

**CITRUS COUNTY LAND DEVELOPMENT CODE  
CONDITIONAL USE APPLICATION**

Application No.: \_\_\_\_\_ Date: \_\_\_\_\_

\* Written Authorization is required if Applicant is different than Owner.

**Applicant\***

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_  
Work No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Email: \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_  
Work No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
Email: \_\_\_\_\_

**Property Description:** Section: \_\_\_\_\_ Township: \_\_\_\_\_ South Range: \_\_\_\_\_ East

Legal Description: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Block/Parcel: \_\_\_\_\_

Alternate Key #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Acreage: \_\_\_\_\_

**Conditional Use Request:** \_\_\_\_\_

**Describe how it will/will not affect surrounding development:** \_\_\_\_\_

I am aware that if the property cannot be located using information from the submitted application, this application may be rescheduled to a later hearing date. I also understand that a sign must be placed (and marking flags may be placed) on the property by the Community Development Division at least seven days prior to the scheduled meeting.

I understand that approval for the proposed use shown hereon does not in any way relieve me of the responsibility of observing and complying with any deed restrictions applicable to the subject property.

I hereby authorize Citrus County or its agents to enter upon the property, which is the subject of this application and the date of the hearing thereon, at any time between the hours of 8:00 AM and 5:00 PM for the purpose of gathering any information relevant to this application.

**I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Signature: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF CITRUS

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared \_\_\_\_\_, who is personally known to me or provided \_\_\_\_\_ as identification and who did not take an oath.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Printed Name

Seal

\_\_\_\_\_  
Notary Public - State of Florida

**For Staff Use Only**

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Initials: \_\_\_\_\_

ATF: \_\_\_\_\_  
QTR: \_\_\_\_\_  
LUD: \_\_\_\_\_  
FZ: \_\_\_\_\_

## CONDITIONAL USE

Each land use designation allows certain activities and developments by right. However, within each district, other activities and developments may be allowed provided the proposed use is compatible with the surrounding area, and sufficient safeguards and conditions are emplaced to mitigate impacts. The process by which this determination is made is through the Conditional Use process before the Planning and Development Review Board (PDRB) in a public hearing.

When a use is permissible as a Conditional Use, the application is reviewed individually relative to location, design, size, method of operation, circulation, and public facilities. The Conditional Use is subject to the provisions of the Land Development Code (LDC) as well as conditions stipulated by the PDRB to insure compatibility with the surrounding properties.

During the public review process, the PDRB must make written findings of fact. These finding of facts must satisfactorily address the following:

1. Granting the Conditional Use will not adversely affect the public interest.
2. There is compliance with special rules governing the individual Conditional Use requested.
3. The proposed development with conditions and safeguards attached is generally compatible with adjacent properties.
4. That satisfactory provisions and arrangements have been made addressing the following (where applicable):
  - Ingress and egress to the property and structures, with particular reference to automotive and pedestrian safety and convenience, traffic flow, and access in case of fire or catastrophe;
  - Off-street parking and loading areas, refuse and service areas, with particular attention to effects of surrounding property;
  - Utilities - location, availability, and compatibility;
  - Screening and buffering - type, dimensions, and location;
  - Signs (if any) and proposed lighting; and
  - Required yards and other open space.

Finally, it should be noted that the PDRB may prescribe a reasonable time limit within which the action for the conditional use is required to begin or be completed, or both. In addition, an approved conditional use resides with the property (except truck parking). The owner and all subsequent owners of the property must follow all conditions and stipulations to the granted conditional use. Any modifications to the approved use must undergo a new review and requests for modifications to any condition imposed by the reviewing body shall be treated as a new application.

## FILING REQUIREMENTS FOR CONDITIONAL USE APPLICATIONS

- \_\_\_\_\_ 1. Completed application (additional sheets may be added if more space is needed).
- \_\_\_\_\_ 2. Applicable filing fee of \$400.00 plus \$10.00 per acre or fraction thereof. (An after-the-fact filing fee is \$800.00 plus \$10.00 per acre or fraction thereof.) The applicant will also be billed for advertising and postage fees, to be billed at a later date. In accordance with the requirements of the Citrus County Land Development Code (Ord. 90-14 as amended), the applicant is responsible for payment of all costs for public notification of the application review. These costs include notification of abutting property owners by mail and advertising in a newspaper of general circulation. Applicants shall be billed actual costs incurred for public notification. **No application shall be processed for final adoption until all fees are paid.**
- \_\_\_\_\_ 3. Proof of ownership and legal description of property (tax notice or deed may suffice).
- \_\_\_\_\_ 4. Site plan (**DRAWN TO SCALE**), which shall be no smaller than one inch equals 200 feet on a minimum of an 8 1/2 x 11 sheet. **If the site plan is larger than 8½ x 11, 30 copies will need to be submitted.** Include North arrow to indicate orientation. **SITE PLANS SHALL SHOW THE FOLLOWING INFORMATION:**
  - \_\_\_\_\_ A. Lot area and percentage of lot covered (impervious surface ratio).
  - \_\_\_\_\_ B. Driveway access location and parking space arrangement included in the site plan.
  - \_\_\_\_\_ C. All rights-of-way and easements adjacent to and crossing subject property.
  - \_\_\_\_\_ D. All water courses, water bodies, jurisdictional wetlands, and floodplains. The mean high water line (tidal) or line of ordinary high water (non-tidal) must be shown when determining waterfront setbacks.
  - \_\_\_\_\_ E. Proposed or existing potable water/well and waste disposal system/septic
  - \_\_\_\_\_ F. Existing and proposed location of building/structures including heights and separation.
  - \_\_\_\_\_ G. All setbacks between building/structures and property lines/waterbodies/jurisdictional wetlands.
  - \_\_\_\_\_ H. Any walls or fences – give location, height, and material type.
  - \_\_\_\_\_ I. Existing and proposed stormwater management systems including proposed or existing swales and/or berms.
  - \_\_\_\_\_ J. Proposed stormwater management systems.
  - \_\_\_\_\_ K. Fire hydrant – give location (if provided).
  - \_\_\_\_\_ L. Signs – give location, size, and height (as applicable).
  - \_\_\_\_\_ M. Loading – give location and dimensions (as applicable).
- \_\_\_\_\_ 5. "Letter of Authorization", if applicant is other than owner (form provided).
- \_\_\_\_\_ 6. Written directions to the property from Department of Development Services office.
- \_\_\_\_\_ 7. Signed "Appeal Notice" (form provided).
- \_\_\_\_\_ 8. Flood Zone designation including base flood elevation.
- \_\_\_\_\_ 9. A survey, no more than one year old or re-certified by the original surveyor no more than one year prior to the application date. (NOT applicable for residential applications).

**I HEREBY ACKNOWLEDGE THAT FAILURE TO SUBMIT THE ABOVE INFORMATION ALONG WITH THE RETURN OF THIS FORM BY NOON ON THE FILING DEADLINE DATE (FOUND ON THE DEADLINE SHEET INCLUDED IN THIS APPLICATION PACKET) MAY DELAY PROCESSING CAUSING THE APPLICATION TO BE RESCHEDULED TO A LATER HEARING DATE.**

**Return this application to:  
CITRUS COUNTY COMMUNITY DEVELOPMENT DIVISION  
3600 W Sovereign Path, Suite 140  
Lecanto, FL 34461**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AUTHORIZATION**

**APPLICATION REQUEST: (check one)**

\_\_\_\_ Variance    \_\_\_\_ Conditional Use    \_\_\_\_ Minor Subdivision    \_\_\_\_ Lot Reconfiguration  
\_\_\_\_ Plat Vacation    \_\_\_\_ Street Vacation    \_\_\_\_ Comprehensive Plan Amendment  
\_\_\_\_ Atlas Amendment    \_\_\_\_ Other (specify): \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY:**

Section \_\_\_\_ Township \_\_\_\_ Range \_\_\_\_ Alternate Key # \_\_\_\_\_  
Lot/Parcel \_\_\_\_\_ Block \_\_\_\_\_  
Subdivision \_\_\_\_\_

I, \_\_\_\_\_, owner of the above described property,  
(Name of Owner)

authorize \_\_\_\_\_ of \_\_\_\_\_ to  
(Name of Representative) (Name of Business)

serve as agent on my behalf for the purpose of making application for the proposed request. No further authorization is expressed or implied, than that which is described herein.

SIGNATURE: \_\_\_\_\_  
(Signature of Owner)

STATE OF FLORIDA  
COUNTY OF CITRUS

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared \_\_\_\_\_, who is personally known to me or provided \_\_\_\_\_ as identification and who did not take an oath.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Printed Name

Seal

\_\_\_\_\_  
Notary Public - State of Florida

## APPEAL NOTICE

I, the undersigned, understand that the actions of the Citrus County Planning and Development Review Board and/or the Board of County Commissioners are subject to Quasi-judicial proceedings which provide for parties in opposition to intervene, cross-examine and/or provide expert witnesses in regard to your application. Further, the actions of the Planning Development Review Road and/or the Board of County Commissioners is subject to appeal within 30 days of said action. This Appeal is established under the provisions of Section 2500 of the Citrus County Land Development Code.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## TECHNICAL REVIEW TEAM

### MEMBERSHIP

Community Development Division 3600 W. Sovereign Path Suite #140 Lecanto, FL 34461	527-5239
Environmental Health Department 3600 W Sovereign Path Suite #125 Lecanto, FL 34461	527-5295
Building Division 3600 W. Sovereign Path Suite #111 Lecanto, FL 34461	527-5310
Utilities Division 1300 S. Lecanto Highway Lecanto, FL 34461	746-2694
Division of Fire Prevention 3600 W. Sovereign Path Lecanto, FL 34461	726-4670
Engineering Division 3600 W. Sovereign Path Suite #205 Lecanto, FL 345461	527-5448
Southwest Florida Water Management District (SWFWMD) 2379 Broad Street Brooksville, FL 34609	800-423-1476



# Board of County Commissioners

## DEPARTMENT OF DEVELOPMENT SERVICES

Web Address: <http://www.bocc.citrus.fl.us>  
Toll Free (352) 489-2120 TTY (352) 527-5312  
3600 W. Sovereign Path, Lecanto, FL 34461-8070

In reply, refer to:

### NOTICE

#### INFORMATION REQUIRED FOR ALL APPLICATIONS

Effective August 22, 2006, it is the policy of the Board of County Commissioners to require complete and sufficient applications prior to setting of a public hearing date. The application you submit to the Community Development Division (CDD) must include a completed application with proof of ownership, authorization by owner (as applicable), necessary fees, legal description, site plan, and any additional information identified by the CDD as deemed necessary to review and prepare a written findings report and recommendation to the Planning and Development Review Board and/or the Board of County Commissioners. Such information may include, but is not limited to, boundary survey, master plan of development, biological survey, tree preservation plan, landscape plan, historical/archeological survey, wetland boundary delineation, line of mean annual flood or ordinary high water line, parking study, transportation facilities analysis (subject to prior methodology acceptance), drainage facilities analysis, public school facilities analysis, public facilities (water/wastewater) analysis, level of service compliance, and other agency approvals. **Applications deemed incomplete will be returned to the applicant.**

Once the application is deemed complete, the CDD shall have thirty (30) days in which to make a determination as to the sufficiency of the information contained in the application for the purpose of review and to prepare a findings report and recommendation to the Planning and Development Review Board and/or the Board of County Commissioners. You will be notified in writing as to the sufficiency status of your application. If your application is deemed insufficient, such application shall be held in abeyance until such time as the required information is received by the CDD. If you fail to provide the information requested by the CDD within 120 days of notification, or within a time agreed upon by the applicant and the CDD, the application shall be considered withdrawn. When the CDD determines that the application information is sufficient to review, then the public hearing date will be set. Formal notification of hearing dates will be mailed to you.

You may request that the CDD arrange a conference to discuss requirements for information in accordance with the adopted standards and criteria of the Citrus County Land Development Code and the Citrus County Comprehensive Plan. A determination of sufficiency by the CDD does not necessarily indicate that the CDD or other reviewing agencies agree with the information and conclusions presented in the application, nor does it constitute a determination for positive findings for recommendation by the Department to the Planning and Development Review Board and/or the Board of County Commissioners.

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Administration Suite #109 (352) 527-5220 Fax 527-5317	Building Division Suite #111 (352) 527-5310 Fax 527-5317	Housing Services Division Suite #147 (352) 527-5377 Fax 527-5389	Community Development Suite #140 (352) 527-5239 Fax 527-5252
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