A written agreement containing the permission from the owner of the property for its use for a temporary business must be attached to and made a part of the application for the permit;

- h. A site plan showing display areas, plans for access and egress of vehicular traffic, any moveable interim structures, tents, sign and banner location and legal description of the property must accompany the application for the temporary use permit; and
- i. A public liability insurance policy, written by a company authorized to do business in the State of Florida, insuring the applicant for the temporary permit against any and all claims and demands made by persons for injuries or damages received by reason of or arising out of operating the temporary business. The insurance policy shall provide for coverage of not less than one million dollars (\$1,000,000.00) for damages incurred or claims by more than one person for bodily injury and not less than two million dollars (\$2,000,000.00) for damages incurred or claims by more than one person for bodily injury and fifty thousand dollars (\$50,000.00) for damages to property for one person and one hundred thousand dollars (\$100,000.00) for damages to property claimed by more than one person. The original or duplicate of such policy, fully executed by the insurer, shall be attached to the application for the temporary permit, together with adequate evidence that the premiums have been paid.

The sales permitted for a temporary business, as defined with these land development regulations, including, but not limited to, promotional sales such as characterized by the so-called "sidewalk "sale", "vehicle sale", or "tent sale", shall not exceed three (3) consecutive calendar days.

There must be located upon the site upon which the temporary business shall be conducted public toilet facilities which comply with the State of Florida code, potable drinking water for the public, approved containers for disposing of waste and garbage and adequate light to illuminate the site at night time to avoid theft and vandalism.

If the application is for the sale of automobiles or vehicles, the applicant shall provide with the application a copy of a valid Florida Department of Motor Vehicle Dealers license and Department of Motor Vehicle permit to conduct an "offsite" sale. If any new vehicles are to be displayed on the site, a copy of the factory authorization to do so will be required to be filed with the application.

No activities, such as rides, entertainment, food, or beverage services shall be permitted on the site in conjunction with the operation of the temporary business.

Not more than one (1) sign shall be located within or upon the property for which the temporary permits is issued, and shall not exceed sixteen (16) square feet in surface area. No additional signs, flags, banners, balloons or other forms of visual advertising shall be permitted. The official name of the applicant and its permanent location and street address, together with its permanent telephone number, must be

posted on the site of the property for which the temporary permit is issued and shall be clearly visible to the public.

Any applicant granted a temporary permit under these provisions shall also comply with and abide by all other applicable federal, State of Florida, and County laws, rules and regulations.

Only one (1) tent, not to exceed three hundred fifty (350) square feet in size shall be permitted to be placed on the site of the temporary business and such tent, if any, shall be properly and adequately anchored and secured to the ground or to the floor of the tent.

No person or entity shall be issued more than one (1) temporary permit during each calendar year.

The temporary permit requested by an applicant shall be issued or denied within sixty (60) days following the date of the application therefore is filed with the Land Development Regulation Administrator.

10. In agriculture and environmentally sensitive area districts: a single recreational vehicle as described on permit for living, sleeping, or housekeeping purposes for one-hundred eighty (180) consecutive days from date that permit is issued, subject to the following conditions:
 - a. Demonstrate a permanent residence in another location.
 - b. Meet setback requirements.
 - c. Shall be hooked up to or have access to appropriate electrical service, potable well and sanitary sewer facilities (bathroom and septic tank) that have been installed pursuant to permits issued by the Health Department and County Building and Zoning Department, where required.
 - d. Maximum electrical capacity for such temporary uses shall not exceed 100 amps.
 - e. Upon expiration of the permit the recreational vehicle shall not remain on property parked or stored and shall be removed from the property for 180 consecutive days.
 - f. Temporary RV permits are renewable only after one (1) year from issuance date of any prior temporary permit.

Temporary RV permits existing at the effective date of this amendment may be renewed for one (1) additional temporary permit in compliance with the land development regulations, as amended. Recreational vehicles as permitted in this section are not to include RV parks.

Appropriate conditions and safeguards may include, but are not limited to, reasonable time limits within which the action for which temporary use permit is requested shall be begun or completed, or both. Violation of such conditions and safeguards, when made a part of the terms under which the special permit is granted, shall be deemed a violation of these land development regulations and punishable as provided in Article 15 of these land development regulations.

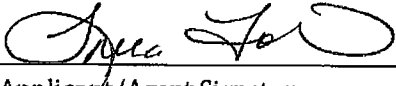
Additional Requirements for a complete application:

1. Legal Description with Tax Parcel Number.
2. Proof of Ownership (i.e. deed).
3. Agent Authorization Form (signed and notarized).
4. Proof of Payment of Taxes (can be obtained online via the Columbia County Tax Collector's Office).
5. Fee. The application fee for a Special Temporary Use Permit Application is based upon the Temporary Use requested. No application shall be accepted or processed until the required application fee has been paid.
 - a. For Items (1) through (6) above, the application fee is \$100.00
 - b. For Item (7) above, the application fee is \$450.00 or \$200.00 for a two year renewal
 - c. For Item (8) above, the application fee is \$250.00
 - d. For Item (9) above, the application fee is \$500.00 for temporary sales of motor vehicles or \$250.00 for non-seasonal good or general merchandise
 - e. For Item(10) above, the application fee is \$200

For submittal requirements, please see the Columbia County Building and Zoning Development Application Submittal Guidelines.

I hereby certify that all of the above statements and statements contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge and belief.

TRIEA Foster
Applicant/Agent Name (Type or Print)


Applicant/Agent Signature

7-7-26
Date

AFFIDAVIT AND AGREEMENT OF SPECIAL
TEMPORARY USE FOR IMMEDIATE
FAMILY MEMBERS FOR
PRIMARY RESIDENCE

STATE OF FLORIDA
COUNTY OF COLUMBIA

Katherine Figueroa

BEFORE ME the undersigned Notary Public personally appeared, *Oscar Figueroa*, the Owner of the parcel which is being used to place an additional dwelling (mobile home) as a primary residence for a family member of the Owner, *Oscar Figueroa Jr.*, the Family Member of the Owner, and who intends to place a mobile home as the family member's primary residence as a temporarily use. The Family Member is related to the Owner as *SON*, and both individuals being first duly sworn according to law, depose and say:

1. Family member is defined as parent, grandparent, step-parent, adopted parent, sibling, child, step-child, adopted child or grandchild.
2. Both the Owner and the Family Member have personal knowledge of all matters set forth in this Affidavit and Agreement.
3. The Owner holds fee simple title to certain real property situated in Columbia County, and more particularly described by reference with the Columbia County Property Appraiser Tax Parcel No. *33 - 45 - 16 - 03 265 - 30 Y*.
4. No person or entity other than the Owner claims or is presently entitled to the right of possession or is in possession of the property, and there are no tenancies, leases or other occupancies that affect the Property.
5. This Affidavit and Agreement is made for the specific purpose of inducing Columbia County to issue a Special Temporary Use Permit for a Family Member on the parcel per the Columbia County Land Development Regulations. This Special Temporary Use Permit is valid for _____ year(s) as of date of issuance of the mobile home move-on permit, then the Family Member shall comply with the Columbia County Land Development Regulations as amended.
6. This Special Temporary Use Permit on Parcel No. *03265-208* is a "one time only" provision and becomes null and void if used by any other family member or person other than the named Family Member listed above. The Special Temporary Use Permit is to allow the named Family Member above to place a mobile home on the property for his primary residence only. In addition, if the Family Member listed above moves away, the mobile home shall be removed from the property within 60 days of the Family Member departure or the mobile home is found to be in violation of the Columbia County Land Development Regulations.
7. The site location of mobile home on property and compliance with all other conditions not conflicting with this section for permitting as set forth in these land development regulations. Mobile homes shall not be located within required yard setback areas and shall not be located within twenty (20) feet of any other building.
8. The parent parcel owner shall be responsible for non ad-valorem assessments.

9. Inspection with right of entry onto the property, but not into the mobile home by the County to verify compliance with this section shall be permitted by owner and family member. The Land Development Regulation Administrator, and other authorized representatives are hereby authorized to make such inspections and take such actions as may be required to enforce the provisions of this Section.
10. The mobile home shall be hooked up to appropriate electrical service, potable well and sanitary sewer facilities (bathroom and septic tank) that have been installed pursuant to permits issued by the Health Department and County Building and Zoning Department, where required.
11. Recreational vehicles (RV's) as defined by these land development regulations are not allowed under this provision (see Section 14.10.2#10).
12. Upon expiration of permit, the mobile home shall be removed from the property within six (6) months of the date of expiration, unless extended as herein provided by Section 14.10.2 (#7).
13. This Affidavit and Agreement is made and given by Affiants with full knowledge that the facts contained herein are accurate and complete, and with full knowledge that the penalties under Florida law for perjury include conviction of a felony of the third degree.

We Hereby Certify that the facts represented by us in this Affidavit are true and correct and we accept the terms of the Agreement and agree to comply with it.

E-SIGNED by Oscar Figueroa SR
on 07-03-2026 00:00:16 GMT

WITNESSED by Kallie Figueroa
on 07-03-2026 12:30:00 GMT

E-SIGNED by Oscar Figueroa
on 07-08-2026 15:13:07 GMT

Family Member

Typed or Printed Name

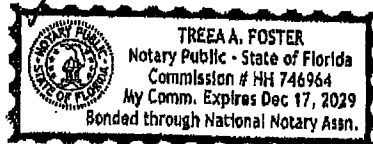
Typed or Printed Name

Subscribed and sworn to (or affirmed) before me this 8 day of July, 2026, by
Oscar Figueroa (Owner) who is personally known to me or has produced
D/Cs as identification. F346-094-86-000-0

[Signature]
Notary Public

Subscribed and sworn to (or affirmed) before me this 8 day of July, 2026, by
Kallie Figueroa (Family Member) who is personally known to me or has produced
D/Cs as identification. F398-549-69-000-0

[Signature]
Notary Public



COLUMBIA COUNTY, FLORIDA

By: _____
Name: _____
Title: _____

COLUMBIA COUNTY Property Appraiser

Parcel 33-4S-16-03265-308

<https://search.ccpafl.com/parcel/03265308164S33>

399 SW DONOVAN GLN

Owners

FIGUEROA OSCAR
FIGUEROA KATHERINE
337 SW DONOVAN GLN
LAKE CITY, FL 32024

Legal Description

LOT 8 DONOVAN WOODLANDS S/D.

929-601, WD 1510-754,

Use: 0700: MISC IMPROVED

Subdivision: DIST 3



Tax Bill Detail

Property Tax Account: R03265-308
FIGUEROA OSCAR

Year: 2025
Tax District: 3

Bill Number: 14050
Property Type: Real Estate

Owner: FIGUEROA OSCAR

MAILING ADDRESS:
FIGUEROA OSCAR
FIGUEROA KATHERINE
337 SW DONOVAN GLN
LAKE CITY FL 32024

PROPERTY ADDRESS:
LAKE CITY 32024

Taxes Assessments Legal Description Payment History

Ad Valorem

Authority/Fund	Tax Rate	Charged	Paid	Due
BOARD OF COUNTY COMMISSIONERS	7.8150	\$429.83	\$429.83	\$0.00
COLUMBIA COUNTY SCHOOL BOARD				
DISCRETIONARY	0.7480	\$41.14	\$41.14	\$0.00
LOCAL	3.1010	\$170.56	\$170.56	\$0.00
CAPITAL OUTLAY	1.5000	\$82.50	\$82.50	\$0.00
Subtotal	5.3490	\$294.20	\$294.20	\$0.00

SUWANNEE RIVER WATER MGT DIST	0.2812	\$15.47	\$15.47	\$0.00
LAKE SHORE HOSPITAL AUTHORITY	0.0001	\$0.01	\$0.01	\$0.00
TOTAL	13.4453	\$739.51	\$739.51	\$0.00
Non-Ad Valorem				
Authority/Fund	Charged	Paid	Due	
FIRE ASSESSMENTS	\$3.94	\$3.94	\$0.00	
TOTAL	\$3.94	\$3.94	\$0.00	

Year	Due
2025	\$0.00
2024	\$0.00
2023	\$0.00
2022	\$0.00
2021	\$0.00
2020	\$0.00
2019	\$0.00
2018	\$0.00
2017	\$0.00
2016	\$0.00

Payment Options

This Bill:	\$0.00
All Bills:	\$0.00
Cart Amount:	\$0.00

Bill 14050 -- No Amount Due

Pay All Bills

 Print Bill / Receipt

 Register for E-Billing

Property Appraiser



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Prepared by and return to:
Michael H. Harrell
Abstract and Title Services, Inc.
283 Northwest Cole Terrace
Suite B
Lake City, FL 32055
7-20105

Inst: 202412005244 Date: 03/13/2024 Time: 9:42AM
Page 1 of 2 B: 1510 P: 754, James M Swisher Jr, Clerk of Court
Columbia, County, By: VC *VC*
Deputy Clerk Doc Stamp-Deed: 465.50

Warranty Deed

This Warranty Deed is executed this 17th day of March, 2024 by Hermine Dickson, whose address is 4049 40th Street South, St. Petersburg, FL 33711, hereinafter called the grantor, to Oscar Figueroa and Katherine Figueroa, husband and wife, whose address is 337 SW Donovan Gln, Lake City, FL 32024, hereinafter called the grantee:

(Wherever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporation)

Witnesseth, that said Grantor, for and in consideration of the sum of *TEN DOLLARS (\$10.00)* and other good and valuable considerations to said Grantor, in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said Grantee and Grantee heirs and assigns forever, the following described land situated, lying and being in Columbia County, Florida, to-wit.

Lot 8, Donovan Woodlands, according to the map or plat thereof, as recorded in Plat Book 7, Page(s) 23, of the Public Records of Columbia County, Florida.

The above described property is not, nor has it ever been the Homestead of the Grantor.

Together With all tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

Subject To taxes for the current tax year and subsequent years, not yet due and payable; covenants, restrictions, reservations, and limitations of record, if any.

To Have and To Hold, the same in fee simple forever.

And Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land; that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

[Signature]
Witness

H. Dickson
Hermine Dickson

Lynda Marie Granfield
Printed Name

4000 40th St. S., Saint Petersburg, FL 33711
Witness Postal Address

[Signature]
Witness

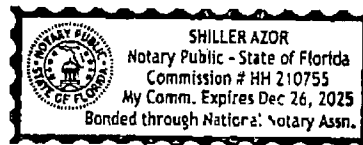
CHRISTOPHER T. GRANFIELD
Printed Name

4000 40TH ST. S. ST. PETERSBURG, FL 33711
Witness Postal Address

STATE OF FLORIDA
COUNTY OF Pinellas

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 7th day of March, 2024, by Hermine Dickson.

[Signature]
Signature of Notary Public
Print, Type/Stamp Name of Notary



Personally Known: _____ OR Produced Identification: ☒ _____

Type of Identification

Produced: FL driver's license

APPLICATION AGENT AUTHORIZATION FORM

TO: Columbia County Zoning Department
135 NE Hernando Avenue
Lake City, FL 32055

Authority to Act as Agent

On my/our behalf, I appoint TREEN FOSTER
(Name of Person to Act as my Agent)

for _____
(Company Name for the Agent, if applicable)

to act as my/our agent in the preparation and submittal of this application

for Mobile Home
(Type of Application)

I acknowledge that all responsibility for complying with the terms and conditions for approval of this application, still resides with me as the Applicant/Owner.

E-SIGNED by Oscar Figueroa SR
on 07-03-2025 00:22 GMT

E-SIGNED by Kathie Figueroa
on 07-03-2025 12:24 GMT

Applicant/Owner's Name: _____

Applicant/Owner's Title: OWNERS

On Behalf of: _____
(Company Name, if applicable)

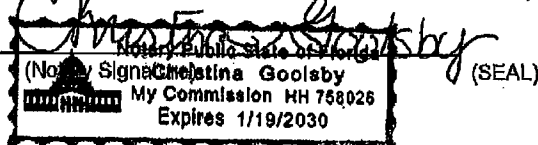
Telephone: 407-567-2857 Date: 7-3-26

Applicant/Owner's Signature: _____

Print Name: _____

STATE OF FLORIDA
COUNTY OF Suwannee

The Foregoing instrument was acknowledged before me this 3 day of July, 2025, by OSCAR FIGUEROA SR + KATHIE FIGUEROA whom is personally known by me ☒ OR produced identification ☐.
Type of Identification Produced D/L's F346-094-86-000-0
F348-549-69-000-0





Zoning Department

Receipt Of Payment

Applicant Information	Method	Date of Payment	Payment #	Amount of Payment
Treva Foster 337 SW Donovan Gl	Credit Card 16500460	07/15/2026	773785	\$450.00
AppID: 76989 Development #: STU260701 Special Temporary Use Parcel: 33-4S-16-03265-308 Address: 337 SW Donovan Gl				

Contact Us

Phone:
(386) 719-1474
Customer Service Hours:
Monday-Friday
From 8:00 A.M. to 5:00 P.M.

Email:
zoneinfo@columbiacountyfla.com

Website:
<http://www.columbiacountyfla.com/BuildingandZoning.asp>

Address:
Building and Zoning
135 NE Hernando Ave.
Lake City, FL 32055

Payment History

<u>Date</u>	<u>Description</u>	<u>Amount</u>
07/14/2026	Fee: Special Temporary Use Permit (7) Addition to the principal residential dwelling	\$450.00
07/15/2026	Payment: Credit Card 16500460	(\$450.00)
		\$0.00