



**ZONING & CODE COMPLIANCE**  
 326 West Marion Avenue  
 Punta Gorda, Florida 33950  
 941-575-3352 Telephone  
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[zoning@pgorda.us](mailto:zoning@pgorda.us)  
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**SPECIAL EXCEPTION APPLICATION**

<b>Date Received:</b>	<b>File #: SE-</b>
<b>Application Fee: \$750.00</b>	

<b>Office use only:</b>					
<b>Ad Date</b>		<b>DRC</b>		<b>Planning</b>	<b>City Council</b>

**Application and all pertinent required data (listed below) MUST be submitted with this application**

<input type="checkbox"/> ORIGINAL application with Signed & Notarized Special Exception Application and/or Affidavit Authorization for Agent (if applicable)	<input type="checkbox"/> 3 copies, of a concept plan, drawn to a scale of 1 inch = 100 feet, or a scale agreed to by the City, containing the following information:
<input type="checkbox"/> A copy of the deed or other evidence of ownership	a. Boundaries of the entire property;
<input type="checkbox"/> Date applicant met with the representatives of Zoning & Urban Design staff prior to the submission of a Special Exception Application	b. Total area of the property in square feet and acres;
<input type="checkbox"/> A disclosure statement of the real parties in interest on a form provided by the City, signed by the applicant and notarized. (if applicable)	c. Location of all existing and proposed structures, including but not limited to lighting, signs and buildings;
<input type="checkbox"/> Dedications: Show all dedications or easements within or abutting property which is subject to application. (if applicable)	d. Location and distance of all off-site structures within 50 feet of the property, including but not limited to lighting, signs and buildings;
<input type="checkbox"/> Written statement describing the proposed use and providing the following information: Type of operation; Hours of operation; Traffic impacts, Impacts on adjacent uses and measures proposed to mitigate such impacts.	e. All required minimum yards and the distances of all existing and proposed structures to the lot lines;
<input type="checkbox"/> Plot Plan: Should show existing buildings, uses of each, dimensions, spacing between and setbacks from property lines; off-street parking showing spaces marked off. (if applicable) **A survey not more than 12 months prior to application may be required**	f. Public rights of way, indicating names, route numbers, and width;
	g. Proposed means of ingress and egress to the property from a public street;
	h. Parking spaces, existing and/or proposed, indicating minimum distance from the nearest property lines;
	i. Where applicable, seating capacity; usable outdoor recreation area, emergency access, fencing, limits of clearing, landscaping and screening, outside lighting, loudspeakers and required and/or proposed improvements to public rights-of-way; and
	j. Existing zoning designation and use of subject and adjacent properties.

Certificate of Appropriateness application and application fee if property is located within the National Register Historic Overlay District, listed on the National Register, or property listed on the Florida Master Site File by the State of Florida Department of State, Bureau of Historic Preservation of the Division of Historical Resources  
 Florida Master Site File No. \_\_\_\_\_ Contributing Structure  Yes  No

**In addition to the original application ANY documents greater than 11x17 MUST ALSO be submitted on a CD/DVD**

In order that this application be processed in a timely fashion, the correct and complete information is necessary. It is suggested that the applicant bring the application to the Zoning & Code Compliance Division, 126 Harvey St., Punta Gorda, Florida 33950, where it can be reviewed by the staff prior to filing. The Zoning & Code Compliance Division accepts no responsibility for the completeness or accuracy of the application. Errors in the filed application may result in delays with respect to required public hearings. All data and exhibits submitted in connection with the filing of this application become a permanent part of the public record

**IMPORTANT:** The applicant or his representative MUST be present at the hearing. There will be a fee of \$500.00 for a Voluntary Continuance (a request by the applicant to continue a petition before the appropriate board or council, or by the failure of the applicant to attend or be represented at the appropriate meeting).

<b>1. Applicant</b>						
Name:						
Address:			City:	State:	Zip:	
Phone:			Email address:			
<b>2. Owner(s) of Record</b>						
Name:						
Address:			City:	State:	Zip:	
Phone:			Email address:			
<b>3. Business Name (if applicable)</b>						
Name:						
Address:			City:	State:	Zip:	
Phone:			Email address:			
<b>4. Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)</b>						
Name:						
Address:			City:	State:	Zip:	
Phone:			Email address:			
<p><b>Any person or entity holding real property in the form of a partnership, limited partnership, corporation, trust, or in any form of representative capacity whatsoever for other, shall in this application disclose the name and address of every person having a beneficial interest in the real property, however small or minimal</b></p>						
<b>5. Proposed Use(s)</b>						
<b>6. Written statement describing the proposed use:</b>						
<b>7. What are the hours of Operation?</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>

**8. Traffic impacts, including the maximum expected trip generation and the distribution of such trips by mode and the time of day based on current Institute of Transportation Engineers [ITE] Manual, internal road network, and connection into the existing transportation network. (A traffic study will be required for all applications that contain or are adjacent to roads that carry or are proposed to carry more than 800 vehicle trips per day [VPD]):**

**9. Impacts on adjacent uses and measures proposed to mitigate such impacts:**

**10. Property Address**

Address (street name):

Parcel ID /Account #	Lot #	Block#	Section	Total Sq. Feet	Total Acres

**11. Legal Description of Property (Attach separate sheet if necessary)**

**12. Existing Zoning Classification**

**13. Approval Criteria. The Planning Commission and City Council shall use the following criteria, in addition to other reasonable considerations, in making their decision please explain your position on the following:**

**(1) The proposed use will not adversely affect the use of neighboring properties.**

**(2) The use shall comply with applicable district regulations and applicable provisions of the adopted Comprehensive Plan and downtown plans.**

**(3) The location, size and height of buildings, structures, walls and fences, and the nature and extent of screening, buffering and landscaping shall be such that the use will not hinder or discourage the appropriate development and use of adjacent or nearby land and/or buildings.**

**(4) The proposed use will be such that pedestrian and vehicular traffic generated will not be hazardous or conflict with the existing and anticipated traffic in the neighborhood and on the streets serving the site.**

I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material 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 complete and accurate before the hearing can be advertised, and that I am authorized to sign the application by the owner or owners.

By submitting this application the owner(s) of the subject property does hereby grant his/her consent to the Zoning Official and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property relative to this application.

### AFFIDAVIT

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
My commission Expires

### AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We \_\_\_\_\_, property owner(s), hereby authorize \_\_\_\_\_ to act as **Agent** on our behalf regarding a SPECIAL EXCEPTION APPLICATION on the property commonly known as \_\_\_\_\_ in Punta Gorda, Florida.

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

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_, 20\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
My commission Expires